



Lee County Professional Service  
Change Order/Supplemental Task Authorization

Date Feb 7, 2024

**Print Form**

Change Order Agreement #: \_\_\_\_\_  Supplemental Task Authorization #: 5

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: Ward J. Friszolowski, President

Contract Name: CN190407BAG Miscellaneous Architectural Services  
Lavender's Landing Site & Facility Improvements

Project Name: \_\_\_\_\_

CONSULTANT: Harvard Jolly Inc. Project #: 200730

Solicitation #: CN190407BAG Contract #: 8631

Lee County Project Manager: Ashley Koza Request Date: Feb 7, 2024

Fiscal Staff: Debra Paxton/Olga Caraman Account #: 20073030100

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.

Ward J. Friszolowski  
\_\_\_\_\_  
Consultant Signature (Print & Sign Name)

Feb. 12, 2024  
\_\_\_\_\_  
Date Signed

WARD J. FRISZOLOWSKI  
\_\_\_\_\_  
W. Friszolowski@HarvardJolly.com

727-896-4611  
\_\_\_\_\_  
Contact Phone Number

Contact E-mail Address

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:**

Lavender's Landing Site & Facility Improvements

**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.

Project involves building and site improvements located at Lavender's Landing at 7347 Barrancas Ave, Bokeelia, FL. Building scope includes interior remodel of the 1st floor office area only (approx. 1,600 s.f.) for ADA accessibility, exterior window replacement and selected exterior door infill. Site scope includes redesign of public vehicular circulation to accommodate additional boat trailer parking, site lighting, new boat wash, and relocate dumpster enclosure. Existing paved staff parking area configuration will remain but will be re-paved.

Task 1 Survey & Analysis: CONSULTANT shall provide a topographic survey and an environmental assessment of the project site. Deliverables to include an electronically signed and sealed PDF copy of boundary & topographic survey map and an updated Environmental Memo previously completed for the adjacent Bokeelia Boat Ramp.

Task 2 Design: CONSULTANT shall provide professional Architectural, Civil, Mechanical, Electrical, and Plumbing Engineering design services. Deliverables include schematic design-level civil plans, floor plan, reflected ceiling plan, interior elevations, and building service systems plans (mechanical, electrical, plumbing). Design shall be submitted to the COUNTY via electronic transmission in the appropriate format (pdf, AutoCAD, etc.) for approval.

Task 3 Construction Documents: CONSULTANT shall provide Construction Documents including applicable specifications, indicated on drawings.

Task 4 Permitting: CONSULTANT shall provide signed & Sealed Construction Documents for civil and building permit submissions and provide assistance with permitting as necessary, including but not limited to responding to agency plan review comments, and permit-required meetings.

Task 5 Bidding and Negotiation Services: CONSULTANT shall provide bidding assistance including but not limited to reviewing estimates of preliminary cost from the construction manager, responding to addenda, attending pre-bid conference, and giving EOR recommendation of successful bidder.

Task 6 Construction Administration: CONSULTANT shall provide field observation services, respond to contractor RFI's, review contractor submittals, prepare punch list, issue certificate of substantial completion, certificate of final completion, and review contractor payment applications as necessary. Total of (6) six site visits maximum. Weekly virtual meetings included as needed.

Task 7 Warranty Inspection: CONSULTANT shall perform 11-month warranty inspection.

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

Lavender's Landing Site & Facility Improvements

CONSULTANT or Sub-Consultant Name: Harvard Jolly, 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 Agreement


Reimbursable Item	Cost	Reimbursable Item	Cost
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N/A			

**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:**

Lavender's Landing Site & Facility Improvements

**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	Survey & Analysis			60
2	Design			90
3	Construction Documents			180
4	Permitting			270
5	Bidding and Negotiation Services			330
6	Construction Administration			540
7	Warranty Inspection			905
	This STA shall terminate one (1) year after construction is Completed			

Total Number of Calendar Days for Completion of Project from Notice to Proceed: **905**

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

Lavender's Landing Site & Facility Improvements

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
Civil Engineering	AIM Engineering: 2161 Fowler Street, Fort Myers, FL 33901	Not Applicable
		Type
		Type
		Type
		Type
		Type
		Type
		Type



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

Lavender's Landing Facility Improvements

CONSULTANT or Sub-Consultant Name: AIM Engineering & Surveying

(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 attached AIM Engineering position rate schedule	Attached

Reimbursable Item	Cost	Reimbursable Item	Cost
N/A			

**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 NO. 1 TO EXHIBIT B

CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE \*\*\*

for CN200224JJB, Miscellaneous Professional Services

CONSULTANT OR SUB-CONSULTANT NAME: AIM ENGINEERING & SURVEYING, INC

(A separate Attachment to Exhibit B should be included for each Sub-Consultant's Personnel Rate and Non-Personnel Costs, in that order, with the attachment No.'s increasing progressively (ATTACHMENT 3 would be Personnel costs for first Sub, ATTACHMENT 4 would be Non-Personnel Costs for first Sub, and so-on.)

(1) Project Position or Classification (Function to be Performed)	(2) Hourly Rate To Be Charged
Project Principal	\$ 294.00
Senior Project Manager	\$ 253.00
Project Manager	\$ 172.00
Chief Engineer	\$ 240.00
Senior Engineer	\$ 192.00
Engineering Manager	\$ 245.00
Engineer	\$ 157.00
Engineer Intern	\$ 113.00
Designer	\$ 95.00
Senior Environmental Scientist	\$ 132.00
Chief Planner	\$ 204.00
Senior Planner	\$ 171.00
Planner	\$ 131.00
Public Information Officer	\$ 137.00
CEI Senior Project Engineer	\$ 274.00
CEI Project Administrator	\$ 153.00
CEI Contract Support Specialist	\$ 126.00
CEI Senior Inspector	\$ 109.00
CEI Inspector	\$ 87.00
CEI Inspector Trainee/Inspector Aide	\$ 68.00
Secretary/Clerical	\$ 65.00
Senior Surveyor & Mapper	\$ 195.00
Surveyor & Mapper	\$ 140.00
Field Crew Supervisor	\$ 98.00
Survey CADD Technician	\$ 101.00
Two Person Survey Crew	\$ 147.00
Three Person Survey Crew	\$ 210.00
Four Person Survey Crew	\$ 260.00
SUE Designating Crew	\$ 149.00
SUE Locating Crew	\$ 256.00
Hydro crew – single beam	\$ 155.00
Hydro crew – multi beam	\$ 235.00

\*NOTE: A separate personnel hourly rate schedule should also be attached for each Sub-Consultant listed in Exhibit "D".