

EXECUTIVE SUMMARY

Recommend Approval of Work Order No. CPE-FT-08-03 with Coastal Planning and Engineering for Doctors Pass and Wiggins Pass Maintenance Dredging Project Construction Plans & Specifications for a Not-To-Exceed, Time and Material amount of \$99,874. (Project 195-905221)

OBJECTIVE: To approve Work Order No. CPE-FT-08-03 under Contract 06-3902 for a not-to-exceed, time and material amount of \$99,874.

CONSIDERATIONS: The engineering for these projects need to be completed now so construction can occur after this year's Sea Turtle Monitoring season.

ADVISORY COMMITTEE RECOMMENDATIONS: At the Coastal Advisory Committee (CAC) June 12, 2008 meeting the above project was recommended for approval. **This recommendation carried 7-1.**

COUNTY ATTORNEY FINDING: Reviewed and approved for legal sufficiency. -CMG

FISCAL IMPACT: A budget amendment totaling \$99,874 is necessary moving dollars from Fund (195) reserves to Wiggins Pass Dredging Project (905221). The Source of funds is from Category "A" Tourist Development Tax.

GROWTH MANAGEMENT IMPACT: There is no impact to the Growth Management Plan related to this action.

RECOMMENDATION: To recommend approval of Work Order No. CPE-FT-08-03 with Coastal Planning and Engineering or Doctors Pass and Wiggins Pass Maintenance Dredging Project Construction Plans & Specifications for not-to-exceed, time and material amount of \$99,874.

PREPARED BY: Gail Hambright, Tourist Tax Coordinator



COASTAL PLANNING & ENGINEERING, INC.

2481 NW BOCA RATON BOULEVARD, BOCA RATON, FL 33431

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INTERNET: <http://www.coastalplanning.net>
e-mail: mail@coastalplanning.net

June 6, 2008

Gary McAlpin
Director
Collier County Coastal Zone Management
3300 Santa Barbara Blvd.
Naples, FL 34116

**Re: Doctors Pass and Wiggins Pass Maintenance Dredging Project
Construction Plans & Specifications Proposal**

Dear Gary:

This letter is in response to your request for a proposal for coastal engineering services for the maintenance dredging of Wiggins Pass and Doctors Pass. It is our understanding that State and Federal permits are current for both of these projects, and that the plans and specification will be developed for joint bidding of the project. The following services are proposed in accordance with these permits:

Task I: Wiggins Pass Design (\$28,760 T&M Not to Exceed)

Wiggins Pass Construction Plans: The construction plans will include plan views and cross-sections sufficient for the construction of the channel maintenance dredging project. The will be modeled after the 2007 plans prepared by H&M. The plans will provide survey control information which will allow the contractor to control and construct the channel. The spoil site will be delineated with the allowable disposal cross sections allowed by FDEP and USACE permit conditions. The plans will be based on a new survey performed under a separate contract, and an analysis of the project performance since the last project. The results of survey and analysis will be used to determine the dredging volumes and disposal locations recommend the disposal are that best meets the Inlet Management Plan and Modeling objective, approved by the County.

Wiggins Pass Construction Specifications: Specifications developed for the project will include: Supplemental General Conditions, Technical Specifications and Environmental Protection specifications. The Engineer will provide 10 sets of plans and specifications for distribution to bidders. A bid items list will be prepared. The plans will be integrated with the Doctors Pass Plans and Specifications for bidding, but with separable cost and bid items to the greatest degree feasible. A probable construction cost opinion and list of potential contractors will be developed.

Doctors Pass and Wiggins Pass Plans and Specs
June 6, 2008
Page 2

FDEP Notice to Proceed. We will submit two copies of the plans and specifications to FDEP and request the Notice to Proceed.

Task II: Doctors Pass (\$25,780 T&M Not to Exceed)

Doctors Pass Construction Plans: The construction plans will include plan views and cross-sections sufficient for the construction of the channel maintenance dredging project. The plans will provide survey control information which will allow the contractor to control and construct the channel. The spoil site will be delineated with the allowable disposal cross sections allowed by FDEP and USACE permit conditions. The plans will be based on the February 2008 channel monitoring survey, and the previous plans developed by CPE for the last dredging project. Dredge spoil placement will be designed based on the latest County wide beach monitoring survey.

