

## EXECUTIVE SUMMARY

**Recommendation to approve Change Order No. 2 to Purchase Order 45-151465, authorize the expenditure of Tourist Development Category “A” tax funds to provide engineer of record and construction engineering inspection services during the renourishment of the Naples Beach project by Atkins North American, Inc. under Contract No. 14-6256 for time and material amount of \$24,648.68 authorize necessary budget amendment, and make a finding that this item promotes tourism.**

---

**OBJECTIVE:** To provide engineer of record and construction engineering inspection services during the renourishment of the Naples Beach project under contract 14-6256.

**CONSIDERATIONS:** This Change Order No. 2 to Purchase Order 45-151465 in accordance with Contract No. 14-6256 will provide post-design services including engineer of record duties for the Naples Beach Nourishment truck haul beach nourishment project. This activity was not included in the original Purchase Order (PO) to provide engineering services or subsequent Change Orders to extend the PO duration.

**FISCAL IMPACT:** The expenditure of \$24,648.68 for post-design services including engineer of record duties for the Naples Beach Renourishment truck haul project (Project 195-90038) was anticipated during development of the FY 14/15 Tourist Development Tax Beach Renourishment Fund (195) budget. A budget amendment will be necessary to move funds in the amount of \$24,648.68 from Tourist Development Tax Fund 195, Project 80096 Beach Analysis Design into Project 90038 TS Debby Naples Beach PW 0679.

The cost for the entire project including the sand supply, delivery, placement, CEI and engineering activities is currently estimated at \$2,730,000. \$2,500,000 was originally budgeted for this project. Funding is available through TDC Fund 195 reserves and will reduce reserves for future construction by approximately \$230,000.

Federal Emergency Management Administration (FEMA) Disaster 4068 – PW 0679- will reimburse the County for all eligible expenses associated with the renourishment. This item meets the criteria of eligible federal expense. FEMA will reimburse Collier County for 75% of eligible federal storm expenses and 12.5% of eligible state storm expenses. It is expected that all but the 12.5% (approximately \$3,082) of this item will be reimbursed to Collier County.

The original approved amount of Contract 14-6256 was \$105,204. This Change Order No. 2 will increase Contract 14-6256 by \$24,648.68 for a total of \$129,952.68.

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

**ADVISORY COMMITTEE RECOMMENDATIONS:** This item will be presented to the Coastal Advisory Committee on 10/23/2014 for a recommendation of approval and 10/27/2014 to the Tourist Development Council for a recommendation of approval. Results of these

advisory board actions will be sent to the Board of County Commissioners after each Advisory Board meeting.

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

**RECOMMENDATION:** That the Board of County Commissioners approves and authorizes the expenditure of Tourist Development Category “A” tax funds to provide engineer of record and construction engineering inspection services during the nourishment of the Naples Beach project by Atkins North American, Inc. under Contract No. 14-6256 for time and material amount of \$24,648.68, authorize necessary budget amendment and make a finding that this item promotes tourism.

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

Attachments: 1) Change Order; 2) Proposal

**Naples Beach Nourishment Project  
Post-Design Services  
For the  
Collier County Coastal Zone Management Department**

**Change Order to Purchase Order 45-151465  
Contract Number 14-6256  
Collier County Project Number 195-90038  
October 20, 2014**

---

ATKINS is providing this change order to the scope of work dated May 12, 2014 for Collier County Coastal Zone Management Department. The intention of this Work Assignment is to provide post-design services including engineer of record duties for the Naples Beach Nourishment truck haul beach nourishment project. In accordance with Collier County Contract Number 14-6256 the following amendment to the scope of work is presented herein.

---

**SCOPE OF SERVICES**

Atkins will provide engineer of record and construction engineering inspection services during the nourishment of the Naples Beaches. Atkins' services will be to provide periodic inspection on an as-needed basis. The project will span Naples Beach from R-58A to R-79, or approximately Doctors Pass to 3,000 feet south of the Naples Pier.

Once construction contract(s) have been approved, Atkins will proceed with construction phase services that include: attending pre-construction meeting(s), construction oversight/monitoring through part-time on-site representation, permit compliance review services, and payment authorization. Under this task, Atkins will provide the following post-design services for the Collier County Naples Beach Nourishment Project as designed and permitted:

- a. Engineer of Record Services
- b. Part time on-site owner's representative (up to 2 days a week)
- c. Updated construction template/record drawings (AD & BD quantities) (surveys performed by others)

**Task 6 – Post-Design Services:**

During the estimated **30** days or **4** weeks of construction activities estimated, it shall be the responsibility of Atkins as the EOR to provide the complete services necessary to certify the project to the permitting agencies and to ensure that the project is constructed in reasonable conformity with the plans, specifications, and permit provisions. These services will be provided by Atkins' senior engineering staff that has been responsible for preparing the design and permitting phase of the project. Bryan D. Flynn, PE will serve as the Engineer of Record.

