

EXECUTIVE SUMMARY

Recommendation to award a work order using Contract Number 13-6164 to Q Grady Minor & Associates, P.A. for the design of the “Tigertail Beach Restroom Addition” in the amount of \$19,263.00 and make a finding that this expenditure promotes tourism.

OBJECTIVE: To provide additional overflow restroom facilities by installing separate men’s and women’s stalls to accommodate peak season and high visitation days. The expansion is proposed to add a modular prefabricated unit to provide two additional stalls for men and two additional stalls for women. Two of the four additional facilities will be ADA compliant, one for men and one for women.

CONSIDERATION: The existing Tigertail Beach Bathroom facilities are inadequate to accommodate the visitors during peak season and high visitation days. Bathroom facilities are located at the entrance to the park and an overflow restroom facility was installed at the overflow parking area to accommodate the high volume of visitors.

Funding for the design was approved by the Tourist Development Council (TDC) under Category ‘A’ Grant Applications on April 28, 2014 for \$25,000.

FISCAL IMPACT: Funding in the amount of \$200,000.00 from Tourist Development revenues is available and appropriated for this Project No. 88038 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

ADVISORY BOARD RECOMMENDATION: At the April 15, 2014 Parks and Recreation Advisory Board (PARAB) meeting, funding for the design in the amount of \$25,000 was approved 5 to 0.

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 Tigertail Beach Restroom Addition, Project No. 88038, in the amount of \$19,263.00, 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

February 12, 2016

Ms. Margaret Bishop, P.E.
Collier County Department of Facilities Management
3301 E. Tamiami Trail
Naples, FL 34112

**RE: Proposal for Professional Services
Collier County Tigertail Beach Restroom Addition
Site Development Plan Amendment, CCCL Variance and FDEP CCCL Permit**

Dear Ms. Bishop:

Thank you for the opportunity to provide this Proposal for Professional Services related to the site permitting of the proposed addition to the restroom near boardwalk 6. This proposal covers the Site Development Plan Amendment through the City of Marco Island (SDPA). Because the addition will be constructed seaward of the Coastal Construction Control Line (CCCL), an FDEP CCCL permit for major structures will be necessary. Additionally, again because of its location seaward of the CCCL, a Marco Island CCCL Variance pursuant to LDC 30-751 will be necessary. It will also need a flood variance. The variance for the existing restroom did not include a potential addition.

We understand that the addition will be a modular prefabricated unit. The bid package we prepare will have the specifications that you provide and will require the contractor to provide appropriate engineering to meet City of Marco Island building permit requirements for tie down, etc.

We propose the following services:

Task No. 1 – Project Commencement and Survey

Meet with County staff for the proposed exact location of the addition. Set up and attend pre-application meeting with the city.

Prepare plan to provide survey tie down locations for CCCL permitting.

Task No. 2 – City of Marco Island CCCL and Flood Variance Application

A. Application Preparation:

Utilizing FDEP CCCL site plan, prepare variance application along with supporting documents.

B. Sufficiency Review:

GradyMinor will coordinate with City review staff and prepare written responses to the sufficiency comments and coordinate the re-submittal to the City.

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C. Meetings/Public Hearings:

We will prepare for and attend one (1) Planning Commission meeting and one (1) City Council meeting.

Task No. 3 – FDEP CCCL Application

A. Application Preparation:

Prepare site plan with required information based on survey above. Assemble required documents as part of the application including City of Marco Island Growth Management Plan confirmation. Request waiver for survey update based on FAC 62B-33.008 (6). File the application with FDEP.

B. Sufficiency Review:

Prepare written responses to the sufficiency comments and coordinate the re-submittal to FDEP. Follow up for approval.

Task No. 4 – Bidding and Construction

A. Bidding

Prepare bid tabulation, engineer's opinion of cost, and bid document. Provide to County for bidding. Follow up on contractors' questions. Review final bids with staff.

B. Construction

As engineer of record provide monthly progress report as required by FDEP. Attend pre-construction meeting, one (1) site visit for utility connection, and one (1) site visit during installation of the modular unit. Attend final completion walk through. Survey final location and provide record drawings and project closeout.

Task No. 5 – Site Development Plan Amendment Permitting

(For this task we would utilize previously prepared Site Development Plans.)

Prepare and submit SDPA application documents to the City of Marco Island. Follow up for approval. Note this application will not be submitted until both CCCL permits/variance are approved.

