

CITY OF FORT MYERS

SUPPLEMENTAL TASK AUTHORIZATION NO. 1 TO CIVIL ENGINEERING SERVICES, RFQ NO 0024-20

The term SUPPLEMENTAL TASK AUTHORIZATION as used herein refers to a written document executed by both parties to an existing Professional Services setting forth and authorizing professional services, tasks, or work which were not set forth in and are supplemental to the services, tasks, or work contained in the Professional Services. Such supplemental services, tasks, or work are consistent with, and included within, the Scope of Services as set forth in said initial Professional Services.

This SUPPLEMENTAL TASK AUTHORIZATION is made and entered into this ___ day of _____, 2020 between the City of Fort Myers (CITY) and DRMP, Inc. (SERVICE PROVIDER), and is made pursuant to, and shall be attached to and made a part of, the Professional Services for the Project known as Professional Services Agreement – South Street Drainage and City View Construction Drawings, Continuing Contract RFQ No. 0024-20, which Agreement was made and entered into on August 3, 2020.

All of the covenants, terms, conditions, provisions and contents of the Professional Services, referred to hereinabove, and any Amendments executed thereto, shall be and are applicable to this SUPPLEMENTAL TASK AUTHORIZATION, as if the same were set forth and contained herein.

A determination has been made by the CITY that pursuant to, and under the purview of the “Scope of Professional Services”, Exhibit “A”, and the “Compensation and Method of Payment”, Exhibit “B”, of said Professional Services, the CITY desires to supplement the service(s) of said SERVICE PROVIDER.

The CITY hereby authorizes the SERVICE PROVIDER, and the SERVICE PROVIDER hereby agrees to provide and perform the particular services and/or work as set forth hereinafter as a supplement to the services and/or work previously authorized and agreed to. Such services and/or work shall be known nominally as South Street Drainage and City View Construction Drawings, in the amount of \$390,730.

SECTION 1.00 SCOPE OF PROFESSIONAL SERVICES

SERVICE PROVIDER hereby agrees to provide and perform the professional services, tasks, and work required and necessary to complete the services and work as set forth in Exhibit “A”, entitled “Scope of Professional Services” dated September 24, 2020 which is attached hereto and made a part of this SUPPLEMENTAL TASK AUTHORIZATION.

SECTION 2.00 COMPENSATION

The CITY shall pay the SERVICE PROVIDER for all requested and authorized SUPPLEMENTAL TASK AUTHORIZATION services, tasks, or work completed hereunder by the SERVICE PROVIDER and accepted by the CITY in accordance with the provisions for compensation and payment of said services, tasks, or work as set forth and prescribed in Exhibit “B” dated September 24, 2020 entitled “Compensation and Method of Payment”, which is attached hereto and made a part of this SUPPLEMENTAL TASK AUTHORIZATION.

The amount of the change in contract compensation and time set forth in this SUPPLEMENTAL TASK AUTHORIZATION is understood and agreed by both the CITY and the SERVICE PROVIDER to be fair, equitable and adequate, and the changed compensation is to include any and all direct costs, indirect costs, or associated costs which may result from, or be caused by, this SUPPLEMENTAL TASK AUTHORIZATION.

SECTION 3.00 TIME AND SCHEDULE

3.01 TIME IS OF THE ESSENCE

The timely performance and completion of the required services, work, and materials is vitally important to the interests of the CITY. Time is of the essence for all of the duties and obligations contained in this SUPPLEMENTAL TASK AUTHORIZATION.

3.02 NOTICE TO PROCEED

Following the execution of this SUPPLEMENTAL TASK AUTHORIZATION by both parties, the CITY shall issue the SERVICE PROVIDER a written Notice to Proceed. Following the issuance of such Notice to Proceed, the SERVICE PROVIDER shall be authorized to commence work and the SERVICE PROVIDER thereafter shall commence work promptly and shall carry on all such services, tasks, and work as may be required in a continuous, diligent, and forthright manner to expeditious completion.

3.03 TIME OF PERFORMANCE

The SERVICE PROVIDER agrees to complete the services, tasks, or work required pursuant to this SUPPLEMENTAL TASK AUTHORIZATION, within the time period(s) for completion of the various phases and/or tasks of the project services set forth and described in Exhibit “C”, dated September 24, 2020 entitled “Time and Schedule of Performance”, which is attached hereto and made a part of this SUPPLEMENTAL TASK AUTHORIZATION.

