



Lee County Professional Service  
Change Order/Supplemental Task Authorization

Date 11/23/2021

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Change Order Agreement #: \_\_\_\_\_  Supplemental Task Authorization #: 3

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

Primary Contact: Carl A. Barraco, P.E., President

Contract Name: Miscellaneous Utility Engineering

Project Name: Waterline Replacement and Improvements - Nuna Avenue from Glenwood to Luckett Road

CONSULTANT: Barraco and Associates, Inc. Project #: 0639

Solicitation #: CN180185DLK Contract #: C-8121

Lee County Project Manager: Mike Avoglia Request Date: 7/19/2021

Fiscal Staff: Utilities Fiscal Account #: 20063948730

Upon the completion and execution of this Change Order or Supplemental task Authorization by both parties the CONSULTANT is authorized to and shall proceed with the following exhibits as applicable:

- CO-STA Exhibit A - SCOPE OF PROFESSIONAL SERVICE
- CO-STA Exhibit B - COMPENSATION & METHOD OF PAYMENT
- CO-STA Exhibit C - TIME & SCHEDULE OF PERFORMANCE
- CO-STA Exhibit D - CONSULTANTS ASSOCIATED SUB-CONSULTANTS/SUB-CONTRACTORS

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

  
Consultant Signature (Print & Sign Name)

11-24-21  
Date Signed

carlb@barraco.net  
Contact E-mail Address

239.461.3170  
Contact Phone Number

**Lee County Board of County Commissioners - Procurement Management**  
2115 Second Street - 1st Floor - Fort Myers, FL 33901  
PO Box 398 - Fort Myers, FL 33902-0398  
Phone: (239) 533-8881



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**Scope of Professional Services for:**

Waterline Replacement and Improvements - Nuna Avenue from Glenwood to Lockett Road

**Section 1.00 Changes to Professional Services**

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

Please see the Scope of Services detailed on the following pages.

**Lee County Board of County Commissioners - Procurement Management**  
2115 Second Street - 1st Floor - Fort Myers, FL 33901  
PO Box 398 - Fort Myers, FL 33902-0398  
**Phone: (239) 533-8881**

## **CO-STA EXHIBIT A SCOPE OF PROFESSIONAL SERVICES**

Design, permitting and construction observation services for new water main on Nuna Avenue from Glenwood Avenue to Lockett Road and Lockett Road from Nuna Avenue to Ortiz Avenue. Project includes design, permitting, and construction engineering inspection of approximately 5,640 LF of watermain.

### **TASK 1.00 PROJECT MANAGEMENT**

The CONSULTANT shall provide the following project management services to the COUNTY:

- 1.01 Initial Kick-Off Meeting** – The CONSULTANT shall attend an initial kick-off meeting with the staff of various COUNTY departments to review project objectives and standards for completing the work. Kick-off meeting may be held in person or attended virtually in accordance with COVID-19 precautions.
- 1.02 Project Timeline** – The CONSULTANT shall prepare an initial project timeline for submittal to the COUNTY at the initial kick-off meeting. A preliminary copy of this schedule shall be submitted with this STA. The CONSULTANT shall update the schedule throughout the duration of the project.
- 1.03 Design Team Meetings** – CONSULTANT shall attend monthly design team meetings during the design phase of this project as requested by COUNTY. Design Team meetings may be held in person or attended virtually in accordance with COVID-19 precautions.
- 1.04 Prebid Meeting** – Attend a pre-bid meeting and a pre-construction meeting at the completion of the construction documents submittal stage (Task 6). Pre-bid meeting and pre-construction meeting may be held in person or attended virtually in accordance with COVID-19 precautions.
- 1.05 Project Review Meetings** – CONSULTANT shall meet with COUNTY to present and review 30%, 60%, and 90% design plans. Participation with COUNTY staff to produce suggestions and comments to incorporate into project design is mandatory.

### **TASK 2.00 SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES**

The CONSULTANT shall retain a SUE Consultant to perform the following services.

- 2.01 Subsurface Utility Engineering (SUE)** – CONSULTANT shall provide the following services as they relate to SUE.
  - 1. Based on preliminary design work and review of field conditions, the CONSULTANT will determine the most useful locations for the subsurface trench investigations. This Scope of Services budgets for 10 trenches along the corridor. All trenches will be dug in natural ground and no pavement or concrete will be cut to open the test trenches. The trenches will be six (6) feet deep. Excavations will be performed using air vacuum and water pressure excavation equipment that is non-destructive to existing facilities.
  - 2. Mark locations of the excavated underground utilities with laths on natural ground.
  - 3. Field locate underground utility lines within the trenches using traditional and GPR surveying methods and plot the utilities in relationship to existing above ground improvements. Obtain the depths, locations, sizes and types (if possible) and materials of the excavated utility lines.
  - 4. Repair natural ground within the limits of original cuts.

