

## **EXECUTIVE SUMMARY**

**Recommendation to award a work order using Contract Number 13-6164 to Q Grady Minor & Associates, P.A. for the Clam Pass Park parking modifications and make a finding that this expenditure promotes tourism.**

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**OBJECTIVE:** To maximize parking, provide adequate turning radii for a CAT bus service drop off, and improve water quality.

**CONSIDERATION:** The Board of County Commissioners approved the scope of work associated with Clam Pass Park on September 8, 2015 (Item 11D). A portion of this scope of work was to resurface the parking lot and include improvements for water quality at this location. Previously the scope of work was approved both by the Tourist Development Council on July 7, 2015 and the Parks and Recreation Advisory Board on June 17, 2015.

**FISCAL IMPACT:** Funding in the amount of \$54,584.00 from Tourist Development revenues is available and appropriated for this Project No. 88043 within the Parks and Recreation Beach Park Facilities Capital Fund 183 (TDC Beach Parking Facilities).

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

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

**RECOMMENDATION:** That the Tourist Development Council recommends award of the proposed work order using Contract Number 13-6164 to Q Grady Minor and Associates, P.A. for the Clam Pass parking modifications, Project No. 88043, in the amount of \$54,584.00, and makes a finding that the project expenditure promotes tourism.

Prepared by: Margaret A. Bishop, P.E., Senior Project Manager, Facilities Management Department

Attachment: Scope of Services



Civil Engineers • Land Surveyors • Planners • Landscape Architects

September 21, 2015

Ms. Margaret Bishop, P.E.  
Collier County Facilities Management  
3335 Tamiami Trail East, Suite 101  
Naples, FL 34112-5356

**RE: Proposal for Professional Services  
Clam Pass Park Parking Modifications**

Dear Ms. Bishop:

Q. Grady Minor & Associates, P.A. is pleased to provide this proposal for Professional services for the proposed parking lot modifications at Clam Pass Park.

We shall modify the paving and striping to maximize parking and to provide adequate turning radii for a CAT bus service drop off. In so designing, we shall update the required landscape islands to meet current code. In addition, alternatives for water quality enhancements including spreader swales, inlet traps, stormceptor systems, littoral plantings and similar will be reviewed for incorporation into the design with final enhancement techniques used that can most effectively increase water quality.

The proposed parking changes will require permitting through Collier County as a Site Development Plan Amendment and with SFWMD for stormwater management.

We propose the following tasks for the project.

**Initial Design Tasks:**

**Task No. 1 -- Concept Plan**

Update concept plan based on existing survey data. Incorporate and evaluate additional water quality treatment options. This plan will be reviewed by County Parks/Facilities staff.

**Task No. 2 – Engineering Survey**

Review existing topographic survey of the site and determine additional survey needs based on approved concept plan. Survey additional features.

**Task No. 3 – Pre-Application Meeting**

Prepare for and attend Collier County Growth Management Department SDPA pre-application meeting.

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**Task No. 4 – Civil Base Plan Design**

Utilizing comments from pre-application meeting, prepare base engineering plan of the proposed facility from the concept plan. This will become the Base Plan utilized for permitting.

**Task No. 5 – Civil Design**

Utilizing Base Plan, prepare design of the proposed facility. Prepare Design and Permit Plans of the proposed facilities based upon the approved pre-submittal Design. These plans will be used for submittal to the permitting agencies. We will prepare engineer's opinion of cost.

**Permitting Tasks:**

**Task No. 6 – SFWMD Permitting**

Prepare plans and supporting data/reports and submit to SFWMD for the permit modification. Submit application and follow up for approval.

**Task No. 7 – Collier County SDPA Permitting** – Prepare and submit SDPA depicting parking configuration and water quality and drainage improvements.

**Client and Meeting Tasks:**

**Task No. 8 – Client and Informational Meetings** – Prepare for and attend informational meetings and/or approval meetings (e.g., Pelican Bay Foundation). Prepare additional exhibits for public meetings including color and non-engineering exhibits.

**Post-Permitting Tasks:**

**Task No. 9 – Bidding Assistance** – Assist Collier County in bidding of the proposed project. We will provide documents (hard copy and e-copy) to Collier County Purchasing. We will respond to Bidders questions through written Addenda (Purchasing to distribute Addenda), review bids and issue Recommendation of award.

**Task No. 10 – Construction Contract Administration Assistance** – We will assist Collier County during construction. We will attend the Pre-Construction meeting; review and approve Shop Drawings and other submittals; review and approve Contractor's Applications for payment; attend substantial completion walk through. We will prepare Record Drawings based upon Contractor mark-ups, visual observation of construction and their Record Survey; and provide close out of Construction Permits. We assume a 90/120 day substantial/final construction period with six (6) hrs per week on average of observation. We have not included any resident or full time inspection, special threshold inspection or testing in these services.

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We propose compensation for these services as follows:

	<b>TASK</b>	<b>BUDGET</b>	<b>FEE TYPE</b>
1.	Concept Plan	\$3,025.00	Lump Sum
2.	Engineering Survey	\$2,587.00	Time & Material
3.	Pre-application Meeting	\$408.00	Lump Sum
4.	Civil Base Plan	\$7,800.00	Lump Sum
5.	Design	\$9,062.00	Time & Material
6.	SFWMD Permitting	\$5,494.00	Time & Material
7.	SDPA Permitting	\$10,560.00	Time & Material
8.	Public Meetings	\$1,508.00	Time & Material
9.	Bidding	\$2,756.00	Time & Material
10.	Construction Administration	\$10,584.00	Time & Material
	Reimbursables:	<u>\$800.00</u>	With Back-up
	<b>TOTAL</b>	<b>\$54,584.00</b>	

This Proposal is subject to the Standard Provisions of the Collier County Fixed Term Engineering Service Contract (FT13-6164).

Any services requested beyond the scope of this Proposal will be performed for a fee negotiated when the scope of additional services is known or at the approved Collier County Fixed Term Contract (#13-6164) hourly rate schedule.

Invoices will be issued monthly, payable per the applicable Collier County Purchasing Policy.

Any government imposed sales taxes or fees shall be added to our fees for services under this Proposal.

Very truly yours,



Michael J. Delate, P.E.  
Sr. Vice President

MWM:cjd