SECTION 4.00 SUB-CONSULTANT(S) AND SUB-CONTRACTOR(S)

In providing and performing the services, tasks, or work required pursuant to this SUPPLEMENTAL TASK AUTHORIZATION, the SERVICE PROVIDER intends to engage the assistance of the sub-consultant(s) and/or sub-contractor(s) set forth in Exhibit “D” dated September 24, 2020 entitled “Service Provider’s Associated Sub-Consultant(s) and Sub-Contractor(s)”, which is attached hereto and made a part of this SUPPLEMENTAL TASK AUTHORIZATION.

SECTION 5.00 PROJECT GUIDELINES AND CRITERIA

In providing and performing the services, tasks, or work required pursuant to this SUPPLEMENTAL TASK AUTHORIZATION, the SERVICE PROVIDER, shall be guided by the content of Exhibit “E” dated September 24, 2020 entitled “Project Guidelines and Criteria” which is attached hereto and made a part of this SUPPLEMENTAL TASK AUTHORIZATION.

SECTION 6.00 ACCEPTANCE

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement on the dates shown below to be effective the day and year first shown above.

CITY OF FORT MYERS, FLORIDA
a Municipal Corporation

By: _____
Randall P. Henderson Jr., Mayor

Attest: _____
Gwen Carlisle, MMC, City Clerk

Date: _____

Date: _____

By: _____
Saeed Kazemi, P.E., City Manger

Date: _____

APPROVED AS TO FORM:

By: _____
Grant W. Alley, City Attorney

Date: _____

DRMP, Inc.

By: 
(Authorized Signee Here)

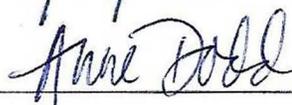
Title: Project Manager

Date: October 16, 2020

Witness

By: 

Date: 10/19/20

By: 

Date: 10-19-20

CORPORATE SEAL

EXHIBIT “A”

Date: October 12, 2020

SCOPE OF PROFESSIONAL SERVICES

For: South Street Drainage and City View Construction Drawings

SECTION 1.00 SUPPLEMENT(S) TO PROFESSIONAL SERVICES

The “Scope of Professional Services” as set forth in Exhibit “A” of the Professional Services referred to hereinbefore is hereby supplemented so that the SERVICE PROVIDER shall provide and perform the following professional services, tasks, or work as a supplement to the scope of services previously agreed to and authorized:

PROJECT BACKGROUND

The City of Fort Myers (CITY) owns approximately 3.6 acres of property located at 3348 South Street, Fort Myers, Florida and wants to restore the property to a functional purpose. To that end, the CITY created the South Street Steering Committee comprised of residents and leaders in the neighborhood to determine the best use of the property for the benefit the local residents.

The first phase has been completed and it provided engineering and consulting services to attend meetings with the South Street Steering Committee, prepare design and layout exhibits and sketches for the property, and conduct a survey of the residents in the area for their preferred options. DRMP, Inc. (CONSULTANT) assembled a subconsultant team of professionals to perform those services including Hauber, Fowler & Associates who provided land planning and landscape architecture consultation and Cella Molnar & Associates who provided public relations support. DRMP provided site, storm water, and transportation engineering consultation. The residents opted for a local park to be constructed at the site with storm water retention ponds.

The second phase of the project, which was also completed, included two tasks. The first was the conceptual design of the park based on the options selected by the Steering Committee and the residents in the first phase. A final report of the conceptual design which included a PowerPoint presentation was provided to the City. The second task was to prepare a conceptual design of the onsite stormwater ponds and then determine the reach of the stormwater system into the neighborhood based on the size of these ponds. A technical memorandum was provided to the CITY with the results of this study.

EXHIBIT “A” Continued

Specific services to be provided in this Phase of the project are to provide engineering and landscape architectural services to advance the conceptual design for the park and the drainage system to construction documents. This includes permitting. These tasks are described below.

SCOPE OF SERVICES

Task 1 - Project Management and Assistance with Survey

DRMP shall coordinate design documents and meetings with the CITY and with the Sub-Consultants and also manage the Contract, Budget and Schedule. Survey services will be provided by a licensed Surveyor as part of a separate agreement between the surveyor and the City. Coordinating with the surveyor and providing guidance is included in this task.

