

EXECUTIVE SUMMARY

Recommendation to approve expenditures related to Collier County Tourist Development Council Category “A” Grant Beach Park Facilities’ projects for Fiscal Year 2016 for \$52,500 to contract with CH2M Hill to provide project management services and to make the finding that this expenditure promotes tourism.

OBJECTIVE: To obtain approval for use of Collier County Tourist Development Council grant funding to hire CH2M Hill for project management services.

CONSIDERATIONS: The Parks and Recreation Division has “in-sourced” project management services to the Facilities Management Division to oversee and manage capital projects for the Division. Currently, the Parks and Recreation Division has approximately 80 capital projects underway to support both new construction and renovation of facilities.

The Facilities Management team works with all County Divisions to also provide this support. While the Facilities Management team employs 4 FTE’s project managers with oversight provided by a principal project manager, as capital projects have increased it is necessary to increase the work capacity of this section within Facilities Management. In order to reduce the need for additional FTE’s to work for the Division, the Parks and Recreation Division is seeking to employ CH2M Hill to provide project management for select beach park facility projects.

This will allow both Divisions to maintain current FTE levels, provide added support for the surge in capital projects through outsourcing for (1) project manager and ensure beach park facility projects are completed timely.

The Division has identified the capital projects below that are currently funded and a portion of the funds would be used to pay for the CH2M Hill Contract. Other funding sources have been identified for non-TDC funded projects and the project manager from CH2M Hill will also be paid from those sources.

PROJECT	AMOUNT REQUESTED TO PAY FOR CH2M HILL CONTRACTED PROJECT MANAGER
Tigertail Beach Restroom	\$4,000
Seagate Bathroom Study	\$1,000
Barefoot Beach Access Boardwalk and Pavilions	\$10,000
Barefoot Beach ADA Replacement of Toll Booth	\$2,500
Barefoot Beach Park Drainage	\$5,000
Delnor-Wiggins State Park Entrance	\$15,000
Clam Pass Restroom Expansion	\$15,000
TOTAL	\$52,500

FISCAL IMPACT: Funds in the amount of \$52,500 are available for this expenditure in the respective Category “A” Tourist Taxes Fund 183 projects. These projects (and expenditures) have already received approval by the Parks and Recreation Advisory Board, Tourist Development Council, and the Board of County Commissioners for the FY 15 and FY 16 budget cycles.

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

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

RECOMMENDATION: That the Collier County Tourist Development Council approves the above-referenced Category “A” grant expenditures in the amount of \$52,500 associated with the beach park facility projects to pay for the contracted project manager associated with CH2M Hill and make a finding that the expenditures promote tourism.

Prepared by: Barry Williams, Director, Collier County Parks and Recreation

WORK ORDER/PURCHASE ORDER

Contract 13-6164 "Professional Services for Engineers and Architects - CE"
Contract Expiration Date: March 8, 2019

This Work Order is for professional Project Management services for work known as:

Project Name: Project Management Services in Support of Various Parks & Recreation Projects
Project No: Various as required.

The work is specified in the proposal dated June 4, 2015 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: CH2M Hill Engineers Inc.

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

Task A Project Management Services on various Parks & Recreation Projects; not to exceed \$98,000.00 in aggregate.

Provide general Project Management Services* on an "as needed, part time basis," approximately 24 to 32 hours per week to include but not be limited to:

- * Project Manager (Engineer-in-Training) to be billed at an hourly rate of \$85.00
 - Additional support staff will be provided on an "as needed/requested" basis and will be billed at the applicable rates shown in Contract 13-6164.
- Assisting with preparing and organizing an overall Project Management Plan;
- Making Site Visits via County provided transportation or by reimbursed CH2MHill Transportation;
- Developing Project Budgets;
- Developing Project Schedules;
- Assisting in obtaining design services for projects;
- Assisting in obtaining bids and or proposals for construction;
- Providing construction oversight (Not CEI); and
- Maintaining a weekly log of payable hours charged to each assigned project.