The work provided by the EOR shall, in no way, relieve the Contractor or the County's Construction Management team of responsibility for the satisfactory performance of the construction contract. Survey data, turbidity monitoring reports and daily construction reports will be provided to the EOR on a timely basis, by the Contractor, Surveyor and County Construction Management staff.

Progress Meetings - The EOR will attend weekly progress meetings with the County, Contractor, and Construction Management Team to discuss in detail the construction progress and the requirements and responsibilities of each participant. Atkins will provide a weekly progress report to the County within 3 business days of the meeting.

Construction Plan Interpretation - The EOR will assist the Contractor and the County's Construction Management Team with interpretation of the plans, specifications, and contract provisions and consult with the Contractor and County's Construction Management Team when an interpretation involves complex issues or may impact the cost and duration of performing the work. If in the opinion of the EOR, construction activities violate the requirements of issued permits, the EOR shall immediately notify the County and the Contractor. The EOR will review and assist the County's Construction Management Team with analyzing changes to the plans, specifications, or contract provisions and any extra work which may be necessary and recommend such changes to the County's Construction Management Team for approval.

EOR Site Visits - The EOR or his delegate will visit the construction site at appropriate stages of the work, as necessary to assess the general progress of the work and to verify that the project is being constructed in reasonable conformity with the approved plans and specifications. During the site visits, the EOR shall address any design related questions that arise during construction, review and document issues, and recommend solutions. The EOR will send a summary of the site visit to the County detailing work progress, Contractor questions, issues encountered, recommended solutions to the County.

Shop Drawing & Test Reports Review - The EOR will request, receive, review, reject and or approve shop drawings, product data and tests results submitted by the Contractor for all pertinent items needed in construction. The EOR shall also review the submittals to determine satisfactory compliance with the project plans and specifications, noting their approval or stipulations. The EOR shall determine the acceptability, subject to County approval, of substitute materials and equipment proposed by the Contractor and receive and review (for general content as required by the specifications) maintenance operating instructions, schedules, guarantees, and certificates of inspection, which are to be assembled by the Contractor in accordance with the contract documents. When appropriate shop drawings shall be approved and copies sent to the County for record and to the Contractor for use in procuring and constructing components of the project.

Record Drawings - Upon final completion of the work, the EOR will prepare record drawings from as-built survey information provided by the Contractor, incorporating all changes made during construction, by using record information certified by a Surveyor and Mapper licensed in Florida and provide to the County two (2) plansets signed and sealed by the EOR, one reproducible set (Electronic PDF) and one CD-ROM computer disk copy of the record drawings.

Permit Close-out - Upon completion of construction, the EOR will prepare the required certification of completion letters to the County, FDEP and USACE.

Atkins shall conduct periodic on-site monitoring and permit compliance support during the project an average of 2 days per week. While the Contractor is actively placing sand, Atkins will provide part-time supervisory services for the Contractor's collection and reporting of background and compliance-monitoring activities as required by permit authorization. Atkins will review turbidity monitoring results

during project construction activity to ensure compliance with permits. Atkins will verify that the location and number of stations for monitoring are in accordance with the permit requirements.

Atkins will provide the following engineering services during construction. These services will be provided via periodic site visits on an as-needed basis. It should be noted that these services will also be provided by a delegate of the EOR, these staff at Atkins that have been involved with design of the Collier County Naples Beach Nourishment Project and yearly physical monitoring reports for permit compliance. These staff also have experience with truck haul beach nourishment projects, beach nourishment projects, permit compliance and oversight of marine construction throughout Florida. These individuals will monitor the sediment quality at the mine, sediment delivered on site and at specific R-monument locations. The EOR or his delegate will perform visual reviews of work in progress for conformance with the design plans and specifications.

The following services will be provided throughout project construction:

- a. Attend the preconstruction meeting, project start up meeting and project progress meetings between the Owner, Contractor, and Engineer. Atkins will review meeting agendas and distributed minutes of the meetings.
- b. Review field inspection reports submitted to the Owner by the Contractor(s) and Engineer
- c. Resolve field issues/survey issues that do not affect the design intent. Consult with the Engineer for his/her input when necessary. Provide reports to Owner, Contractor and Engineer on a weekly/monthly basis.