Doctors Pass Construction Specifications: Specifications developed for the project will include: Supplemental General Conditions, Technical Specifications, and Environmental Protection Specifications. The Engineer will provide 10 sets of plans and specifications for distribution to bidders. A bid items list will be prepared.

FDEP Notice to Proceed. We will submit two copies of the plans and specifications to FDEP and request the Notice to Proceed.

Task III. Construction Engineering Services (\$45,334 T&M Not to Exceed)

CPE will attend one pre-bid meeting with the County and prospective bidders. CPE will provide minutes of the meeting and issue addenda as appropriate. CPE will review the County received bids and make a recommendation to the County. CPE will attend one pre-construction meeting to assist in initiating the work.

A CPE engineer will observe the work once per week. This visit will correspond with the weekly meeting with the contractor. An observation report and meeting minutes will be produced for each visit. CPE will review the contractor's daily progress reports and respond to the County's questions. Monthly pay requests and survey data will be reviewed and recommendations for payment will be made. As CPE will be observing the work only once per week, a quality control and/or quality assurance program will be outlined and provided for County staff to follow. This proposal is based on an assumed 12 weeks of construction. A post-construction report will be prepared based on the contractors before and after dredge surveys, along with the required FDEP certifications.

Compensation

The estimated cost for our services is \$99,874.00.

Doctors Pass and Wiggins Pass Plans and Specs
June 6, 2008
Page 3

Schedule

The work on the plans and specifications of Wiggins Pass will be initiated upon issuance of the notice to proceed.

Please authorize us to proceed by issuance of a purchase order. If you have any questions, please contact me.

Very truly yours,

COASTAL PLANNING & ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'S. Keehn', written over the company name.

Stephen Keehn, P.E.
Senior Coastal Engineer

cc: James Taylor, CPE

enclosures

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**FEE PROPOSAL FOR PROFESSIONAL SERVICES
2008 DOCTORS PASS AND WIGGINS PASS MAINTENANCE DREDGING PROJECT**

June 6, 2008



FEE SUMMARY

2008 DOCTORS PASS AND WIGGINS PASS MAINTENANCE DREDGING PROJECT

I.	WIGGINS PASS PLANS AND SPECIFICATIONS T&M NTE	\$28,760
II.	DOCTORS PASS PLANS AND SPECIFICATIONS T&M NTE	\$25,780
III.	CONSTRUCTION OBSERVATIONS AND CONTRACT ADMINISTRATION T&M NTE	\$45,334
	TOTAL	\$99,874

**TASK I
 PREPARATION OF CONSTRUCTION PLANS & SPECIFICATIONS
 WIGGINS PASS MAINTENANCE DREDGING**

SUBMITTED BY: COASTAL PLANNING & ENGINEERING, INC.

DESCRIPTION	<u>LABOR COST</u>							
	Principal (Hours)	Senior Project Manager (Hours)	Senior Engineer (Hours)	Engineer III (Hours)	Senior Ecologist (Hours)	Senior Surveyor & Mapper (Hours)	Senior Technician (Hours)	Admin Assistant (Hours)
1. Administration & Coordination								4
2. Preparation of Construction Plans	2		32	40		8	72	
3. Preparation of Construction Specifications			26	36	4			32
4. Submit to FDEP for Notice to Proceed			1	4				
5. Submit Plans and Specs			4				4	4
TOTAL	2	0	63	80	4	8	72	36
RATE	\$185	\$170	\$150	\$115	\$120	\$145	\$85	\$55
COST	\$370	\$0	\$9,450	\$9,200	\$480	\$1,160	\$6,120	\$1,980
TOTAL	\$28,760							

**TASK II
 PREPARATION OF CONSTRUCTION PLANS & SPECIFICATIONS
 DOCTORS PASS MAINTENANCE DREDGING**

SUBMITTED BY: COASTAL PLANNING & ENGINEERING, INC.