Task 2 - City View Park Design

Task 2a – City View Park Hardscape Construction Plans

DRMP will prepare construction plans for the park as designed and illustrated on the DRMP approved design plans dated November 6, 2019. The construction plans will provide enough information for bidding and construction of the hardscape, landscape, and irrigation.

DRMP will prepare the construction plans using the approved design and a budget provided by the Owner. The hardscape and landscape materials will be selected with the Owner’s budget as a guide.

The landscape architecture construction plans will include the following:

- Hardscape Construction Plans –The plans will also include layout plans and details for the areas of the park that include hardscape features. Hardscape features include vertical structures under 6’ (columns, walls, etc.), plaza and walkway paving details and site furnishings (benches, trash receptacles, bike racks, barbecue grills, etc.).

The hardscape areas include the following:

- The Pavilion Area
The pavilion area includes the selection and placement of a prefabricated covered structure. The structure will be engineered by the manufacturer. DRMP will provide the location and select materials and colors while coordinating with the Owner on possible structures used in other City owned facilities.

The pavilion area also includes the layout and design of the plaza including the scoring pattern and plaza design, the seating areas, and barbecue grills.

EXHIBIT “A” Continued

There are two additional small, separate seating areas for picnic tables and those are included in the pavilion area.

- **The Playground(s)**

The playground area includes the layout of two separate playground areas. The first is a tot lot (2-5-year-old) and the second is a youth (5-12-year-old) playground. Each playground area will have seating and trash receptacles. DRMP will provide a layout plan for the playgrounds and the playground surfacing. DRMP will coordinate with the manufacturers for the appropriate play/safety distances and provide design grades to coordinate with the overall site grading and drainage plan. The playground will meet ADA standards for accessibility.

- **The Park Entrance Plazas at South and Jeffcott Streets**

DRMP will provide layout plans for the two (2) entry plazas including the details needed to locate and construct the entry columns and other site features such as benches, bike parking, lighting, and trash receptacles.

- **Gates and Fencing**

DRMP will coordinate with the Owner on the selection of a 6’ tubular aluminum fence system. DRMP will provide the layout of the fence and gates. The fence system is to provide a fence around the stormwater ponds. The property will not be fenced to control public access to the park. Gates will be provided for maintenance access to the retention pond areas.

- **Trail and Seating Areas**

DRMP will provide the layout of the internal park walk/trail. The walk/trail will be an 8’ concrete path connecting the amenity areas within the park. The walk/trail layout plan will include seating areas for the location of benches and trash receptacles.

- **Perimeter Walk**

The perimeter of the park includes a neighborhood/public ROW walk. The existing Midway walk is a newly constructed walk that the Owner would like to maintain. Other walks will be detailed for Jeffcott Street, Henderson Avenue, and South Street. These walks will be on the perimeter of the park and may meander to create a park-like setting.

The hardscape features include the following:

- **Hardscape and Landscape Grading**

The grading will show the design intent of side slopes, low profile berms, and pavement grading. All grading will be coordinated with the DRMP paving and grading plans.

EXHIBIT “A” Continued

- Signage

DRMP will prepare the location plans for the site signage within the park. Logos and content will be coordinated with the Owner. DRMP will locate the signs for the park on the columns and other site features as needed based on the signage program. Signage fabrication details will be submitted to DRMP for review by the signage company hired by the General Contractor or the Owner. Hours of operation and security related signage will be provided by the Owner.

- Site Furnishings

DRMP will coordinate with the Owner for the selection of site furnishings. The goal will be to select furnishings that are being used within the City or to select site furnishings that can be approved by the Owner based on case studies, budget, and appearance. Site furnishings will include benches, trash receptacles, picnic benches, barbecue grills, dog waste removal Scope of Professional Services stations, and possibly other site furnishings.

- Site Lighting

DRMP will refine the proposed locations for the park site lighting. DRMP will coordinate with the Owner on preferred light fixtures and will provide cut sheets and locations for any other site lighting. DRMP will coordinate the park lighting with the project site electrical engineer. The park electrical plans will be provided by the project electrical engineer.

- Site Security

DRMP will coordinate the location of security cameras with the project electrical engineer. The locations will be selected in areas where trees will not obstruct the camera angle. DRMP is not responsible for the engineering and design of the site security system.

- FPL Solar Trees

DRMP will coordinate with FPL and the project electrical engineer on the selection and placement of the proposed solar trees. FPL would be responsible for the solar tree footer design and installation details.

