

## **EXECUTIVE SUMMARY**

**Recommendation to approve a Work Order with Atkins North America, Inc. to provide professional engineering services to perform a design template Peer Review Analysis & Memorandum under Contract No. 13-6164-CZ for a Lump Sum amount not to exceed \$17,082 (Project No. 90020); and make a finding that this item promotes tourism.**

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**OBJECTIVE:** To provide peer review of the beach nourishment design methodology prepare for the County by Coastal Planning and Engineering.

**CONSIDERATIONS:** Atkins will review the correspondence between Collier County, the Florida Department of Environmental Management (FDEM), and the Federal Emergency Management Agency (FEMA) regarding funding for beach restoration activities post Hurricanes Katrina and Wilma. Atkins will review documentation prepared by Coastal Planning & Engineering (CP&E) in support of the funding request and write a memorandum that addresses the services, or collection of data, etc. This data/information will be provided to Atkins by the client and the peer review will include an evaluation of the methods/approach used for the post-storm analysis and funding request, and review of any assumptions used for completeness and acceptance in accordance with standard engineering principles and practices.

**FISCAL IMPACT:** Funding is available through Tourist Development Tax, Fund 195 Project 195-90020.

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

**ADVISORY COMMITTEE RECOMMENDATIONS:** At the September 11, 2014 CAC meeting this item was unanimously approved by a 7 to 0 vote.

**LEGAL CONSIDERATIONS:** This item has been approved as to form and legality and requires majority vote for approval. – CMG

**RECOMMENDATION:** To approve a Work Order with Atkins North America, Inc. to provide professional engineering services to perform a design template Peer Review Analysis & Memorandum under Contract No. 13-6164-CZ for a Lump Sum amount not to exceed \$17,082 (Project No. 90020); and make a finding that this item promotes tourism.

Prepared by: J. Gary McAlpin, P.E., Coastal Zone Management, Natural Resources Department

Attachment: Proposal; WO; NTP; PO



**WORK ORDER/PURCHASE ORDER**  
Contract 13-6164-CZ "Architect and Engineering"  
Contract Expiration Date: March 8, 2019

This Work Order is for professional Engineering services for work known as: Collier County Beach Design Template Peer-Review Analysis & Memorandum

Project Name: Collier County Beach Design Template Peer Review  
Project No: 195-90020 ✓

The work is specified in the proposal dated August 18, 2014 which is attached hereto and made a part of this Work Order. In accordance with Terms and Conditions of the Agreement referenced above, this Work Order/Purchase Order is assigned to: Atkins North America, Inc.

Scope of Work: As detailed in the attached proposal and the following:

- \* Task I Collier County Beach Design Template Peer-Review Analysis & Memorandum ✓

Schedule of Work: Complete work within 60 days from the date of the Notice to Proceed which is accompanying this Work Order. The Consultant agrees that any Work Order that extends beyond the expiration date of Agreement # 13-6164-CZ will survive and remain subject to the terms and conditions of that Agreement until the completion or termination of this Work Order.

Compensation: In accordance with the Agreement referenced above, the County will compensate the Firm in accordance with following method(s):  Negotiated Lump Sum (NLS)  Lump Sum Plus Reimbursable Costs (LS+RC)  Time & Material (T&M) (established hourly rate – Schedule A)  Cost Plus Fixed Fee (CPFF), (define which method will be used for which tasks) as provided in the attached proposal.

Task I \$17,082.00 Lump Sum ✓  
TOTAL FEE \$17,082.00 Lump Sum

PREPARED BY: Gary McAlpin 8/19/14  
Gary McAlpin, CZM Manager Date

APPROVED BY: William Lorenz 08-19-2014  
William Lorenz, Department Director Date

TC  
8/19/14

APPROVED BY: Nick Casalanguida 8/20/14  
Nick Casalanguida, Division Administrator Date

By the signature below, the Firm (including employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which

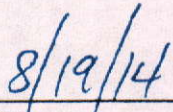


relates to the proposed work; and bear on whether the Firm has a potential conflict have been fully disclosed.

Additionally, the Firm agrees to notify the Procurement Director, in writing within 48 hours of learning of any actual or potential conflict of interest that arises during the Work Order and/or project duration.

ACCEPTED BY: Atkins North America, Inc.

  
\_\_\_\_\_  
Bryan D. Flynn, Project Manager

  
\_\_\_\_\_  
Date



# ATKINS

Professional Engineering Services

for

Peer Review Services of FEMA Submittal for

Collier Coastal Zone Management

Contract Number 13-6164-CZ ✓

August 18, 2014 ✓

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ATKINS is pleased to provide a scope of work for Collier County Coastal Zone Management Department. The intention of this Work Assignment is to provide peer review of the beach nourishment design methodology prepared for the County by Coastal Planning and Engineering. In accordance with Collier County Contract Number 13-6164-CZ the following scope of work is presented herein.

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## SCOPE OF SERVICES

Atkins will review the correspondence between Collier County, the Florida Department of Environmental Management (FDEM), and the Federal Emergency Management Agency (FEMA) regarding funding for beach restoration activities post Hurricanes Katrina and Wilma. Atkins will review documentation prepared by Coastal Planning and Engineering (CP&E) in support of the funding request. Documents include: Collier County Funding request to FDEM, dated February 2013, and other information that is relevant. Atkins will also use the results of the recently completed 2006-2014 County Coastal Historical Beach Analysis Report to evaluate the surveys, storm events and loss of beach width and volume. Atkins will review these documents provided by Collier County and write a memorandum that addresses the methods used and provides a review of our findings. This work assignment does not include design services, or collection of data, etc. This data/information will be provided to Atkins by the client and the peer review will include an evaluation of the methods/approach used for the post-storm analysis and funding request, and review of any assumptions used for completeness and acceptance in accordance with standard engineering principles and practices.

