



Lee County Professional Service/Service Provider Agreement Change Order/Supplemental Task Authorization

Date Jan 17, 2018

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☐ Change Order Agreement #: _____ ☒ Supplemental Task Authorization #: 07

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: Michael T. Poff

Contract Name: Miscellaneous Professional Services

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

Project Name:

Consultant: Coastal Engineering Consultants, Inc.

Project #: 200629

Solicitation #: CN160311/DLK

Contract #: 7608

Account #: 20062930101

Lee County Project Manager: Richard Whalen, P. E.

Request Date: Jan 17, 2018

Fiscal Staff: Bev Dearborn, Marie Thevenin

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 exhibits:

- **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/PROVIDERS ASSOCIATED SUB-CONSULTANT(S)/SUB-CONTRACTORS
- **CO-STA Exhibit E** - PROJECT GUIDELINES AND CRITERIA

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


Michael T. Poff, President, Coastal Engineering Co.

Jan 17, 2018

Name of Consultant/Provider (Print Name)

Date Accepted

mpoff@cecifl.com

239 – 643 – 2324 X 126

Contact E-mail Address

Contact Phone Number

Lee County Board of County Commissioners - Procurement Management

1500 Monroe Street - 4th 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:

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

Section 1.00 Changes to Professional Services

The 'Scope of Professional Services' as set forth in Exhibit 'A' of the Professional Services Agreement, or Service Provider, 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.

The following scope of services detail the tasks involved in assisting Lee County (1) obtain state and federal authorization to replace the existing Phase 3 and Phase 4 boardwalks in their current configuration and location with a new ADA-compliant boardwalks (2) prepare construction plans and specifications for the Phase 3 and Phase 4 boardwalks.

Phases 3 & 4

Task 1: Project Kick-off

Project Kick-off Meeting with the County to establish Project goals and objectives, identify known issues, and formulate Project design and data needs. Confirm that the County boardwalks will be rebuilt as currently configured so that permitting can be by an exemption from DEP. Review existing pertinent plans, permits, and data provided by the County. Provide agenda and minutes of the meeting.

Task 2: DEP Site Visit and Outlook Pavilion Inspection

Arrange and conduct one site visit with FDEP staff to confirm that replacing the existing boardwalk in its current configuration can be authorized by DEP via an exemption and that DEP can issue authorization for USACE. Provide written summary of the site visit with DEP to the County. Conduct an inspection of the outlook/pavilion at the north end of Phase 3, on Estero Bay. It's fairly new but needs to be inspected, and new/replaced boardwalk needs to match.

Task 3: Verification of Exemption

Based on the County's decision to replace the Phase 3 and 4 boardwalks in their current configuration and with verbal confirmation from DEP based on the site visit that an exemption can be used, prepare and submit a request for verification of exemption letter and submit to County for review. After receiving County comments and incorporating them into the letter, submit to DEP.

Task 4: Construction Plans and Specifications

Conduct additional field work in support of Project design. Prepare the final design consisting of detailed construction plans including project location map, survey control, staging area, detailed boardwalk design plans, typical sections, and construction details. Prepare technical specifications describing the general nature and character of the work to be performed. Prepare a final opinion of probable construction cost and provide to County. Submit electronic copies of the draft plans, specifications, and opinion of cost to the County. Upon receipt of written comments, revise and submit final deliverables to the County (pdf, CADD files, and signed and sealed hard copies). Budget includes one meeting and one round of edits with County staff.

Task 5: Town of Fort Myers Vegetation Removal Permit

If any trees are removed in order to construct the boardwalk, a vegetation removal permit will be required. If necessary, prepare and submit a draft vegetation removal permit to the County for review and approval. After incorporating County comments, prepare and submit the Vegetation Removal Permit application to the Town. Required fees will be paid by the County.

Task 6: Permit Processing (Allowance)

In the event the project does not meet the exemption requirements or if the agencies issue a formal request for additional information (RAI), an allowance is provided for permit processing. The scope includes some or all of the following:

- * Prepare and submit a response to a DEP RAI concerning the verification of exemption
- * Prepare and submit to County draft ERP Permit Applications for State and Federal permits including a Project Description and Best Management Practices along with permit drawings prepared in Task 3.
- * Incorporate County review comments and submit ERP Application Package to FDEP and USACE.
- * Utilizing available information, prepare submit to County draft responses to FDEP RAIs and USACE RAIs
- * Incorporate County review comments and submit responses to FDEP and USACE

Task 7: Reimbursables

To be billed at cost.

ASSUMPTIONS AND EXCLUSIONS

1. Geotechnical testing will not be required for the Phase 3 or 4 boardwalk segments.
2. Other than a building permit and possibly the vegetation removal permit, no other permits will be required by Town of Fort Myers.
3. Bid and Construction Services will be provided under separate authorization.

