

11. Approve Amendment #3 to M-303-02/BJC – County Services Building (CSB) parking and drainage improvements project, with Bowyer-Singleton and Associates, Orlando (\$12,000.00).

M-303-02/BJC provides for project meetings and coordination, design survey, final engineering design, permitting landscape plan, permit application preparation, permit application processing, pre-construction administration services, construction administration services and final certifications for the County Services Building parking and drainage improvements.

During the procurement process for these services, the City of Sanford made the determination of not participating with the County for the installation of off-site 60” Reinforced Concrete Pipe to accommodate the new parking and drainage improvements for the CSB. Amendment #3 will provide for the redesign of the project to accommodate a 30-inch pipe. The construction contract is being presented in this agenda as well. The following is a summary of the cost of this contract:

Original Contract Sum:	\$24,500.00
Amendment #1:	7,300.00
Add Amendment #2:	<u>12,000.00</u>
Revised Contract Sum:	\$43,800.00

Funds are available in account number 010560-53031000 (Facilities Maintenance, Professional Services). Administrative Services/Facilities Maintenance and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the Amendment.



**LETTER OF
TRANSMITTAL**

TO: County Attorney's Office	FROM: Purchasing and Contracts Division
ATTN: Lola Pfeil FOR: Ann Colby	CONTACT: Betsy J. Cohen, Contracts Supervisor, Ext. 7112
DATE: January 23, 2003	Re: 3 rd Amendment to M-303-02/BJC - CSB Drainage Improvements
REQUESTED BY: January 30, 2002	

DOCUMENTS ATTACHED:

- Work Order
- PS- Documents
- Scope
- Previous Amendment
- Draft Documents
- _____

REQUESTED ACTION:

- Your signature
- Prepare Draft Agreement
- Return for corrections
- Prepare Agreement(s)
- For your information
- Prepare Amendment
- Review & comment

Comments:

Please prepare Amendment #3 to M-303-02/BJC to increase scope, attached, and compensation by \$12,000 for a revised total of \$43,800.00. The agreement shall remain open until final completion of the work concurrent with the construction phase of the project. The amendment will be presented to the Board for approval on February 11, 2003.

If you have any questions, please call. Thank you.



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Sent Via Facsimile: (407) 665-5265

December 18, 2002

Mr. Chuck Lawson
Seminole County
205 West County Home Road
Sanford Park, Florida 32773

Subject: **Seminole County Administrative Services Facility
Amendment to Contract No. M-303-02/BJC
Change in Scope of Work**

Dear Mr. Lawson:

Bowyer-Singleton & Associates, Inc. is pleased to submit this contract amendment to the Seminole County Administrative Services Facility site; Contract No. M-303-02/BJC. The total site is approximately 6 acres and is located on the southwest corner of First Street and Mellonville Avenue in Sanford, Florida.

We are submitting this request for a contract amendment due to the change in the offsite discharge design. With this information in mind, we propose the following tasks and corresponding fees:

I. **Additional Project Meetings and Coordination**

We will attend up to three (3) project coordination meetings with your and the City of Sanford as necessary.

Our fee for this task will be a fixed fee of \$2,000, plus other direct costs.

II. **Revised Engineering**

We will research the potential discharge options with respect to the existing utility conflicts and available easement. We will modify our offsite drainage design and submit plans to the City of Sanford for their approval.

Our fee for this task will be a fixed fee of \$8,000, plus other direct costs.

III. **Off-site Survey**

We will survey the east side of Seminola Boulevard from First Street to Lake Monroe. We will confirm any existing visible utilities, manhole locations, and invert elevations manholes.

Our fee for this task will be a fixed fee of \$1,600, plus other direct costs.

Chuck Lawson
December 18, 2002
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IV. Permitting Preparation and Processing

We will prepare, assemble and submit application packages for the permits listed below. These packages will include application forms, calculations, narratives, plans, drawings, exhibits and other supporting documentation, including information provided by your environmental and surveying consultants. We will assist you in processing the approval of permits and construction plans as outlined below. We will provide additional information and supporting documentation, as required, to facilitate the approval. We will keep you informed of the application status and any comments from the agencies. We will monitor and track all relevant dates through our database.

- Resubmit to the City of Sanford;
- City of Sanford Offsite Site Approval; and
- St. Johns River Water Management District (SJRWMD), if necessary.

Our fee for this task will be a fixed fee of \$1,200, plus other direct costs. This does not include any of the application fees for the various agencies, which are the owner's responsibility and have not been accounted for in this proposal.

V. Other Direct Costs

Other direct costs include items such as printing, drawings, travel, permitting fees, et cetera. These items will be itemized and invoice monthly at an actual cost times a multiplier of 1.15. To avoid our administrative costs, we recommend that your organization be responsible for payment of all permitting fees.

We estimate a fixed fee of \$1,000, plus other direct costs. This fee does not include permitting fees; therefore, your organization will be responsible for payment of all permitting fees.

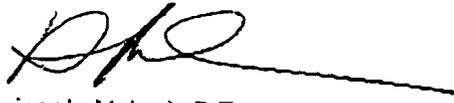
This contract amendment, together with the General Terms and Conditions, which have been received and reviewed, represents the entire understanding between Seminole County and Bowyer-Singleton & Associates, Inc. This contract amendment, once accepted, may only be modified in writing with the consensus of both parties. If this contract amendment meets with your approval, please prepare an amendment and forward to Michelle C. Ouellette, Contract Administrator, at our office. We will then expedite scheduling our services.

Chuck Lawson
December 18, 2002
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Thank you for considering Bowyer-Singleton & Associates, Inc. We look forward to assisting you in the successful completion of this project.

Sincerely,


John A. "Jack" Walsh, P.E.
Project Manager


Reinardo Malavè, P.E.
Vice President, Director of Land Development

JAW:RM:nmb
\\Start\Corr\Prop\2250
Enclosures

Task Description	Task Total
Revised Engineering	\$ 8,000
Offsite Survey	\$ 1,600
Permitting Preparation and Processing	\$ 1,200
Other Direct Costs	\$ 1,000

\$12,000

APPROVED AND ACCEPTED

By: _____
Authorized Representative for
Seminole County

Date: _____