

Agenda Item Summary

1. ACTION REQUESTED/PURPOSE: Approve Supplemental Task Authorization No. 2, under Contract #2932, for CN-04-14 MISCELLANEOUS UTILITY ENGINEERING DESIGN AND/OR INSPECTION SERVICES, for the project known as "Orange Grove Blvd & US 41/Palm Avenue Water Mains", in the amount of \$136,100.00, to Q Grady Minor & Associates, P.A.. Also authorize Chairman to execute STA #2 on behalf of the Board.

2. WHAT ACTION ACCOMPLISHES: Provides a Consultant for design services of the extension of two water mains in the North Fort Myers area, Orange Grove Blvd and US 41/Palm Ave.

3. MANAGEMENT RECOMMENDATION: Staff recommends approval.

4. Departmental Category: 10 Utilities

CIOC

5. Meeting Date: DEC 12 2006

6. Agenda:

- Consent
- Administrative
- Appeals
- Public
- Walk-On

7. Requirement/Purpose: (specify)

- Statute
- Ordinance
- Admin. Code AC-4-4
- Other

8. Request Initiated:

Commissioner _____
 Department Public Works
 Division Utilities

By: **Douglas L Meurer, Director**

[Signature] 11/27/06

9. Background:

On August 18, 2004, the Board of County Commissioners approved the award of CN-04-14 Miscellaneous Utility Engineering Design and/or Inspection Services to a total of nineteen (19) firms.

Approval is required for STA #2, Contract 2932, under CN-04-14 MISCELLANEOUS UTILITY ENGINEERING DESIGN AND/OR INSPECTION SERVICES, for the project known as "Orange Grove Blvd & US 41/Palm Avenue Water Mains", in the amount of \$136,100.00, to Q Grady Minor & Associates, P.A.. Also authorize Chairman to execute STA #2 on behalf of the Board.

Funds are available in the following account: 20718348730. 506510

Attachments: Three (3) STA's for execution.

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
<i>[Signature]</i>	<i>[Signature]</i>	N/A	<i>[Signature]</i> 11/22	<i>[Signature]</i> 11/28/06	Analyst <i>[Signature]</i> 11-30-06	Risk <i>[Signature]</i> 11/30/06	Grants <i>[Signature]</i> 11/30/06	Mgr. <i>[Signature]</i> 11/30/06	<i>[Signature]</i> 11-27-06

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN: 11/27/06 8:05 MP.
COUNTY ADMIN FORWARDED TO: 11/30/06 mp. to PR.

Rec. by CoAtty
Date: 11/28/06
Time: 4:00pm
Forwarded To: 11/28/06 4:30pm

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

Change Order
 Supplemental Task Authorization

NO.: 2

(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: Orange Grove Blvd. & US 41/Palm Avenue Water Mains

CONSULTANT: Q. Grady Minor & Associates, P.A. PROJECT NO.: _____

SOLICIT NO.: CN04-14 CONTRACT NO.: 2932 ACCOUNT NO. _____

REQUESTED BY: Utilities DATE OF REQUEST: September 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: September 12, 2006

EXHIBIT "CO/STA-B" COMPENSATION & METHOD OF PAYMENT: DATED: September 12, 2006

EXHIBIT "CO/STA-C" TIME AND SCHEDULE OF PERFORMANCE: DATED: September 12, 2006

EXHIBIT "CO/STA-D" CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: September 12, 2006

EXHIBIT "CO/STA-E" PROJECT GUIDELINES AND CRITERIA DATED: September 12, 2006

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

RECOMMENDED: [Signature]
10/9/06
By: [Signature] 10/30/2006
Date
Department Director

ACCEPTED [Signature]
By: _____
Consultant/Provider
(Print Name) David W. Schmitt
Date Accepted: 10/9/06

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

By: [Signature] 11/8/06
Date
Contracts Management

(CORPORATE SEAL)

Date Approved: _____

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

APPROVED: _____

Date Approved: _____

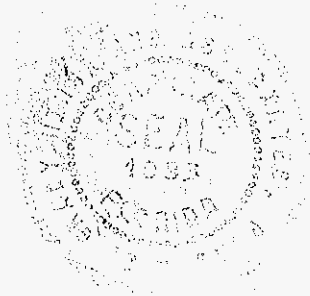
*County Attorney's Office _____
Date

By: _____
Chair

* County Attorney signature needed for
over Board level expenditures only

Board of County Commissioners
(Over \$100,000)

Date Approved: _____



CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No.2

EXHIBIT "CO/STA-A"

Date: September 12, 2006

SCOPE OF PROFESSIONAL SERVICES

for Orange Grove Blvd. & US 41/Palm Avenue Water Mains

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:

PROJECT DESCRIPTION

The proposed Project consists of the extension of two water mains in the North Fort Myers area. It is intended to bid and construct each of these two water main extensions as separate construction contracts. Following is a description of the two main extension projects.

