



Lee County Professional Service Change Order/Supplemental Task Authorization

Date Nov 8, 2023

[Print Form](#)

☐ Change Order Agreement #: _____ ☒ Supplemental Task Authorization #: 6

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: Daniel Schroeder

Contract Name: CN200224JJB Miscellaneous Professional Services

Project Name: Boca Grande Tennis and Pickleball Courts Renovation

CONSULTANT: AIM Engineering & Surveying, Inc Project #: 200778

Solicitation #: CN200224JJB Contract #: 8847


Lee County Project Manager: Adam Russell Request Date: Nov 8, 2023

Fiscal Staff: Debbie Paxton/Olga Caraman Account #: 20077830100

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.

 TRACY LEVY
Consultant Signature (Print & Sign Name)

11/8/2023
Date Signed

tlevy@aimengr.com

Contact E-mail Address

239-284-1938

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:

Boca Grande Tennis and Pickleball Courts Renovation

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.

SCOPE OF SERVICES - See Attachment A

Lee County Board of County Commissioners - Procurement Management
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ATTACHMENT A

CONSULTANT to provide professional engineering services for the modification and addition to the tennis courts and restroom at an existing park site located across from the Boca Grande Dog Park near 300 Wheeler Road, Boca Grande, FL 33921 on Gasparilla Island. The current site has two existing tennis courts, a restroom, chain-link fencing, and lighting. The scope of work includes demolishing the existing tennis courts to construct four (4) pickleball courts and one (1) tennis court with associated new or reconstructed components, including parking spaces, a chain-link fence, pre-fabricated shade structures, and a restroom constructed at approximately the same location as the current restroom. A 6-foot-wide concrete path will also be added along the inside of the Boca Grande Dog Park fenced area.

SCOPE OF SERVICES:

TASK 1 – TOPOGRAPHIC SURVEY

CONSULTANT shall:

- Provide a topographical survey of the identified project area.
- Establish horizontal control throughout project area using by RTK GPS procedures. Horizontal datum will be the Florida State Plane Coordinate System, West Zone, North American Datum of 1983 (NAD 83). Control will be inter-visible and placed at a maximum distance of 750 feet between control points. Every effort will be made to install said control in areas outside of proposed construction zone to ensure perpetuation of control marks.
- Establish vertical control throughout project area. Vertical control to be elevated by three-wire leveling procedures with ties to a published benchmark. Elevations will be relative to the North American Vertical Datum of 1988 (NAVD 88).
- Topographic data and improvements to be collected of the existing tennis courts, adjacent restrooms, and parking spots. Survey location of above ground improvements as well as above ground evidence of below ground improvements will be collected. Location of inlets and manholes for utilities will include elevation of bottom of box, pipe inverts, and pipe sizes.
- Produce an AutoCAD Civil3D 2018 drawing file of survey located improvements, topographic data, and coordinates for set control.
- Produce signed and sealed survey report to accompany digital deliverables.
- Perform SUE Quality Level-B utility designating to map existing underground utilities servicing the existing tennis courts and adjacent restrooms, including survey to tie down all SUE work.
- Perform three (3) soft dig, SUE Quality Level A test holes.
- Deliverables to be included in survey design file.

Task 1 Deliverables:

- AutoCAD Civil3D 2018 drawing file of survey located improvements, topographic data, and coordinates for set control. Signed & sealed survey report to accompany digital deliverables.

TASK 2 – ENVIRONMENTAL ASSESSMENT

- CONSULTANT shall conduct an environmental site inspection to update the environmental assessment memo previously completed for the adjacent Boca Grande Dog Park.

Task 2 Deliverables:

- Updated Environmental Memo.

TASK 3 – GEOTECHNICAL ENGINEERING SERVICES

SUBCONSULTANT (Ardaman) shall:

- Based on review of this site from aerial images, this property will not require clearing for access.
- Obtain one (1) Standard Penetration Test (SPT) boring to a depth of twenty (20) feet (for the restroom location) and four (4) hand auger borings to a depth of five (5) feet (for the shade structure foundation locations).
- Obtain the necessary laboratory testing to confirm the soil classification.
- Prepare a report to present the results of the findings and discuss the geotechnical aspects of site development. Engineering and technical support services will also be required to analyze the data and to prepare an engineering report.

Task 3 Deliverables:

- Digitally signed and sealed and an electronic version will be provided in PDF file format.