Schedule of Work: Complete work within 300 days from the date of the Notice to Proceed which is accompanying this Work Order. The work is expected to entail between 16 to 32 hours of work per week. The Consultant agrees that any Work Order that extends beyond the expiration date of Agreement # 13-6164 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), as provided in the attached proposal.

PREPARED BY: Margaret A. Bishop
Margaret A. Bishop, P.E., Sr. Project Manager
Facilities Management Division

7-1-15
Date

REVIEWED BY: Hank Jones
Hank Jones, P.E., Principal Project Manager
Facilities Management Division

7/1/15
Date

APPROVED BY: Barry Williams
Barry Williams, Director
Parks & Recreation Division

07/01/15
Date

APPROVED BY: Steve Carnell
Steve Carnell, Department Head
Public Services Administration

7-1-15
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: CH2M Hill Engineers, Inc.

William D. Beddow
William D. Beddow - VP and Area Manager

June 11, 2015
Date



CH2M HILL

5801 Pelican Bay Boulevard

Suite 505

Naples, FL 34108

Telephone: 239-596-1715

Fax: 239-596-2579

ATTACHMENT A
SCOPE OF SERVICES
FOR
CONSULTING ENGINEERING SERVICES AGREEMENT
FOR
"PROJECT MANAGEMENT SERVICES IN SUPPORT OF
VARIOUS PARKS & RECREATION PROJECTS"
PROFESSIONAL SERVICES: ENGINEERING AND ARCHITECT (CE)
CONTRACT NO. 13-6164 (CE)
June 4, 2015

DESCRIPTION

The general objective for this task is to contract outside Consultant Engineering Services (referred to hereafter as CONSULTANT) for the Collier County Facilities Management Department (referred to as COUNTY).

To provide general Project Management services on an "as needed, part time basis," approximately 24 to 32 hours per week on various Parks and Recreation projects. Projects will be assigned by County staff as required.

PART 1. – SCOPE OF WORK

TASK A: Project Management and Construction Oversight Services

CONSULTANT will be made available for project management services. Regular meetings are anticipated to keep COUNTY apprised of project progress and to discuss any concerns by either party. CONSULTANT shall provide professional support services during construction to assist the COUNTY in obtaining a complete project. Basic project management and construction oversight services shall consist the following:

- i) *CONSULTANT* will be made available for general project correspondence and to handle/manage the project files.

- ii) *CONSULTANT* will maintain a weekly log of their payable hours charged to each assigned project.
- iii) *CONSULTANT* will assist in developing project budgets and schedules.
- iv) *CONSULTANT* will assist in obtaining design services, bids and or proposals for projects and construction.
- v) Review *CONTRACTOR*'s monthly applications for payment and supporting data, review the amount owing to the *CONTRACTOR* and make recommendations for approval/denial of payments to the *CONTRACTOR* in accordance with the contract documents.
- vi) Evaluate contractor changes and substitutions and make recommendations to the *COUNTY* representative to either approve or disapprove *CONTRACTOR*'s proposal or substitution.
- vii) Assist *COUNTY* with issuing requests for quotations (RFQ) when cost changes and/or time extension are warranted.
- viii) Review and track all project requests for information (RFI), change order requests and change orders.
- ix) Review the *CONTRACTOR*'s initial and monthly progress schedules and help evaluate whether the submitted schedules are acceptable. Review the progress schedules and evaluate against the work actually performed to determine if the project schedule is being maintained and identify problems and conflicts as they arise.
- x) Analyze *CONTRACTOR* requests for time extensions and make recommendations concerning their validity.
- xi) Help assist with the coordination and implementation of a solution between the *CONTRACTOR*, *COUNTY* and *ARCHITECT/ENGINEER OF RECORD* to issues that arise to avoid potential claims.
- xii) Help assist with timely consultation and advice to help interpret the plans and specifications and answer questions that may arise during construction of the project.
- xiii) Assist in correspondence/coordination between the *COUNTY* and affected utility companies, permitting agencies and other local government agencies whose activities could impact construction operation.
- xiv) Prior to completion and termination of the construction contract and before final payment, participate in pre-final and final inspections and prepare a construction deficiency (punch) list. Make recommendations to the *COUNTY* regarding acceptance.