- Electrical

Electrical services include the following:

- Power distribution including fountain pumps, pavilion, and equipment controllers.
 - Power connections for FPL “Solar Trees”.
 - Lighting including site, pavilion, and playground.
 - Basic Security: Infrastructure for security camera provided as part of general scope. Includes raceway and cabling to camera locations and system cabinet. Specifications of electronic equipment by owner.
 - Option for complete security camera design including all camera specifications and headend equipment meeting owners’ standards.

EXHIBIT “A” Continued

- Fountains

DRMP will select a fountain for the stormwater ponds coordinating with the Owner and their previous experience with water feature manufacturers in the City’s parks and stormwater areas. This proposal does not include the engineering or construction documents needed to install the fountain.

Task 2 - City View Park Landscape and Irrigation Construction Plans

DRMP will provide landscape and irrigation plans for the park based on the approved design, budget, and Owner approved landscape palette. The landscape and irrigation plans include the following:

- Landscape Plans

DRMP will use the approved Park Plan (dated November 6, 2019) previously reviewed with the South Street neighborhood and the Owner as a point of beginning to prepare landscape plans for the park (attached Exhibit ‘C’).

The work will include preparing plans that meet or exceed the City’s Code requirements and the preparation of plans at a scale necessary to show detail. The plans will include the location and placement of all proposed plant material, plant lists, planting details, notes, and other information needed to meet the City’s requirements and the design for the park.

- Irrigation Plans

DRMP will use the approved landscape plans to prepare irrigation plans for the park. The irrigation plans will identify the controller location, the main lines, piping, and head locations.

The irrigation plans will be prepared using the manufacturer of the equipment currently being used by the Owner. This will allow for ease of maintenance and operations.

The irrigation system will tie into the City’s potable water system at a location to be determined.

Preliminary Documents will be submitted to the Client at 60% completion for an informal review prior to submitting for permitting. The scope of this work shall include up to two (2) reviews and revisions by the Client before proceeding to 100% submittal documents.

EXHIBIT “A” Continued

Task 3 – South Street Drainage Design

DRMP will prepare civil construction plans to assist with the design and construction plans for City View Park. We will also provide plans sheets for the installation of offsite stormwater piping that will convey neighborhood stormwater runoff to the proposed new stormwater ponds within City View Park. The following Our steps to complete the construction plans will consist of the following TASKS:

Task 3a – Preliminary Site Plan / Pre-Application Meeting

- Preliminary Site Plan -DRMP will produce a preliminary site plan and provide up to one (1) additional iteration based on comments received by the Client. The preliminary site plan will be based upon the sketch previously provided toDRMP. The preliminary site plan will provide the following items based upon a client provided survey of the site and local streets:
- Overall site area to include the park area and the affected roads, swales and sidewalks. Project area to be included in this project includes:
 - City View Park site
 - South Street from Ford Street to Highland Avenue
 - Jeffcott Street from Ford Street to Highland Avenue
 - Ford Street from Jeffcott Street to South Street
 - Henderson Avenue from Katherine Street to Willard Street
 - Midway Avenue from Katherine Street to Willard Street
 - Highland Avenue from Katherine Street to Willard Street
 - The following east-west streets from Henderson Avenue to Highland Avenue – Katherine Street, Stella Street, Dora Street, Franklin Street and Willard Street
 - Preliminary plan for the park area coordinated with HFA to show the preliminary sidewalks and structures.
 - Preliminary plan that will show the wet ponds and proposed park stormwater piping and outfall structure. (no sizes of pipes and structures will be provided at this time)
 - Preliminary plan to incorporate underground stormwater storage chambers or vaults into the park design, as feasible and cost-effective, with estimation of enhanced flood protection.
 - Preliminary plan showing and water and possible sewer connections for any of the structures needed utilities.
 - Preliminary plan sheets that will show proposed additional storm piping and structures for offsite roads that will be conveyed to the stormwater ponds in the park
 - Preliminary plan sheets that will show proposed swales and the approximate locations of the swales and driveways with culverts
 - Preliminary plan sheets that will show proposed sidewalks

EXHIBIT “A” Continued

- Pre-Application Meeting City of Ft. Myers – DRMP will attend the City of Ft. Myers pre-application meeting when scheduled to answer and or address any questions regarding the site plan.
- Pre-Application Meeting South Florida Water Management District (SFWMD) – DRMP will attend the SFWMD pre-application meeting when scheduled to answer and or address any questions regarding the site plan.