TASK 4 – DESIGN SERVICES

CONSULTANT shall:

- Attend a kick-off meeting with the County to review the project and confirm desired outcomes.
- Coordinate four (4) progress meetings with the County and design team.
- Prepare Civil Engineering design plan set, including a site plan of the proposed tennis and pickleball courts, fencing, parking, sidewalks, pre-fabricated shade structure locations, and a 6' wide concrete path along the dog park areas at the following design review intervals:
 - 30% Conceptual Design
 - 60% Design & EOPC
 - 90% Design, EOPC, and Specifications
 - Final Design, EOPC, and Specifications

SUBCONSULTANT (DMJA) shall:

- Provide the Landscape Architectural services necessary to assist in securing a Limited Review Lee County Development Standards Ordinance Development Order.
- Provide the necessary Client consultation, site inspections, and design services necessary to complete landscape plans in compliance with Chapter 10, Division 6: Open Space, Buffering, and Landscaping.
- Plans will include the Landscape Plans and Irrigation Notes necessary to comply with the "Lee County Landscape Code."

SUBCONSULTANT (ADG) shall:

- Meet with the County and design team as required to determine the project objectives.
- Provide conceptual design studies in accordance with the project scope for review, including Schematic Floor Plans and Schematic Building Elevations. Design of the new public restroom building to be similar to the JY Linear Park facility that ADG Architecture previously designed. The proposed facility includes a small supply storage room.
- Develop budgetary cost analysis and opinion of probable project costs.
- Attend meetings with the County and design team to further the development of the project (limited to two (2) virtual meetings).

- Based upon authorization of the concept documents, produce drawings at 60%, 90%, and Final:
 - Architectural drawings with construction detail
 - Structural drawings and construction detail
 - HVAC engineering, design, and drafting (ventilation only)
 - Florida energy code calculations
 - Plumbing system engineering, design, and drafting
 - Lighting and power systems
 - Foundation design for the pre-engineered shade structures.
- Opinions of probable costs will be furnished at 60% and 100% drawing completion. Limited specifications shall be affixed to the drawings.

Task 4 Deliverables:

- 30%, 60%, 90%, and Final Landscape, Architectural, and Civil Construction plan sets.
- Opinion of Probable Construction Cost Options and Specifications at 60%, 90%, & Final.

TASK 5 – PERMITTING SERVICES

CONSULTANT shall:

- Submit permit application and related submittal documents for a Limited Development Order (LDO), which includes one (1) submittal and one (1) round of responses/revisions.
- Prepare submittal documents for a South Florida Water Management District (SFWMD) General 10-2 permit exemption for the stormwater management system.
- AIM's subconsultant, ADG Architecture (ADG), shall assist in preparing a building permit application and submit plans electronically for a building permit.

Task 5 Deliverables:

- LDO, General 10-2, and Building permit applications.

TASK 6 – POST-DESIGN SERVICES

CONSULTANT shall:

- Prepare supporting contract documents, limited to the final bid schedule, technical specifications, and supplementary specifications.
- Attend one (1) pre-bid on-site meeting with prospective bidders.
- Review and respond to requests for additional information during the bidding process and issue addenda to plans and specifications as warranted.
- Provide recommendation of award for the lowest responsible bidder.
- AIM's subconsultant, ADG Architecture (ADG), shall attend one (1) pre-bid on-site meeting with prospective bidders and receive, evaluate, and issue addenda to plans and specifications as warranted.

Task 6 Deliverables:

- Bid Schedule, Technical & Supplemental Specifications, and Recommendation of Award.

TASK 7 – CONSTRUCTION-PHASE SERVICES

CONSULTANT shall:

- Attend pre-construction conference and perform site visits to observe the construction for compliance with the plans and specifications to provide a certification of completion, which includes four (4) site visits (includes travel time and preparation of observation report).
- Prepare Record Drawings from contractor-submitted as-built survey drawings.
- Prepare and submit one (1) certification of completion in accordance with the project's construction permit.
- Assist County in review of contractor request for payments and shop drawings.

- Assist the County in review of Requests for Additional Information (RFI) and change order requests.
- SUBCONSULTANT (DJMA) shall:
 - Make one inspection of the work in order to provide a Landscape certificate of compliance per LDC Chapter 10, Division 6.
 - Submit a certificate of compliance letter to Lee County. Additional inspections, if required, due to non-compliance of the work, will be considered an additional service.
- SUBCONSULTANT (ADG) shall:
 - Review the Contractor's project submittals, shop drawings, and requests for information for compliance with the project contract documents and ADG'S design intent prepared under this agreement.
 - Attend a pre-construction meeting with all interested parties.
 - Visit the site at periodic intervals to observe elements of the work as designed under this contract. Construction site visits shall be once a month and at substantial completion for a total of 9 visits. Prepare a substantial-completion Punch List of items that require completion.