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Compensation and Method of Payment for:

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

Section 1.00 Changes 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 (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'. 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	Compensation Amount	Indicate Basis of Compensation LS or NTE	If Applicable Indicate WIPP
1	Project kick-off	2,460	NTE	<input checked="" type="checkbox"/>
2	DEP Site Visit/Outlook Pavilion Inspection	4,700	NTE	<input checked="" type="checkbox"/>
3	Verification of Exemption	4,440	NTE	<input checked="" type="checkbox"/>
4	Construction Plans and Specifications	14,820	NTE	<input checked="" type="checkbox"/>
5	TFMB Vegetation Removal Permit	2,200	NTE	<input checked="" type="checkbox"/>
6	Permit Processing (Allowance)	4,560	NTE	<input checked="" type="checkbox"/>
7	Reimbursables	260	NTE	<input checked="" type="checkbox"/>
-	-			<input type="checkbox"/>
-	-			<input type="checkbox"/>
-	-			<input type="checkbox"/>
-	-			<input type="checkbox"/>
-	-			<input type="checkbox"/>
-	-			<input type="checkbox"/>
Total		33,440		

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Compensation and Method of Payment for:

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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 Basic Agreement	Adjustment(s) by Previous CO or STA	Adjustment(s) due to this CO or STA	Summary of Changed Compensation
STA No. 1	Blind Pass Dredging Construction S	0	143,990	0	143,990
STA No. 2	Matanzas Pass Prsrv Bdwalk Addn	0	23,890	0	23,890
STA No 3	PICM Phase III Construction Docs	0	21,970	0	21,970
STA No. 4	Old Pelican Bay Maintenance Drdg	0	27,595	0	27,595
STA No. 5	Crescent Beach Park Truck Haul	0	15,950	0	15,950
STA No 6	Alva Boat Ramp Constrn Admin	0	64,900	0	64,900
STA No. 7	Matanzas Pass Prsrv Bdwalk 3 & 4	0	0	33,440	33,440
	Total	0	298,295	33,440	331,735

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Consultant's Personnel Hourly Rate Schedule *

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

Consultant or Sub-Consultant Name: Coastal Engineering Consultants, Inc.

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

[illegible]

* Note: A separate personnel hourly rate schedule should also be attached for each Sub-Consultant listed in Exhibit 'D'

** Note: Current Direct Payroll Average Hourly Rate means the actual gross hourly wage paid

*** Note: Indicate applicable multiplier for indirect personnel costs, general administrative and overhead costs, and profit

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Non-Personnel Reimbursable Expenses and Costs

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

Consultant or Sub-Consultant Name: Coastal Engineering Consultants, Inc.

(A separate Attachment #2 should be included for each Sub-Consultant)

Item	Charge	Item	Charge
Postage & Shipping	Actual Cost	Commercial Air Travel (Coach)	Actual Cost
Telephone (Long Distance)	Actual Cost	Vehicle Travel Allowance *	\$0.54/mile
Reproduction (Photocopy) 8 1/2" x 11"	\$0.15/Page	Vehicle Rental & Gas *	Actual Cost
8 1/2" x 14"	\$0.20/Page	Lodging (Per Person)	Actual Cost or NTE *** \$100
11" x 14"	\$0.35/Page	Tolls	Actual Cost
Reproduction (Blue/White Prints)	\$0.20/Sq. Ft.	Meals **	
Printing & Binding	Actual Cost	Breakfast:	\$13.00
Mylar Sheets	Actual Cost	Lunch:	\$15.00
Photographic Supplies & Services	Actual Cost	Dinner:	\$26.00

List other specific project related reimbursable(s) (i.e. film/developing)

Item	Cost	Item	Cost

* Note: Choose one - Vehicle Travel Allowance OR Vehicle Rental & Gas.

** Note: In accordance with the GSA M&IE schedule for Travel utilizing the 'Fort Myers, FL' rates.

*** Note: NTE indicates 'Not to Exceed'.

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:

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

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/ Phase Number as Indicated in Exhibit A	Name/Title of Phase/Task	Number of Calendar Days for Completion of Each Phase/Task	Cumulative Number of Calendar Days for Completion from Date of Notice to Proceed for this CO/STA
1	Project Kick-off	30	540
2	DEP Site Visit	30	540
3	Verification of Exemption	60	540
4	Construction Plans and Specifications	90	540
5	TFMB Vegetation Removal Permit	30	540
6	Permit Processing (Allowance)	300	540

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Time & Schedule of Performance for:

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

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 changed 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:

[illegible]

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Consultant's/Provider's Associated Sub-Consultant(s)/Subcontractor(s)

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Consultant's, or Service Provider's, Associated Sub-Consultant(s) and Subcontractor(s) for:

Matanzas Pass Preserve Boardwalk Replacement Phases 3 & 4

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/Work to be Provided/Performed	Name & Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise	Sub-Consultant Services Exempted from Prime Consultant Insurance Coverage
None		Type	<input type="radio"/> Yes <input type="radio"/> No
		Type	<input type="radio"/> Yes <input type="radio"/> No
		Type	<input type="radio"/> Yes <input type="radio"/> No
		Type	<input type="radio"/> Yes <input type="radio"/> No
		Type	<input type="radio"/> Yes <input type="radio"/> No
		Type	<input type="radio"/> Yes <input type="radio"/> No
		Type	<input type="radio"/> Yes <input type="radio"/> No
		Type	<input type="radio"/> Yes <input type="radio"/> No

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Project Guidelines & Criteria for:

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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.

County will pay all permit fees, handle all public noticing requirements, and pay wetland mitigation bank if there are costs incurred to offset wetland impacts.

County will provide readily available existing CADD files and/or surveys for the existing Phase 3 and 4 boardwalks.