The following services will be conducted as periodic checks throughout project construction:

- a. Review and monitor the Contractor's overall compliance with the approved plans and specifications.
- b. Review and approve pre- and post-construction surveys, AD/BD surveys and record drawings submitted by the Contractor.
- c. Monitor and document the performance of the Contractor(s).
- d. Monitor sediment quality in accordance with the sediment QA/QC plan and beach suitability.

Observations will be made by the site representative to ensure that construction is in compliance with the construction plans, contract documents, and permit authorizations for the work. It is assumed that construction will require **4 weeks** of continuous construction. Costs are based on a part-time onsite representative, averaging 2 days a week beginning in November 1<sup>st</sup>, 2014 and continuing through December 1<sup>st</sup>, 2014. If work continues past December 1<sup>st</sup>; Atkins will continue to provide support with the County's approval, through the completion of the project at a day rate.

Deliverables for Task 1 will include:

- 1) A weekly status report submitted to the County project manager.
- 2) A final project report submitted to the County.
- 3) Electronic copies of all photos, drawings, documentation and reports on CD.

---

**Budget Estimate**

Work for this assignment will be performed on a **time & materials basis** not to exceed an amount of **\$24,648.68**. Work will be billed to the County on a monthly basis based on the amount of work completed for the preceding month. The budget breakdown per task is as follows:

Task 6 – Post-Design Services.....	\$24,648.68
<b>Total.....</b>	<b>\$24,648.68</b>

---

**Schedule Estimate**

Atkins will require an additional 75 days to complete the work outlined above.

---

**Assumptions**

1. All existing information/documentation including, but not limited to, survey data, project permits, environmental information, previous studies, CAD drawings and volume tables, etc. will be provided to Atkins by the County/Engineer/Contractor(s).
2. This quote is based upon conversations with County Staff.
3. No survey services, turbidity monitoring, modeling analysis or value engineering will be conducted under this work order. Should these services be required Atkins will submit a separate scope for these additional services.



10/20/14

---

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

Date

**CHANGE ORDER**

CHANGE ORDER NO. 2

CONTRACT NO. 14-6256

BCC Date: 06/10/14

Agenda Item: 16A18

TO: Atkins North American, Inc.  
4030 West Boy Scout Blvd  
Tampa, Florida 33607

DATE: 10/22/2014

PROJECT NAME: Naples Beach Renourishment

PROJECT NO.: 195-900389

Under our AGREEMENT dated June 10<sup>th</sup>, 2014

You hereby are authorized and directed to make the following change(s) in accordance with terms and conditions of the Agreement: Provide scope and fees for Post Design Services.

FOR THE Additive Sum of: \$Twenty Four Thousand, Six Hundred and Forty-Eight Dollars and Sixty-Eight Cents (\$24,648.68);.

Original Agreement Amount	<u>\$105,204.00</u>
Sum of Previous Changes	<u>\$0</u>
This Change Order add	<u>\$24,648.68</u>
Present Agreement Amount	<u>\$129,852.68</u>

The time for completion shall be increased by 75 calendar days due to this Change Order. Accordingly, the Contract Time is now 265 calendar days. The substantial completion date is 03/06/2015 and the final completion date is 03/17/2015. Your acceptance of this Change Order shall constitute a modification to our Agreement and will be performed subject to all the same terms and conditions as contained in our Agreement indicated above, as fully as if the same were repeated in this acceptance. The adjustment, if any, to the Agreement shall constitute a full and final settlement of any and all claims of the Contractor arising out of or related to the change set forth herein, including claims for impact and delay costs.

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

Accepted: \_\_\_\_\_ 20\_\_

ATTEST:

\_\_\_\_\_  
Dwight E. Brock, Clerk

CONTRACTOR:  
Atkins North America, Inc.

By: \_\_\_\_\_  
Bryan Flynn, Design Professional

\_\_\_\_\_  
Contractor First Witness

\_\_\_\_\_  
Type/print witness name

\_\_\_\_\_  
Contractor Second Witness

\_\_\_\_\_  
Type/print witness name

Approved as to form and legality:

\_\_\_\_\_  
Assistant County Attorney

OWNER:  
BOARD OF COUNTY COMMISSIONERS  
COLLIER COUNTY, FLORIDA

By: \_\_\_\_\_  
Tom Henning, Chairman

By: \_\_\_\_\_  
Gary McAlpin, P.E., Project Manager

DEPARTMENT DIRECTOR

By: \_\_\_\_\_  
Amy Patterson

DIVISION ADMINISTRATOR

By: \_\_\_\_\_  
Nick Casalanguida

PROCUREMENT STRATEGIST

By: \_\_\_\_\_  
Adam Northrup





**Purchasing Department  
Change Modification Form**

Contract Change Request

Work Order Modification

<b>Contract #:</b> 14-6256	<b>Change #:</b> 2	<b>PO/Work Order #:</b> 45-151465	<b>Project Name:</b> Naples Beach Renourishment
<b>Project #:</b> 195-90038	<b>Project Manager:</b> Gary McAlpin	<b>Department:</b> CZM	<b>Contractor/Firm Name:</b> Atkins North American, Inc.