DESCRIPTION	<u>LABOR COST</u>							
	Principal (Hours)	Senior Project Manager (Hours)	Senior Engineer (Hours)	Engineer III (Hours)	Senior Ecologist (Hours)	Senior Surveyor & Mapper (Hours)	Senior Technician (Hours)	Admin Assistant (Hours)
1. Administration & Coordination								4
2. Preparation of Construction Plans	2		32	40		8	50	
3. Preparation of Construction Specifications and Research Contractors and Cost Opinion			24	28	4			34
4. Submit to FDEP for Notice to Proceed			1	4				
5. Submit Plans and Specifications			4				4	4
TOTAL	2	0	61	72	4	8	50	38
RATE	\$185	\$170	\$150	\$115	\$120	\$145	\$85	\$55
COST	\$370	\$0	\$9,150	\$8,280	\$480	\$1,160	\$4,250	\$2,090
TOTAL	\$25,780							

**TASK III
 CONSTRUCTION OBSERVATIONS AND CONTRACT ADMINISTRATION
 DOCTORS PASS AND WIGGINS PASS MAINTENANCE DREDGING**

SUBMITTED BY: COASTAL PLANNING & ENGINEERING, INC.

DESCRIPTION	LABOR COST								Travel Cost Tolls & Meals (\$)	Milage (miles)	Misc. Expenses (\$)
	Principal (Hours)	Senior Project Manager (Hours)	Senior Engineer (Hours)	Coastal Engineer III (Hours)	Senior Ecologist (Hours)	Senior Surveyor & Mapper (Hours)	Senior Technician (Hours)	Admin Assistant (Hours)			
1. Prebid meeting, addenda, bid review			24					8	\$18	250	
2. Preconstruction meeeting			8	2				2	\$18	250	
3. Construction Observations (1 day per week for 12 weeks)			12	144				12	\$216	3000	
4. Review Daily Contractor Reports/Contract Administration	2		30	42							
5. Process Contractor Payment Requests			8	24				4			50
6. Final Inspection and/or meeting			10					1	\$18	250	
7. Final Project Certification			8	16				4			50
TOTAL	2	0	100	228	0	0	0	31	\$270	3,750	\$100
RATE	\$185	\$170	\$150	\$115	\$120	\$145	\$65	\$55	\$1	\$0.445	1
COST	\$370	\$0	\$15,000	\$26,220	\$0	\$0	\$0	\$1,705	\$270	\$1,669	\$100
TOTAL	\$45,334										

Exhibit 1-A

Revised Schedule B – Effective May 9, 2008

Collier County Fee Schedule

Contract No. 06-3902

“Fixed Term Professional Engineering Services for Coastal Zone Management Projects”

Professional Position	Hourly Rate
Principal/President	\$185.00/hr
Principal/VP Engineering/Senior Project Manager	\$170.00/hr
Project Manager/Senior Engineer/Senior Consultant	\$150.00/hr
Project Director	\$145.00/hr
Project Engineer/architect	\$140.00/hr
Project Construction Manager	\$130.00/hr
Senior Designer	\$120.00/hr
Senior Hydrogeologist	\$127.00/hr
Junior Hydrogeologist	\$ 90.00/hr
Coastal Modeler	\$110.00/hr
Principle Ecologist	\$160.00/hr
Senior Ecologist	\$120.00/hr
Ecologist	\$100.00/hr
Field Ecologist	\$ 95.00/hr
Engineer III	\$115.00/hr
Engineer II/Field Representative /Sr. Landscape Architect/Sr. Scientist	\$125.00/hr
Senior Technician	\$ 85.00/hr
Junior Technician	\$ 65.00/hr
Expert Witness	\$250.00/hr

Survey & Mapping

Surveyor and Mapper Senior	\$145.00/hr.
Surveyor and Mapper Junior	\$110.00/hr
Two Man Field Party	\$125.00/hr
Three Man Field Party	\$150.00/hr
Four Man Field Party	\$170.00/hr
GPS Mapping Grade: One Man Party	\$ 95.00/hr
GPS Mapping Grade: Two Man Party	\$125.00/hr
GPS Mapping Grade: Three Man Party	\$165.00/hr
GPS Survey Grade: One or Two Man Party	\$160.00/hr
GPS Survey Grade: Three Man Party	\$165.00/hr

GIS

Principle GIS Consultant	\$170.00/hr
Senior GIS Consultant/Analyst	\$160.00/hr
GIS Technician	\$ 65.00/hr.

Administrative

Administrative Assistant/Secretary	\$ 55.00/hr.
Clerical, other support	\$ 40.00/hr.

