

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20060912

1. ACTION REQUESTED/PURPOSE: Approve Change Order No. 1, under CN-05-16 LEE COUNTY UTILITIES OFFICE BUILDING, to Sheely Architects, Inc. (Contract # 3230) in the amount of \$129,250.00 for the increase square footage of the Lee County Utilities Office Building. Also approve budget transfers from Capital Improvement Fund Reserves in the amount of \$77,550.00 and \$51,700.00 from Utilities Capital Improvement Fund Reserves and amend FY 05/06 – 09/10 CIP accordingly. Also authorize Chairwoman to execute Change Orders on behalf of the Board.

2. WHAT ACTION ACCOMPLISHES: Provides Lee County with authorization to proceed with additional design services to increase Lee County Utilities Office Building from 72,000 square feet to 90,000 square feet.

3. MANAGEMENT RECOMMENDATION: Staff recommends approval.

4. Departmental Category: 02 C2A **5. Meeting Date:** 08-01-2006

6. Agenda:	7. Requirement/Purpose: (specify)		8. Request Initiated:	
	<input checked="" type="checkbox"/> Consent	Statute		Commissioner Department <u>Construction & Design</u>
	<input type="checkbox"/> Administrative	Ordinance		
	<input type="checkbox"/> Appeals	<input checked="" type="checkbox"/> Admin. Code <u>AC-4-4</u>		Division By: <u>Jim Lavender</u> Public Works Director
<input type="checkbox"/> Public	Other			
<input type="checkbox"/> Walk-On				

9. Background: On August 2, 2005, the Board of County Commissioners awarded Professional Services Agreement for CN-05-16 LEE COUNTY UTILITIES OFFICE BUILDING, Contract No. 3230, to Sheeley Architects, Inc. for a Lump Sum amount of \$696,310.00.

Change the original size of the Lee County Utilities Building from 72,000 square feet to 90,000 square feet. Also approve budget transfers from Capital Improvement Fund Reserves in the amount of \$77,550.00 and \$51,700.00 from Utilities Capital Improvement Fund Reserves for additional design costs for the construction of the Utilities Office Building and amend FY 05/06 – 09/10 CIP accordingly.

Funds will be available in account string: 20743948730.506510 - \$51,700.00
20743930100.506510 - \$77,550.00

Attachment: Two (2) Change Orders for execution.
Two (2) Budget Transfers

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services			County Manager/P.W. Director
					Analyst	Risk	Grants	
<i>[Signature]</i> 7-17-06	<i>[Signature]</i> 7-17-06	N/A	<i>[Signature]</i>	<i>[Signature]</i> 7-17-06	<i>[Signature]</i> 7-17-06	<i>[Signature]</i> 7-17-06	<i>[Signature]</i> 7-17-06	<i>[Signature]</i> 7-17-06

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

**RECEIVED BY
COUNTY ADMIN**
7-18-06 11:30 AM
**COUNTY ADMIN
FORWARDED TO**
7/20/06
3:00 PM

Rec. by CoAtty
Date: 7/17/06
Time: 4:25 PM
Forwarded To:

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: Capital Improvement Fund **DATE:** 06/26/06 **BATCH NO.** _____

FISCAL YEAR: 05/06 **FUND #:** 30100 **DOC TYPE:** YB **LEDGER TYPE:** BA

TO: Capital Projects General Govt Capital Project
(DIVISION NAME) **(PROGRAM NAME)**

NOTE: PLEASE LIST THE ACCOUNT NUMBER BELOW IN THE FOLLOWING ORDER:
 FUND #-DEPT/DIV #-PROGRAM #-OBJECT CODE #-SUBFUND #-PROJECT#-COST CENTER #.
 (EXAMPLE: BB5120100100.503450)

ACCOUNT NUMBER	OBJECT NAME	DEBIT
20743930100.506540	Construction - Improvements	\$ 77,550
TOTAL TO:		\$ 77,550

ACCOUNT NUMBER	OBJECT NAME	CREDIT
GC5890130100.509910	Reserves for Contingencies	\$ 77,550
TOTAL FROM:		\$ 77,550

EXPLANATION: Transfer budget from Capital Improvement Fund Reserves to pay for design costs to increase size of Utilities Admin Bldg from 72,000 sq. to 90,000 sq. ft.