Orange Grove Blvd. Water Main – This water main extension shall be a 12" main extending from Pondella Road at the north to Hancock Bridge Parkway at the south. Connection will be to a 10" main at Pondella and a 10" main at Hancock Bridge. It is intended to parallel the existing 6" water main in this corridor.

US 41/Palm Avenue Water Main – This water main extension shall be a 12" main extending from Evergreen Road/US 41 at the north to Palm Avenue/Hancock Bridge Parkway at the south. (Main will run southeasterly from Evergreen Road in the US 41 Right-of-Way to Palm Avenue and then southerly to Hancock Bridge Parkway). Connection at Evergreen Road will be to a 12" main and a 10" main at Hancock Bridge Parkway.

SCOPE OF SERVICES

Task No. 1 – Project Kickoff.

Meet with County Utility staff to review the proposed project and obtain existing Record Drawing information in the area (Both Water and Wastewater Systems). Attend Utility coordination meeting with Lee County and private utility providers to obtain preliminary data on their systems within the corridors. Conduct walk through/field reconnaissance of the corridors.

Cont'd on next sheet.

*Attach additional pages, if needed.

Task No. 2 – Preliminary Routing Report.

Prepare aerial base maps of the proposed routing with available Lee County Aerial Mapping, Record Drawings and preliminary utility locations. Review existing conditions and prepare recommendations and schematic plans for the proposed water main extension routings. Routings will identify preliminary location within Right-of-Way, connection location at terminal ends and other main connections, potential easement locations, etc. Submit draft to Lee County for review and comment. Meet with Lee County staff to receive comments. Finalize routing report.

Task No. 3 – Engineering Survey

Based upon the selected routings perform engineering survey. This will generally be limited to that portion of the Right-of-Way in which construction is proposed. (Edge of pavement to Right-of-Way), grades, topographic feature above grade utilities feature and marked underground utility will be obtained. Available property corner data will be obtained. Survey will be tied to State Plane Coordinates and 1929 NGVD datum.

Task No. 4 – Utility Coordination

At the completion of the Preliminary Routing Report Phase, an initial plan will be sent to the various private and public utilities for review of the proposed routing and identification potential conflicts. At the preliminary design and final design stages, additional coordination will be performed for adjustment of proposed design where possible and proposed relocation/adjustment of private utilities.

Task No. 5 – Preliminary Design

A 60% design will be made for each of the proposed water main extensions. This will incorporate the proposed preliminary routing, initial utility coordination, and engineering survey. Plan view drawings will be produced with potential conflicts, road crossings and connection points identified. Existing grade profile at main will be provided. Drawings will be provided in a 11" X 17" format at 1" = 40' scale. Anticipated drawings (for both packages) will include Title Sheet, General Note Sheet, Aerial Location Map, Plan and Profile Sheets. We will submit 60% plans with an Opinion of Probable Construction Costs to Lee County for review. We will meet with Lee County to review their Comments to be incorporated into the Final Plans.

Task No. 6 – Final Design

This will represent a 95% design for the proposed water main extensions. Final alignment and grades will be established. The proposed water main profile will be added to the Plan and Profile. Detail Sheets (utilizing standard Lee county Utilities Details) will be prepared. Final coordination with private utilities will be complete (Task 4). We will prepare Technical Specifications, Special Conditions and Bid Forms with quantities for incorporation into Standard Lee County Bidding documents.

We will update the Opinion of Probable Construction Cost.

A28A3

Task No. 7 – Permitting

We anticipate the following Permits for the two water main extension projects.

Orange Grove Blvd. Water Main

Lee County Department of Health Construction Permit
Lee County Limited Review Development Order
FDEP/NPDES Stormwater Pollution Prevention Permit

US 41/Palm Avenue Water Main

Lee County Department of Health Construction
Lee County Limited Review Development Order
FDEP/NPDES Stormwater Pollution Prevention Permit
Florida Department of Transportation Utility Permit

Lee County Utilities will assist in obtaining Lee County Development Services approval.

We anticipate meeting with FDOT during the 30% design phase to review the proposed routing on US 41.

At this time it will be determined if additional surveying will be required along US 41. A budget has been included for this item if required.

Lee County shall pay all Application Fees.

Task No. 8 – Supplemental Surveying

If required, supplemental surveying will be completed under this Task. This would include preparations of easement description and sketches and supplemental Right-of-Way survey along US 41. If this Task became required, we will provide a detail cost. This Task is provided with a budget only.