This list is not intended to be all-inclusive. Hourly rate fees for other categories of professional, support and other services shall be mutually negotiated by the County and firm on a project by project basis as needed.

CONTRACT/WORK ORDER MODIFICATION
CHECKLIST FORM

June 23, 2008
New Business VI - 5
12 of 15

PROJECT NAME: Professional Engineering Services for Coastal Zone Management Projects PROJECT #: NA

PROJECT MANAGER: Gary McAlpin

BID/RFP #: 06-3902 MOD #: 1 PO#: NA WORK ORDER #: NA

DEPARTMENT: Coastal Zone Management CONTRACTOR/FIRM NAME: Coastal Planning and Engineering and Humiston & Moore, Engineers

Original Contract Amount:	\$ <u>NA</u> (Starting Point)
Current BCC Approved Amount:	\$ <u>NA</u> (Last Total Amount Approved by the BCC)
Current Contract Amount:	\$ <u>NA</u> (Including All Changes Prior To This Modification)
Change Amount:	\$ <u>0</u>
Revised Contract/Work Order Amount:	\$ <u>NA</u> (Including This Change Order)
Cumulative Dollar Value of Changes to this Contract/Work Order:	\$ <u>NA</u>

Date of Last BCC Approval NA Agenda Item # NA

Percentage of the change over/under current contract amount 0 %
Formula: (Revised Amount / Last BCC approved amount)-1

CURRENT COMPLETION DATE (S): ORIGINAL: NA CURRENT: NA

Describe the change(s): To provide for a fee schedule increase and the addition of professional positions to the Contract.

Specify the reasons for the change(s) 1. Planned or Elective 2. Unforeseen Conditions 3. Quantity Adjustments 4. Correction of Errors (Plans, Specifications or Scope of Work) 5. Value Added 6. Schedule Adjustments Note: One or more may be checked, depending on the nature of the change(s).

Identify all negative impacts to the project if this change order were not processed: The agreement currently does not include enough staff positions proportionate to the amount of work generated and the hourly rates are lower than similar contracts established in 2007.

This change was requested by: Contractor/Consultant Owner Using Department CDES
 Design Professional Regulatory Agency (Specify) _____ Other (Specify) _____

CONTRACT SPECIALIST PARTICIPATION IN NEGOTIATIONS: Yes No

This form is to be signed and dated.

APPROVED BY: Gary McAlpin
Gary McAlpin, Director Coastal Zone Mgmt.

Date: 2/25/08

REVIEWED BY: Linda Jackson Best
Linda Jackson Best, Contract Specialist

Date: 2/26/08

EXHIBIT A-1 Contract Amendment # 1

Contract No. 06-3902

"Professional Engineering Services for Coastal Zone Management Projects"

This amendment, dated February 23, 2008 to the referenced agreement shall be by and between the parties to the original Agreement, Coastal Planning and Engineering, Inc. (to be referred to as "Consultant") and Collier County, Florida, (to be referred to as "Owner").

Statement of Understanding

RE: Contract # 06-3902, "Professional Engineering Services for Coastal Zone Management Projects"

In order to continue the services provided for in the original Contract document referenced above, the Consultant agrees to amend the above referenced Contract as follows:

Replace existing Schedule B with the attached revised Schedule B, Exhibit 1-A, to increase hourly rates, and to expand the categories of professional positions. The hourly rate increases and additional professional positions will commence on May 9, 2008, at the time of the contract renewal period.

All other terms and conditions of the agreement shall remain in force.

IN WITNESS WHEREOF, the Consultant and the Owner have each, respectively, by an authorized person or agent, hereunder set their hands and seals on the date(s) indicated below.

Accepted: February 26 2008

CONSULTANT:

OWNER:

COASTAL PLANNING AND
ENGINEERING, INC

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: [Signature]
Thomas J. Campbell, P.E., President

By: [Signature]
Clinton L. Perryman, CGC, PMP
Project Manager

Witness

DEPARTMENT DIRECTOR

By: [Signature]
Print Name and Title

By: [Signature]
Gary McAlpin

Stephen Keehn
Senior Coastal Eng.

CONTRACT SPECIALIST

By: [Signature]
Linda Jackson Best

Exhibit 1-A

Revised Schedule B – Effective May 9, 2008

Collier County Fee Schedule

Contract No. 06-3902

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