DIVISION DIRECTOR SIGNATURE	DATE		7.17.06
DBS: APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/>			7.19.06
APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/>			7/19/06
CO. ADMIN.: APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/>			
BCC APPROVAL DATE		BCC CHAIRMAN SIGNATURE	

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: Utilities Capital Improvement Fund DATE: 06/26/06 BATCH NO. _____

FISCAL YEAR: 05/06 FUND #: 48730 DOC TYPE: YB LEDGER TYPE: BA

TO: Capital Projects Water Systems Projects
 (DIVISION NAME) (PROGRAM NAME)

NOTE: PLEASE LIST THE ACCOUNT NUMBER BELOW IN THE FOLLOWING ORDER:
 FUND #-DEPT/DIV #-PROGRAM #-OBJECT CODE #-SUBFUND #-PROJECT#-COST CENTER #.
 (EXAMPLE: BB5120100100.503450)

ACCOUNT NUMBER	OBJECT NAME	DEBIT
<u>20743948730.506540</u>	<u>Construction - Improvements</u>	<u>\$ 51,700</u>
	TOTAL TO:	\$ 51,700

FROM: <u>Non-Departmental</u> (DIVISION NAME)	<u>Reserves</u> (PROGRAM NAME)	
ACCOUNT NUMBER	OBJECT NAME	CREDIT
<u>GC5890130100.509910</u> 48730	<u>Reserves for Contingencies</u>	<u>\$ 51,700</u>
	TOTAL FROM:	\$ 51,700

EXPLANATION: Transfer budget from Capital Improvement Fund Reserves to pay for design costs to increase size of Utilities Admin Bldg from 72,000 sq. to 90,000 sq. ft.

DIVISION DIRECTOR SIGNATURE _____ DATE _____ DBS: APPROVAL <input checked="" type="checkbox"/> DENIAL _____ APPROVAL <input checked="" type="checkbox"/> DENIAL _____ CO. ADMIN.: APPROVAL _____ DENIAL _____	<u><i>J. ...</i></u> <u>7-17-06</u> DEPARTMENT DIRECTOR SIGNATURE DATE <u><i>Jim K. Wolf</i></u> <u>7-19-06</u> OPERATIONS ANALYST SIGNATURE DATE <u><i>... Lang</i></u> <u>7/19/06</u> BUDGET OPERATIONS MANAGER SIGNATURE DATE _____ CO. ADMIN. SIGNATURE DATE _____ BCC CHAIRMAN SIGNATURE
BCC APPROVAL DATE _____	

LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT
CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

Change Order
 Supplemental Task Authorization

NO.: 1

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$50,000 or Approval by the County Manager for Expenditures Between \$50,000.01 and \$100,000 or Approval by the Board of County Commissioners for Expenditures over \$100,000)

CONTRACT/PROJECT NAME: Lee County Utilities Office Building

CONSULTANT: Sheeley Architects, Inc. PROJECT NO.: 207439

SOLICIT NO.: CN-05-16 CONTRACT NO.: 3230 ACCOUNT NO. 20743949730.506510 - \$51,700.
20743930100.506510 - \$77,550.

REQUESTED BY: Michael K. Sheeley, AIA DATE OF REQUEST: June 16, 2006

Upon the completion and execution of this Change Order or Supplemental Task Authorization by both parties the Consultant/Provider is authorized to and shall proceed with the following:

EXHIBIT "CO/STA-A" SCOPE OF PROFESSIONAL SERVICE: DATED: June 16, 2006

EXHIBIT "CO/STA-B" COMPENSATION & METHOD OF PAYMENT: DATED: June 16, 2006

EXHIBIT "CO/STA-C" TIME AND SCHEDULE OF PERFORMANCE: DATED: June 16, 2006

EXHIBIT "CO/STA-D" CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: _____

EXHIBIT "CO/STA-E" PROJECT GUIDELINES AND CRITERIA DATED: June 16, 2006

It is understood and agreed that the acceptance of this modification by the CONSULTANT/PROVIDER constitutes an accord and satisfaction.

RECOMMENDED: CC. 6/29/06
By: [Signature] Date: 6/29/06
Department Director

ACCEPTED
By: [Signature]
Consultant/Provider
(Printed Name):
Michael K. Sheeley, AIA
Date Accepted: June 16, 2006

COUNTY APPROVAL:
By: _____
Department Director (Under \$50,000)

By: [Signature] Date: 7/10/06
Contracts Management

(CORPORATE SEAL)

Date Approved: _____

By: _____
County Manager
(Between \$50,000.01 and \$100,000)

APPROVED:
[Signature] 7/18/06
*County Attorney's Office Date

Date Approved: _____

By: _____
Chairwoman
Board of County Commissioners
(Over \$100,000)

Date Approved: _____

* County Attorney signature needed for
over Board level expenditures only

- CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-A"

Date: June 16, 2006

SCOPE OF PROFESSIONAL SERVICES
for Lee County Utilities Office Building

SECTION 1.00 CHANGE(S) TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT or SERVICE PROVIDER, shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized:

Change the original size of the building from 72,000 square feet to 90,000 square feet.

*Attach additional pages, if needed.