Task 7 Deliverables:

- Site visit reports, Record Drawings, and Certifications of Construction Completion

TASK 8 – REIMBURSABLES

- This task shall be utilized for reimbursable items as a not to exceed (NTE) basis.

ASSUMPTIONS:

The new restroom will be designed/constructed in the location of the current restroom.

Landscaping Services

- It is assumed a buffer adjacent to single-family residential will be required to be provided.
- If a Water Use Permit is required, it shall be noted to be obtained by the Contractor.

Architectural Services

- The building will be designed to be below the base flood elevation and will be flood-vented with hydrostatic vents.
- The site is located behind the coastal construction control line.
- Building foundations shall be stem wall style; however, the structure will not be designed as a floodproof building.
- Restrooms will be ventilated to code.
- The project will be designed under the new Florida 2023 Building Code, 8th Edition.
- Building plumbing systems shall be designed to be 5 feet beyond the building foundation.
- Park lighting design services include site parking and walkway photometrics, State DEP turtle lighting permit submission, and pickleball court sports lighting design.
- Contractor to provide submittal schedule to ADG for review. Re-review of submittals is limited to one (1) re-submittal. Additional reviews will be invoiced at our standard hourly rates, if applicable.
- Additional construction site visits can be provided on a per-trip basis cost.
- All permitting, testing and application fees are by others.

SCOPE EXCLUSIONS:

Landscaping Services:

- Enhanced Landscape Plan, Signage Package, Hardscape Plan, & complete Irrigation Plans.

Architectural Services:

- Project manual-book specification but can be authorized for an additional fee.
- Plan revisions that are inconsistent with the Florida Building Code or accepted practice (revisions requested by the County after permit submission can be invoiced hourly).
- Architectural surveys and site development civil engineering are excluded. (Architect shall not be responsible for placement of the building on the proposed site. It is the Client's responsibility to verify all required setbacks and easements that impact work).
- Representation for variance or appeals to fire or building board of appeals is not included. Special meetings with building authorities for Client requested code interpretations are not included and shall be invoiced on an hourly basis.
- Interior design services including the selection of interior/exterior colors and interior finishes is excluded. Finishes indicated on plans shall be generic and nonspecific.
- Threshold inspection services are not included but can be provided through the Structural Engineer of Record. Asbestos surveys, reports, or methods of remediation.
- Reverse floor plans, Commercial Kitchen planning and design, FEMA Flood plans, dumpster enclosure, screen walls or retaining walls, parking or storage shelters, signage structures, CPTED Security and Risk Survey Services, scale models and renderings or similar marketing aids.

Surveying Services:

- Calculation, monumentation or referencing of a survey base line.
- Location or mapping of boundary line work. Production of a boundary/right-of-way map.
- Public meetings or outreach.
- Monumentation or referencing of construction baseline.
- Topographic features or improvement location other than specifically indicated above.
- Location of sewer services to individual parcels.

Civil Engineering Services:

- Permitting other than specifically indicated herein.
- Permit application fees.
- Lee County Health Department permit
 - If required for the potable water service extension, the plans will note that the Contractor's plumber shall prepare and submit permit application.
- Improvements to electrical, TV, or communication facilities.
- Protected species management plan.
- Additional inspections due to non-compliance with the work.
- Additional site observations during construction other than specifically indicated above.
- Full ERP, which would include a complete topographic and boundary survey, a complete package of ownership documents, an extensive environmental assessment study, and a complete design of a stormwater management system. The ERP could also initiate a requirement for the United States Army Corp of Engineers permitting process, which in the past has taken significant time to receive permit approval. A full Lee County Development Order could also be necessary and is not included.
- As-built drawing of any critical elevations associated with any structures and/or culverts built as part of this project performed by a registered land surveyor
 - The Contractor to be delivered to the engineer of record after completion of construction, along with electronic files in AutoCAD format.

Compensation and Method of Payment for:

Section 1.00 Changes in Compensation

NOTE: A Lump Sum (LS) or Not-to-Exceed (NTE) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or subtask described and authorized in Exhibit 'CO/STA-A'.