Task No. 6 - Reimbursables

Allowance for reimbursable expenses related to the above additional services. Reimbursable expenses include costs to reproduce plans, copies, delivery fees and the like. This does not include application or permit related fees to issuing agencies. Those fees would be paid directly to the agency by the County.

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We propose the following budget for this work:

FEE SCHEDULE			
<u>Task</u>	<u>Description</u>	<u>Budget</u>	<u>Fee Type</u>
1.	Project Commencement and Survey	\$1,771	Fixed
2A.	Variance Application	\$2,990	Fixed
2B.	Sufficiency	\$1,414	Fixed
2C.	Public Hearings	\$1,589	Fixed
3A.	FDEP CCCL Application	\$2,828	Fixed
3B.	Sufficiency	\$1,211	Fixed
4A.	Bidding	\$1,076	Fixed
4B.	Construction	\$3,300	Fixed
5.	SDPA	\$2,584	Fixed
6.	Reimbursable	\$500	Actual
	Total	\$19,263.00	

This Proposal only includes those items specifically identified above and is intended to be inclusive of professional services normally provided in the design and permit phase. This Proposal does not include construction stakeout or record survey, resident inspection during construction or testing.

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.

This Proposal is subject to the Standard Provisions of the Collier County Fixed Term Engineering Services Contract (FT13-6164) and the attached Survey Rate Sheet.

This Proposal is void if no Task Authorization or Purchase Order is issued within 90 days of this date.

Very Truly Yours,



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

MJD

Tigertail Restroom

Task / Title	Hours	Billing Rate	Total
Commencement			
Project Manager	5	\$ 147.00	\$ 735.00
Engineer	0	\$ 123.00	\$ -
Clerical/Administrative	2	\$ 62.00	\$ 124.00
Senior Designer	8	\$ 114.00	\$ 912.00
Total Billed			\$ 1,771.00
Variance Appl			
Project Manager	6	\$ 147.00	\$ 882.00
Engineer	4	\$ 123.00	\$ 492.00
Clerical/Administrative	4	\$ 62.00	\$ 248.00
Senior Designer	12	\$ 114.00	\$ 1,368.00
Total Billed			\$ 2,990.00
Sufficiency			
Project Manager	4	\$ 147.00	\$ 588.00
Engineer	2	\$ 123.00	\$ 246.00
Clerical/Administrative	2	\$ 62.00	\$ 124.00
Senior Designer	4	\$ 114.00	\$ 456.00
Total Billed			\$ 1,414.00
Public Hearings			
Project Manager	8	\$ 147.00	\$ 1,176.00
Engineer	1	\$ 123.00	\$ 123.00
Clerical/Administrative	1	\$ 62.00	\$ 62.00
Senior Designer	2	\$ 114.00	\$ 228.00
Total Billed			\$ 1,589.00
CCCL Permitting			
Project Manager	8	\$ 147.00	\$ 1,176.00
Engineer	4	\$ 123.00	\$ 492.00
Clerical/Administrative	4	\$ 62.00	\$ 248.00
Senior Designer	8	\$ 114.00	\$ 912.00
Total Billed			\$ 2,828.00
Sufficiency			
Project Manager	4	\$ 147.00	\$ 588.00
Engineer	1	\$ 123.00	\$ 123.00
Clerical/Administrative	2	\$ 62.00	\$ 124.00
Designer	4	\$ 94.00	\$ 376.00
Total Billed			\$ 1,211.00

Bidding

Project Manager	5	\$	147.00	\$	735.00
Engineer	1	\$	123.00	\$	123.00
Clerical/Administrative	2	\$	62.00	\$	124.00
Designer	1	\$	94.00	\$	94.00
Total Billed				\$	1,076.00

Construction

Project Manager	12	\$	147.00	\$	1,764.00
Engineer	0	\$	123.00	\$	-
Clerical/Administrative	4	\$	62.00	\$	248.00
Inspector	12	\$	76.00	\$	912.00
Designer	4	\$	94.00	\$	376.00
Survey Crew - 2 Man	6	\$	130.00	\$	780.00
Surveyor	3	\$	120.00	\$	360.00
Total Billed				\$	3,300.00

SDPA Permitting

Project Manager	8	\$	147.00	\$	1,176.00
Clerical/Administrative	8	\$	62.00	\$	496.00
Senior Designer	8	\$	114.00	\$	912.00
Total Billed				\$	2,584.00