The above analyses will provide a qualitative understanding of the current volumetric differences and the memorandum will be submitted as a bound printed document and on a disk in electronic .pdf format.

Atkins will prepare for, travel to and attend one meeting to coordinate/present our findings with the County. One Atkins senior engineer will attend this meeting.

Deliverables will include:

- 1) A detailed explanation of the total quantity of sand lost as a result of Hurricanes Katrina & Wilma and assessment of assumptions inherent in calculations by parties concerned.
- 2) Assumptions and calculations in documents provided by the client shall be reviewed to explain consolidation methodology rationale if supported.
- 3) Atkins will develop a chart/figure showing the volumetric losses per R-monument in order to visually depict the consolidation.



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**Budget Estimate**

Work for this assignment will be performed for the lump sum amount of **\$17,082.00**. Work will be billed to the County on a monthly basis based on the percentage of work completed for the preceding month. The budget breakdown per project area is as follows:

Task 1 – Collier County Beach Design Template Peer-Review Analysis & Memorandum.....\$17,082.00  
**Total.....\$17,082.00** ✓

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**Schedule Estimate**

The following schedule of completion is anticipated.

1. Submit draft reports within **60** calendar days following the Notice-to-Proceed and receipt of all required data (surveys) to complete analysis. ✓

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**Assumptions**

1. All existing information/documentation including, but not limited to, survey data, project permits, environmental information, previous studies, CAD drawings and geotechnical information will be provided to Atkins by the County/CP&E.
2. This quote is based upon conversations with County Staff on August 12, 2012.
3. No modeling analysis or design or preparation of documents will be generated from this peer-review.

August 18, 2014

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Bryan D. Flynn  
Sr. Project Manager  
Atkins North America, Inc.

Date





August 22, 2014

Mr. Bryan Flynn  
Atkins North America, Inc  
4030 West Boy Scout Boulevard  
Tampa, Florida 33607

RE: NOTICE-TO-PROCEED FOR: Beach Design Template Peer Review  
Work Order/PO 45-152330  
Contract No. 13-6164-CZ  
Collier County Project No. 195-90020

Dear Mr. Flynn:

This letter serves as Collier County's official NOTICE TO PROCEED (NTP) to your Company to commence with the above referenced project. This NTP is issued pursuant to Contract No. 13-6164-CZ. The purchase order number is shown above and a copy of the P.O. is enclosed.


This NTP is limited to the scope of work for: Beach Design Template Peer Review for Lump Sum Not to Exceed \$17,082.00. Please include the purchase order number, contract number, rate sheet and project number on each invoice to facilitate the payment process. Please note "**Final Invoice**" when final invoice is submitted and include rate sheet when submitting each invoice.

*Please note the above referenced contract expiration date. Failure to request Change Orders in a timely manner will result in invoices past completion date to be rejected and re-submitted. If the completion date on this Work Order expires and the contract has also expired it will require BCC approval to extend your contract.*

Commencement date for the services associated herewith shall be considered to be August 22, 2014. Final completion of all work shall be considered to be October 21, 2014. If additional time is needed, please notify me before final completion date to avoid any rejection of invoices.

If you have any questions, please contact me.

Sincerely,

  
Gary McAlpin, P.E.  
CZM Manager

CC: Clint Perryman, Project Manager  
Tara Castillo, Budget Analyst  
Adam Northrup, Procurement Strategist  
Bonnie Baer, Contracts Supervisory

Collier County Board of County Commissioners  
Purchasing Department  
Phone: 239-252-8407  
Fax: 239-732-0844  
Tax Exempt: 85-8015966531C-1

**Send all Invoices to:**

Collier County Board of County Commissioners  
Attn: Accounts Payable  
3299 Tamiami Trl E Ste 700  
Naples FL 34112-5749  
OR email to: bccapclerk@collierclerk.com

**Purchase Order number must appear on all related  
correspondence, shipping papers and invoices:**

Vendor # 102324

**ATKINS NORTH AMERICA INC**  
4030 W BOYSCOUT BLVD, STE 700  
TAMPA FL 33607

**Please deliver to:**  
GROWTH MANAGEMENT DIVISOIN P&R  
COASTAL ZONE MANAGEMENT  
2800 N HOESHOE DR  
NAPLES FL 34104

Delivery Date: 09/30/2014

**Purchase order**

PO Number **4500152330** Date **08/22/2014**  
Contact Person **Coastal Zone Mang**

Terms of Payment Net 30 Days

Currency USD

Item	Material	Description	Order Qty	Unit	Price Per Unit	Net Value
00010		CC BEACH DESIGN TEMPLATE PEER REVIEW	17,082	each	1.00	17,082.00
		Release order against contract 4600003476 Item 00010				
		ANALYSIS & MEMORANDUM				
		13-6164 BCC APPR 02252014; 16E5				

Total net value excl. tax USD **17,082.00**

**VENDOR Terms and Conditions**

The VENDOR agrees to comply with all Purchase Order Terms and Conditions as outlined on the Collier County Purchasing Internet site: <http://www.colliergov.net/Index.aspx?page=762> (revision date 01/22/2008), including delivery and payment terms. Further the VENDOR agrees to:

1. Provide goods and services outlined in this Purchase Order with the prices, terms, delivery method and specifications listed above.
2. Notify department immediately if order fulfillment cannot occur as specified.
3. Send all invoices to:

Collier County Board of County Commissioners  
Attn: Accounts Payable  
3299 Tamiami Trl E Ste 700  
Naples FL 34112-5749  
OR email to: bccapclerk@collierclerk.com

The Purchase Order is authorized under direction of Collier County Board of County Commissioners by:

Joanne Markiewicz, General Services / Purchasing Director