Original Contract/Work Order Amount	\$ 105,204.00	6/10/14 16A19	Original BCC Approval Date; Agenda Item #
Current BCC Approved Amount	\$ 105,204.00	6/10/14	Last BCC Approval Date; Agenda Item #
Current Contract/Work Order Amount	\$ 105,204.00		SAP Contract Expiration Date (Master)
Dollar Amount of this Change	\$24,648.68	23.43%	Total Change from Original Amount
Revised Contract/Work Order Total	\$129,852.68	23.43%	Change from Current BCC Approved Amount
Cumulative Changes	\$24,648.68	23.43%	Change from Current Amount

Completion Date, Description of the Task(s) Change, and Rationale for the Change			
Original completion date: 9/8/2014	Last approved completion date: 1/1/2015	Revised completion date (includes this change): 3/14/2015	
Number of days added : 75	Each step on the contract modification checklist form has been reviewed prior to me submitting for approval (this box must be initialed by Project Manager)		
<input checked="" type="checkbox"/> Add new task(s)	<input type="checkbox"/> Change task(s)	<input type="checkbox"/> Delete task(s)	<input type="checkbox"/> Other (specify):
<p>1. <b>Provide a detailed and specific explanation of the requested change(s) to the task(s) and/or the additional days added:</b> The change order is for \$24,648.68 to cover the expense of post-design services including site inspections, submittal review, permit compliance submittals and Engineer of Record Services.</p> <p>2. <b>Provide detailed rationale for the requested change:</b> The County will need the Engineer-of-record services to review the contractor's work, the County's inspection reports, turbidity monitoring, and approve pay requests.</p> <p>3. <b>Provide explanation why change was not anticipated in original scope of work:</b> The original contract was specifically for design, permitting, plans, specifications and development of procurement documents. At the time it was not known what specific post design services would be required.</p> <p>4. <b>Describe the impact if this change is not processed:</b> Atkins will not be able to provide post-design and engineer of record services through construction.</p>			

Type of Change / Modification		
<input checked="" type="checkbox"/> 1. Planned / Elective	<input type="checkbox"/> 2. Unforeseen conditions/circumstance	<input checked="" type="checkbox"/> 3. Quantity or price adjustment
<input type="checkbox"/> 4. Correction of error(s)	<input type="checkbox"/> 5. Value added	<input checked="" type="checkbox"/> 6. Schedule adjustment

Change Requested By		
<input type="checkbox"/> Contractor/Consultant	<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Using Department
<input type="checkbox"/> Design Professional	<input type="checkbox"/> Regulatory Agency (specify):	<input type="checkbox"/> Other (specify):
Purchasing Professional Participated in Negotiation of Change / Modification:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Approved by:	Date:
Gary McAlpin, Manager:	
Reviewed by:	Date:
Adam Northrup, Procurement Strategist's Name:	



October 27, 2014  
New Business 7-c

Atkins North America, Inc.

4030 W. Boy Scout Blvd.  
Suite 700  
Tampa, FL 33607

**Tel:** (813) 281-7689

**Direct no:** (772) 633-5300

**info@atkinsglobal.com**

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

**Project No.:** 100040392

**Mr. Gary McAlpin**  
2800 N. Horseshoe Dr.  
Naples, FL 34104

October 20, 2014

**Collier County Naples Beach Nourishment Project – Request for Change Order #2 to Contract 14-6256 (PO 4500151465)**

Dear Mr. McAlpin,

Atkins would like to request a change order at this time for \$24,648.68 and an additional 75 days to the contract time to complete Post Design Services, which includes engineer of record duties for the Naples Beach Nourishment truck haul beach nourishment project. This activity was not included in the original Purchase Order (PO) to provide engineering services or subsequent Change Orders to extend the PO duration.

If you have any questions, please feel free to call me at (813) 281-7689.

Sincerely,

Bryan Flynn, P.E.

Project Manager  
Enclosure  
File:100040392