CHANGE ORDER AGREEMENT No. 1

SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-B"

Date: June 16, 2006

COMPENSATION AND METHOD OF PAYMENT

for

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "S/COA-A". In accordance with Professional Services Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
1.07	Schematic Design	\$19,388	LS	WIPP
3.01	Design Development Plans	\$25,850	LS	WIPP
4.01	Bidding and Construction Documents	\$51,700	LS	WIPP
5.01	Pre-Bid Conference	\$6,462	LS	
6.02	Construction Progress Meetings	\$25,850	LS	WIPP
TOTAL		\$129,250		

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

SECTION 2.00 SUMMARY OF CHANGE(S) IN COMPENSATION

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in the CHANGE ORDER or AGREEMENT, Exhibit "CO/STA-A", the compensation the COUNTY has previously agreed to pay to the CONSULTANT, or SERVICE PROVIDER, as set forth in Exhibit "B" of the Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Section/Task Number	Section/Task Name	Compensation In the Basic Agreement	Adjustment(s) by Previous CO or STA Nos. ___	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
1.01	Pre-Architectural Program	\$7,500	NA	NA	\$7,500
1.02	Boundary / Topographical Survey	\$4,200	NA	NA	\$4,200
1.03	Geotechnical Analysis	\$500	NA	NA	\$500
1.04	Infrastructure Analysis	\$2,500	NA	NA	\$2,500
1.05	Program Confirmation and Scope of Project Definition	\$500	NA	NA	\$500
1.06	Concept Design	\$12,930	NA	NA	\$12,930
1.07	Schematic Design	\$38,780	NA	\$19,388	\$58,168
1.08	Order of Magnitude Estimating	\$1,500	NA	NA	\$1,500
1.09	Agency Informal Reviews	\$750	NA	NA	\$750
2.01	Construction Manager Selection	\$1,500	NA	NA	\$1,500
2.02	Guaranteed Maximum Price Negotiations	\$2,500	NA	NA	\$2,500
3.01	Design Development Plans	\$103,420	NA	\$25,850	\$129,270
3.02	Budget Estimate	\$2,500	NA	NA	\$2,500
4.01	Bidding and Construction Documents	\$309,770	NA	\$51,700	\$361,470
4.01A	Civil Bidding and Construction Documents	\$60,795	NA	NA	\$60,795
4.02	Infrastructure Permitting	\$2,500	NA	NA	\$2,500
4.03	Construction Estimates	\$2,500	NA	NA	\$2,500
4.04	Final Bidding and Contract Documents	\$46,550	NA	NA	\$46,550
4.04A	Civil Final Bidding and Construction Documents	\$6,755	NA	NA	\$6,755

5.01	Pre-Bid Conference	\$1,000	NA	\$6,462	\$7,462
5.02	Clarifications and Addenda	\$1,500	NA	NA	\$1,500
5.03	Evaluation of Bidders	\$1,000	NA	NA	\$1,000
5.04	Value Engineering	\$4,500	NA	NA	\$4,500
6.01	Pre-Construction Conference	\$2,100	NA	NA	\$2,100
6.02	Construction Progress Meetings	\$56,510	NA	\$25,850	\$82,360
6.03	Site Visits		NA	NA	NA
6.04	Shop Drawings / Change Orders	\$6,500	NA	NA	\$6,500
6.05	Required Tests	\$750	NA	NA	\$750
6.06	Verification of Construction	\$1,500	NA	NA	\$1,500
6.07	Inspection with County	\$1,500	NA	NA	\$1,500
6.08	Final Inspection with County	\$1,500	NA	NA	\$1,500
6.09	Project Close-Out	\$3,500	NA	NA	\$3,500
7.01	Special Services	Hourly As Requested	NA	NA	NA
8.00	Reimbursable Expenses	\$6,500	NA	NA	\$6,500
TOTAL		\$696,310	NA	\$129,250	\$825,560

CMO:026
09/25/01

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-D"

Date: June 16, 2006

CONSULTANT'S, OR SERVICE PROVIDER'S, ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)

for _____

CONSULTANT, or SERVICE PROVIDER, intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT, or SERVICE PROVIDER, in providing and performing the services, tasks, or work required under this CHANGE ORDER, or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT.

(If none, enter the word "none" in the space below.)

Service and/or Work to be Provided or Performed	Name and Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise, (If Yes, Indicate Type)			Sub-Consultant Services are Exempted from Prime Consultant-s Insurance Coverage	
		Yes	No	Type	Yes	No
	N/A					

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-E"

Date: June 16, 2006

PROJECT GUIDELINES AND CRITERIA

for _____

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services Agreement, or Service Provider Agreement, Exhibit "E", the COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the CONSULTANT, or SERVICE PROVIDER, in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto:

(If none, enter the word "None" in the space below.)

ITEM No. 1
None