Task No. 9 – Final Bid Documents

Upon review of the 95% Final Designs and Permit Issuance, the Final Bid Documents (2 sets) will be prepared. These final documents will include any Plan updates, technical specifications and special conditions updates and revisions to the Bid Forms. We will provide hard copy of the Plans and Specifications and hard and electronic copy of the Bid Forms for Lee County Use.

Task No. 10 – Project Bidding

We will assist Lee County in bidding of the Projects. It is assumed each water main extension project will be bid separately. We have included attendance at the Pre-Bid Conference and Bid Opening. We will respond to contractors request to clarification through written addendum to be issued by Lee County. Lee County shall be responsible for all Plan/Specification reproduction and distribution.

CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 2_

EXHIBIT "CO/STA-B"

Date: September 12, 2006

COMPENSATION AND METHOD OF PAYMENT

for Orange Grove Blvd. & US 41/Palm Avenue Water Mains

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.)
A. Orange Grove Blvd. Water Main				
A1	Project Kickoff	\$2750	NTE	WIPP
A2	Preliminary Routing Report	\$4000	NTE	WIPP
A3	Engineering Survey	\$10,000	NTE	WIPP
A4	Utility Coordination	\$2000	NTE	WIPP
A5	Preliminary Design	\$16,500	NTE	WIPP
A6	Final Design	\$15,000	NTE	WIPP
A7	Permitting	\$1600	NTE	WIPP
A8	Supplemental Surveying (Budget)	\$4000	NTE	WIPP
A9	Final Bid Documents	\$4000	NTE	WIPP
A10	Project Bidding	\$2500	NTE	WIPP
A11	Reimbursables	\$2500	NTE	WIPP
B. US41/Palm Avenue Water Main				
B1	Project Kickoff	\$2750	NTE	WIPP
B2	Preliminary Routing Report	\$5000	NTE	WIPP
B3	Engineering Survey	\$11,500	NTE	WIPP
B4	Utility Coordination	\$2000	NTE	WIPP
B5	Preliminary Design	\$18,000	NTE	WIPP
B6	Final Design	\$15,000	NTE	WIPP
B7	Permitting	\$3500	NTE	WIPP
B8	Supplemental Surveying (Budget)	\$4500	NTE	WIPP
B9	Final Bid Documents	\$4000	NTE	WIPP
B10	Project Bidding	\$2500	NTE	WIPP
B11	Reimbursables	\$2500	NTE	WIPP
TOTAL		\$136,100		

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 2

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
STA1	Gladiolus Drive (Design)	\$0.00	\$72,300		\$73,400 72,300 ^{cc}
STA2	Orange Grove Blvd. & US41 Palm Ave.			\$136,100	\$208,400 136,100 ^{cc}
TOTAL			72,300 ^{cc}	136,100 ^{cc}	208,400 ^{cc}

CHANGE ORDER AGREEMENT No. _____
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-C"

Date: September 12, 2006

TIME AND SCHEDULE OF PERFORMANCE

for Orange Grove Blvd. & US 41/Palm Avenue Water Mains

SECTION 1.00 CHANGES FOR THIS CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT

The time and schedule of completion for the various phases or tasks required to provide and perform the services, tasks, or work set forth in this CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", entitled "Scope of Professional Services" attached hereto is as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT AA@	Name or Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion from Date of Notice to Proceed For this CO or STA
1	Project Kickoff	15	15
2	Preliminary Routing Report	30	45
3	Engineering Survey	30	75
4	Utility Coordination	30	75
5	Preliminary Design	60	135
6	Final Design	60	195
7	Permitting	30	225
8	Supplemental Surveying (Budget)	30	225
9	Final Bid Documents	15	240
10	Project Bidding	45	285
11	Reimbursable	N/A	N/A

CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-C"

Date: September 12, 2006

TIME AND SCHEDULE OF PERFORMANCE

for Orange Grove Blvd. & US 41/Palm Avenue Water Mains

SECTION 2.00 SUMMARY OF THE IMPACT OF CHANGE(S) IN PROFESSIONAL SERVICES ON THE OVERALL PROJECT TIME AND SCHEDULE OF PERFORMANCE

Pursuant to and in consideration of the changes in the Scope of Professional Services in this CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", the time and schedule the COUNTY and the CONSULTANT, or SERVICE PROVIDER, has previously agreed to for all of the work to be done under this Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT >A= and EXHIBIT >CO/STA-A=	Name or Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion From Date of Notice to Proceed
	Not Applicable		

CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-D"

Date: September 12, 2006

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

for Orange Grove Blvd. & US 41/Palm Avenue Water Mains

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
	NONE					

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-E"

Date: September 12, 2006

PROJECT GUIDELINES AND CRITERIA

for Orange Grove Blvd. & US 41/Palm Avenue Water Mains

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