### **TASK 3.00 SURVEYING SERVICES**

The CONSULTANT shall complete and provide a limited topographic survey of the proposed water main alignment. Additionally, a right-of-way survey will accompany the limited topographic data within the limits of the proposed design. The CONSULTANT shall perform miscellaneous land surveying services necessary for the subject project as determined during the design stage. A minimum of two permanent project control points will be established with elevations based on the North American Vertical Datum of 1988 (NAVD88). Horizontal coordinates will be referenced to the State Plane Coordinate System, Florida West Zone, North American Datum of 1983 (2007 adjustment) (NAD83/NSRS2007).

- 3.01 Route Survey** – Surveyor shall field survey existing conditions, including cross-sections along the proposed design alignment at 100-foot stations within the Nuna Avenue and Lockett Road right-of-ways. Topographical data will be limited to the anticipated location of the proposed water main. Topographic data shall extend from the edge of pavement to the right-of-way line of Nuna Avenue and Lockett Road. The surveyor shall provide locations of all existing aboveground utility indicators. Driveways, culverts and culvert crossings, mailboxes, and other visible indicators will also be located. Additionally, the Surveyor shall provide sketch and descriptions for all necessary utility easements and temporary construction easements for facilities proposed outside the existing road right-of-way.

### **TASK 4.00 GEOTECHNICAL SERVICES**

The CONSULTANT shall retain a Geotechnical Consultant to perform the following services.

The Consultant shall perform one (1) 25-foot deep SPT borings for anticipated directional bore location and six (6) soil borings 6-foot deep along the proposed water main alignment. Further, Consultant will provide visual soils classification from samples obtained from these borings in accordance with the applicable ASTM and/or AASHTO soils standards.

- 4.01 Geotechnical Investigation** – The Consultant shall prepare a Geotechnical Report upon completion of field and laboratory services to include the following information:
1. Discussion of the site visit completed by representatives from Consultant's office and any surficial features that may impact construction.
  2. Discussion of the estimate subsurface profile as encountered in the soil borings completed for this study and previous studies, if available.
  3. Evaluation of the site and subsurface conditions as they relate to the site.
  4. Construction criteria that may be used in site preparation prior to construction.
  5. Suitability for use as construction fill and backfill of the soils encountered in the borings.
  6. Boring logs and location plans will be submitted in ACAD format for inclusion into final project plans.
  7. A roadway soil survey sheet in FDOT format will be submitted in ACAD format for inclusion into final project plans.

CONSULTANT will coordinate with the COUNTY to determine if additional borings are necessary based on initial geotechnical report. Additional borings will be considered an additional service.

### **TASK 5.00 ENGINEERING SERVICES**

The CONSULTANT shall furnish design services necessary to perform project design and permitting for construction plans and specifications in accordance with the Lee COUNTY Utilities Design Manual and the City of Fort Myers Land Development Code in effect on the date this Agreement is approved by the COUNTY.

Design plans shall be prepared and submitted at periodic intervals to the COUNTY. These plans typically include plan views, profile views, survey data, typical sections, and details. Further detail about each plan submittal is included in Tasks 5.04 through 5.07 below.

Each final submittal plan set shall be signed by the appropriate Professional Engineer for the type of work depicted in the drawings. Each submittal detailed below shall be delivered with a transmittal letter signed by the project manager for the CONSULTANT and stating that the submittal package is complete. Work may not proceed on the next submittal until written review comments from the COUNTY have been given to the CONSULTANT and appropriate modifications have been made by the CONSULTANT to the plans, design, etc.

All plan sets will be prepared using standard color coded methods for the water main only. All plans will be prepared with the capability of doubling the print size while maintaining a true scale. The CONSULTANT shall print large size plans if requested by the COUNTY. Additional services will be negotiated at the time of the request and added as a Change Order.

**5.01 Research** – CONSULTANT shall review existing reports, as-built data, record drawings, existing permits (if applicable), and studies to determine any constraints that may potentially impact this project.

**5.02 Field Visits** – CONSULTANT shall perform a minimum of one field visit to review existing conditions prior to commencement of Surveying Services. A report outlining this visit shall be prepared by CONSULTANT and submitted to the COUNTY.