- xv) *CONSULTANT* will assist with monitoring the *CONTRACTOR*'s efforts in obtaining all final inspection, certificate of occupancy, and all required start-up permits.
- xvi) *CONSULTANT* will assist with coordination with the *CONTRACTOR* for the submission of required warranties, guarantees, lien releases, and other similar documents required by the construction contract.

NOTE:

Field Site Visits

The presence or duties of *CONSULTANT*'s personnel at a construction site, whether as onsite representatives or otherwise, do not make *CONSULTANT* or *CONSULTANT*'s personnel in any way responsible for those duties that belong to *COUNTY*'s and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.

CONSULTANT and *CONSULTANT*'s personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except *CONSULTANT*'s own personnel.

The presence of *CONSULTANT*'s personnel at a construction site is for the purpose of providing to *COUNTY* a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). *CONSULTANT* neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

ENGINEER's Cost Opinions:

In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the *PROJECT*, *ENGINEER* has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate *PROJECT* cost or schedule. Therefore, *ENGINEER* makes no warranty that *COUNTY*'s actual *PROJECT* costs, financial

aspects, economic feasibility, or schedules will not vary from ENGINEER's opinions, analyses, projections, or estimates.

PART 2. – PROJECT SCHEDULE:

The project duration, from the *CONSULTANT*'s Notice-to-Proceed to project completion, is anticipated to be three hundred (300) calendar days.

PART 3. – EXCLUSIONS:

The following tasks are not included in the Scope of Work for this Agreement:

1. Services other than those specifically listed above or requiring more effort than that listed in the Fee Schedule.
2. Construction Inspection Services

The above tasks may be added to this Work Order by Amendment if desired by the COUNTY.

PART 4. – CONSULTANT COMPENSATION:

The COUNTY will compensate the *CONSULTANT* for the above Task A on a **Time and Material** basis per the Fee Schedule agreed upon under **Contract No. 13-6164 Professional Services for Engineering and Architect (CE)**.

An estimated budget to be utilized for the above tasks has been established and is shown as **Attachment A – Manhour and Cost Summary**. A man-hour estimate for the above Scope of Services has been prepared for the sole purpose of establishing the maximum upset limit for this Task Work Order not to exceed **\$98,000.00**.

WilliamsBarry

From: EricksonRebecca
Sent: Wednesday, July 01, 2015 2:33 PM
To: WilliamsBarry
Subject: Screen shot of req. for Project management 98,000.00 total.

The screenshot displays the SAP 'Display Purchase Req.' interface for requisition 10223538. The 'Document Overview' pane on the left shows a list of requisitions, with 10223538 selected. The main window shows the 'Release Strategy' for '15 Administrative Serv' and '15 SK Project Mgr'. Below this is a table of materials:

Item	Material	Short Text	Quantity	Unit	Delv. Date	Mat. Gro.	Plant	PGr	Require.	Des. Vendor	P.Orig.	Stor.	Agreement	Item	Pl. Vi
10	P	Big Corkscrew Regional P	27.2	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
20	P	GGCP Pickleball Courts	4.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
30	P	Vineyards Park Pickleball	4.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
40	P	ENCP Soccer Field	8.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
50	P	Water Quality Monit.	1.83	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
60	P	951 Boat Ramp Potable	6.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
70	P	Cochatchee Bukhead r	3.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
80	P	Tiptal Beach Restroom	4.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
90	P	Seapine Bathroom Study	1.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
100	P	Tiptal Restroom Addo	21.8	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
110	P	Barefoot Beach ADA Repl	2.50	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
120	P	Barefoot Beach PL Orana	5.00	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036
130	P	Delnor Wiggins State Par	15.0	EA	03/08/2019	ENGR/E	Board of Co	24	Jones	1000			4600003	10	12036

The 'Item Text' window for item 10 shows the following text: 'Project management for various Parks projects.'

Becky Erickson
 Accounting Technician, Capital Projects
 Division of Facilities Management
 Collier County Government
 239.252.8380