Total amount authorized by this CO or STA: 209,916

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CONSULTANT'S Personnel Hourly Rate Schedule for:

Boca Grande Tennis and Pickleball Courts Renovation

CONSULTANT or Sub-Consultant Name: AIM Engineering & Surveying, 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 changes from Master Professional Services Agreement

Reimbursable Item	Cost	Reimbursable Item	Cost

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 Personnel Hourly Rate Schedule for:

Boca Grande Tennis and Pickleball Courts Renovation

CONSULTANT or Sub-Consultant Name: ADG Architecture, LLC
(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
SEE ATTACHMENT EXHIBIT B-1	

Reimbursable Item	Cost	Reimbursable Item	Cost

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

ATTACHMENT B-1

STANDARD HOURLY RATES

Principal	\$245.00
Staff Architect	\$175.00
Project Manager	\$170.00
Interior Designer	\$165.00
Interior Architect Intern	\$155.00
Senior CADD/Draftsperson	\$120.00
Junior CADD/Draftsperson	\$ 99.00
Clerical	\$ 95.00

REPRODUCTIONS AND REIMBURSABLE EXPENSES

Postage	Cost
Commercial Travel	Cost
Automobile Travel beyond Lee & Charlotte Counties	Standard IRS Mileage Rate
B&W Photocopies 8 ½" x 11"	\$0.20 per page
B&W Photocopies 8 ½" x 14"	\$0.30 per page
B&W Photocopies 11" x 14"	\$0.40 per page
Color Photocopies 8 ½" x 11	\$2.75 per page
Color Photocopies 8 ½" x 14"	\$3.25 per page
Xerographic Bond Reproductions 24" x 36"	\$2.25 per drawing
Xerographic Bond Reproductions 30" x 42"	\$3.25 per drawing
Standard Courier Service	Cost + 10%
Overnight Delivery	Cost + 10%
Drawings	\$85.00 per sheet

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CONSULTANT'S Personnel Hourly Rate Schedule for:

Boca Grande Tennis and Pickleball Courts

CONSULTANT or Sub-Consultant Name: **Ardaman & 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
Senior Project Engineer	187.00
Project Engineer	154.00
Permit Coordinator	88.00
Senior Engineering Technician	88.00
Technical Draftsperson	77.00
Technical Secretary	71.00

Reimbursable Item	Cost	Reimbursable Item	Cost

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

Lee County Board of County Commissioners - Procurement Management

2115 Second Street - 1st Floor - Fort Myers, FL 33901

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CONSULTANT'S Personnel Hourly Rate Schedule for:

Boca Grande Tennis and Pickleball Courts Renovation

CONSULTANT or Sub-Consultant Name: David M. Jones Jr 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
Principal Landscape Architect	\$140.00
Senior Landscape Architect	\$140.00
Planner	\$125.00
Landscape Architect	\$100.00
Biologist / Ecologist	\$100.00
Designer	\$80.00
Researcher/CADD	\$65.00
Project Support	\$50.00

Reimbursable Item	Cost	Reimbursable Item	Cost

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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Time & Schedule of Performance for:

Boca Grande Tennis and Pickleball Courts Renovation

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 of Supplemental Task Authorization Agreement, Exhibit 'CO/STA-A', entitled 'Scope of Professional Services' attached hereto is as follows:

Task Number as Indicated in Exhibit A	Name/Title of Task	Previously Approved Number of Days per Task (CO Only)	Increase in Number of Calendar Days per Task (CO Only)	Cumulative Number of Calendar Days for Completion from Date of Notice to Proceed per Task (CO & STA)
1	Topographic Survey	60		60
2	Environmental Assessment	60		60
3	Geotechnical Engineering Services	60		60
4	Design Services	90		150
5	Permitting Services	30		150
6	Post Design Services	30		180
7	Construction Phase Services	360		540
8	Reimbursables	540		540

Total Number of Calendar Days for Completion of Project from Notice to Proceed:

540

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CONSULTANT'S Associated Sub-Consultant(s)/Subcontractor(s)

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

Boca Grande Tennis and Pickleball Courts Renovation

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
Architect	ADG Architecture, Inc 3820 Colonial Blvd, Suite 100, Fort Myers, FL 33966	Not Applicable
Geotechnical	Ardaman & Associates, Inc 9970 Bavaria Rd, Fort Myers, FL 33913	Not Applicable
Landscaping	David M Jones Jr & Associates 2221 McGregor Blvd, Fort Myers, FL 33901	Not Applicable
		Type
		Type
		Type
		Type
		Type

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