**5.03 Coordination with Other Utilities** – CONSULTANT shall contact electric, telephone, cable, gas, and traffic signal service providers to request copies of existing facility record drawings and maps. CONSULTANT shall provide a copy of information received to the COUNTY. Additionally, CONSULTANT shall provide courtesy submittals of 30% and 60% plans to these providers for feedback regarding possible conflicts.

The CONSULTANT shall conduct project plan reviews with the COUNTY, as a minimum, at the Grades & Geometrics (30% plans), Basic (60% plans), and Detailed (90% plans) stages of design. Plan development at the respective submittal stages shall conform to the following:

**5.04 30% Design Plans** – The CONSULTANT shall prepare 30% design plans for the project. These plans shall depict existing topographical features, existing right-of-way and easement lines, existing utilities within the corridor as located by SURVEYOR, and proposed water main location (in plan view only). The sheets comprising this set of plans shall consist of the following:

1. Cover Sheet
2. Utility Design Plans depicting existing corridor of proposed water main
3. Proposed typical sections
4. Plans to address major connection points and identify known utility conflicts and planned resolution design

CONSULTANT shall submit to the COUNTY three (3) sets of 11" x 17" plans for review.

In addition to the design plans, CONSULTANT shall transmit two (2) copies of the 30% design plans to the utility service providers (electric, telephone, cable, gas, and traffic signal) for review and comment.

**5.05 60% Design Plans** – The CONSULTANT shall prepare 60% design plans for the project. These plans shall depict existing topographical features, existing right-of-way and easement lines, property boundaries, existing utilities, and proposed water main location (in plan and profile views). The sheets comprising this set of plans shall consist of the following:

1. Cover Sheet
2. Plan and profile view of water main and force main alignments. Scale shall be set at 1"=40' horizontal and 1"=4' vertical, unless another scale is otherwise agreed to in writing. Right-of-way limits shall be depicted on plan and profile views
3. LCU standard details for water main design
4. Directional drill details for proposed major roadway crossings
5. Applicable City of Fort Myers Standard Details for sidewalk repair construction, drainage and roadway construction

In addition to the design plans referenced above, the following additional tasks will be performed in conjunction with the 60% design review process:

1. Prepare Engineer's Opinion of Probable Cost (EOPC) for proposed improvements.

The CONSULTANT shall submit to the COUNTY three (3) sets of 11" x 17" plans for review. Additionally, three (3) copies of the EOPC and one (1) original and three (3) copies of all application forms shall be submitted to the COUNTY. The utility providers shall receive two (2) copies of the 60% design plans for their review and comment.

**5.06 90% Design Plans** – The CONSULTANT shall prepare 90% design plans for the project. These plans shall depict existing topographical features, existing right-of-way and easement lines, property boundaries, existing utilities, and proposed water main location (in plan and profile views). The sheets comprising this set of plans shall consist of the following:

1. Cover Sheet
2. Key Sheet
3. Utility Design Plans
4. Proposed typical sections
5. Plan and Profiles of water main alignments
6. Stormwater Pollution Prevention Plan (SWP3)
7. LCU standard details, directional drill details, and any other project specific details

In addition to the design plans referenced above, a detailed Engineer's Opinion of Probable Cost shall be provided based on the 90% design. The CONSULTANT shall submit to the COUNTY three (3) sets of 11" x 17" plans for review.

**5.07 100% Design Plans** – The CONSULTANT shall prepare 100% design plans for the project. These plans reflect the 90% design with incorporation of COUNTY'S review comments as well as permit conditions from City of Fort Myers, Lee COUNTY Utilities, and Lee COUNTY Department of Health.

The CONSULTANT shall submit to the COUNTY three (3) sets of 11" x 17" plans for review. Once reviewed and accepted by the COUNTY, CONSULTANT shall provide drawings in electronic format (DWG and PDF).

## **TASK 6.00 PERMITTING SERVICES**

The CONSULTANT shall prepare permit applications, data and drawings required for submittal by the COUNTY to local and state agencies having permit jurisdiction. These agencies include City of Fort Myer (Site Permit) and Lee County Department of Health (HRS potable water permit).

The COUNTY shall review all permit applications and reserves the right to have a representative attend any meetings between the CONSULTANT and the permitting agencies.

National Pollutant Discharge Elimination System (NPDES) and dewatering permits are not included in this scope of services, as they will be sought and obtained by the Contractor.

**6.01 City of Fort Myers Site Permit (SIT)** – Permit application forms shall be completed by CONSULTANT and submitted to COUNTY for review and signature a minimum of thirty (30) days prior to the 90% plan review. CONSULTANT shall wait until 90% plan review approval to submit permit package to the CITY OF FORT MYERS. CONSULTANT shall advise COUNTY of permit fee amounts with enough advance notice to prevent delay of package submittal. COUNTY shall be responsible for permit application fees.

**6.02 Lee County Department of Health (DOH)** – Permit application forms shall be completed by CONSULTANT and submitted to COUNTY for review and signature a minimum of thirty (30) days prior to the 60% plan review. CONSULTANT shall wait until 60% plan review approval to submit permit package to the DOH. CONSULTANT shall advise COUNTY of permit fee amounts with enough advance notice to prevent delay of package submittal. COUNTY shall be responsible for permit application fees.

#### **TASK 7.00 CONTRACT DOCUMENTS**

Once final utility plans have been approved by the COUNTY, a final set of bidding and contract documents will be prepared for construction of the improvement. This task includes the following items:

- 7.01** Final plans, summary of quantities, and Engineer’s Opinion of Probable Cost.
- 7.02** CONSULTANT shall also provide a table of contents to the COUNTY of the anticipated specification sections to be included in the contract documents. More detailed contract documents will be provided at a later date following the successful negotiation of Task 8.00.

#### **TASK 8.00 ADVISORY SERVICES DURING BIDDING**

The CONSULTANT will work with the COUNTY to provide services as requested applicable to advisory services during the bidding process.

#### **TASK 9.00 CONSTRUCTION CONTRACT ADMINISTRATION**

The CONSULTANT shall provide to the COUNTY construction observation and contract support services required to complete the following tasks.

- 9.01** Construction Observation - CONSULTANT shall provide minimum construction observation which will be supplemented by Lee County Utilities inspectors to provide all applicable construction certifications to the appropriate local and state agencies and adequate to support the COUNTY with administration of the construction contract.
- 9.02** Requests for Information (RFI) - The CONSULTANT shall assist the COUNTY in responding to all contractor requests for information during construction.
- 9.03** Contractor Pay Requests - CONSULTANT shall maintain records of construction quantities during the construction phase and shall review all pay requests submitted by the contractor. The CONSULTANT shall also provide written recommendations for release of payments to the contractor, as appropriate.
- 9.04** Testing During Construction - CONSULTANT shall provide services as necessary to observe and document all required pressure tests, waterline tie-ins, bacteriological testing, etc. as required for final certification of the project. The CONSULTANT shall also review all test results submitted by the contractor for review and approval.
- 9.05** Submittal Drawings - The CONSULTANT shall review all submittal drawings submitted by the Contractor for review and approval to determine that the submittal information is consistent with the intent of the construction documents.

- 9.06** Final Inspection - The CONSULTANT shall attend a final inspection, develop punch lists and coordinate punch list remediation for final acceptance of the project.
- 9.07** Project Certifications - Prepare and submit the necessary certifications package to the City of Fort Myers and Lee County DOH.
- 9.08** Record Drawings - Prepare and submit Utility Record Drawings based on LCU criteria with information provided by Contractor's licensed Professional Surveyor and Mapper.







**Print Form**

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**CONSULTANT'S Personnel Hourly Rate Schedule for:**

Waterline Replacement and Improvements - Nuna Avenue from Glenwood to Lockett Road

CONSULTANT or Sub-Consultant Name: BARRACO AND ASSOCIATES, INC.

(A separate Attachment #1 should be included for each Sub-Consultant)

1. Project Position or Classification (Function to be Performed)	2. Hourly Rate to be Charged
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No change from Master Contract.


Reimbursable Item	Cost	Reimbursable Item	Cost
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**Receipts or in-house logs are required for all non-personnel reimbursable expenses unless exempt (such as meals).**  
Administrative Services Fees - Applicable only when specifically authorized by the County, for administering the procurement of special additional services, equipment, reimbursables, etc. not covered under the costs and/or changes established in the Agreement





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**CONSULTANT'S Associated Sub-Consultant(s) and Subcontractor(s) for:**

Waterline Replacement and Improvements - Nuna Avenue from Glenwood to Lockett Road

CONSULTANT intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT 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/Work to be Provided/Performed	Name & Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise
Subsurface Utility Eng. (SUE Services)	AIM Engineering & Surveying, Inc. 2161 Fowler Street, Suite 100, Fort Myers, FL 33901	Not Applicable
Geotechnical Services	Lomski Engineering & Testing 17210 Toledo Blade Boulevard, Port Charlotte, FL 33954	Disadvantaged
		Type
		Type
		Type
		Type
		Type
		Type