Preliminary Documents will be submitted to the Client at 60% completion for an informal review prior to submitting for permitting. The scope of this work shall include up to two (2) reviews and revisions by the Client before proceeding to 100% submittal documents for the pre-application meeting submittal.

Task 3 – Final South Street Drainage Construction Documents

Once we have preliminary site development plan approval, we will prepare final site development plans meeting applicable standards, specifications, and details. We will submit plans to City of Ft. Meyers for final review and approval.

- Final Surface Water Design
 - Surface Water Modeling - For the South Street Design Study, DRMP updated and refined an EPA-SWMM model to analyze existing conditions and propose improvements. This model will be utilized as the basis of design for this project. Proposed retrofit activities will be incorporated into a proposed conditions model as anticipated below:
 - Add pipe connections across intersections as identified in the Study to provide positive drainage from contributing area to the proposed City View Park ponds.
 - Construct pond outfall structure(s) and piping from park.
 - Add underground stormwater storage chambers or vaults within park as feasible and cost-effective.
 - Construct and upsize piping from ponds and along Ford Street to provide for pond outfall flows with no adverse effects to existing system.
 - Reconstruct swales and associated driveway culverts to obtain positive drainage flows.
 - Add inlet and pipe systems along existing and proposed sidewalks as necessary to maintain positive drainage flows.
 - Pollutant Load Analysis – DRMP will estimate the pollutant removal efficiencies of the proposed pond system.

EXHIBIT “A” Continued

- Final Construction Plans
 - o Cover Sheet – as dictated by local practice.
 - o Civil General Notes – for civil work only, as dictated by local practice.
 - o Existing Conditions Plan – based on survey provided by the Client.
 - o Overall Site Plan – shall include an overall plan showing proposed carwash site plan. Site data table and parking requirements will be noted on this plan.
 - o Geometry / Striping / Signage Plan – will include roadway geometry and coordinates based upon the provided survey. Site signage and striping for the ingress/egress will be included. Decorative hardscape /Entrance Sign and lighting or paving design and specification are not included in this scope.
 - o Grading Plan – will include the paving grading and drainage elevation suitable for construction and approval of the construction plans.
 - o Plan and Profile Sheets – Roadway plan sheets suitable for construction of proposed new stormwater piping and installation of new storm water structures, swales and new sidewalks
 - o Potable Water and Sanitary Sewer Plan – will indicate tie into the existing sewer system and potable water system for the Mall.
 - o Storm Water Pollution Prevention Plan and Details – will include pertinent drainage and erosion / sediment control information for the construction of the project.
 - o Civil Construction Details – will consist of site development details, typical for Florida and for projects within the County, and for items specified on the plans provided under this task.

During the development of the construction plans DRMP will coordinate the City View Park landscape and hardscape design plans for seamless development process of the final documents.

Final Documents will be submitted to the City of Ft. Myers for an informal review prior to final submittal.

Task 4 - Permitting SFWMD

Provide permitting services related to the plans for SFWMD. Our services will be as follows:

- Pre-application meeting with SFWMD
- Develop final report for permitting
- Provide ICPR model for reporting
- Provide plans for pond design and structures
- Provide plans for the roadways
- Provide an overall basin plan with the breakdown
- Prepare and submit ERP Application

EXHIBIT “B”

Date: October 12, 2020

COMPENSATION AND METHOD OF PAYMENT

For: South Street Drainage and City View Construction Drawings

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the SERVICE PROVIDER shall be entitled to receive for providing and performing the supplemented services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this SUPPLEMENTAL TASK AUTHORIZATION, Exhibit “A”, attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.), Time & Materials (T&M) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the SERVICE PROVIDER should be established and set forth below for each task or sub-task described and authorized in Exhibit “A”. In accordance with Professional Services Article 4.3 “Method of Payment”, tasks to be paid on a Work-in-Progress payment basis should be identified (W.I.P.P).

| Task Number | Task Name | LS, NTE, or T&M | Compensation in Agreement | Total Compensation Per Task |
|--------------|---|-----------------|---------------------------|-----------------------------|
| Task 1 | Project Management and Assistance with Survey | NTE | \$27,360 | \$27,360 |
| Task 2 | City View Park Design | NTE | \$150,000 | \$150,000 |
| Task 3 | South Street Drainage Design | NTE | \$206,610 | \$206,610 |
| Task 4 | Permitting | NTE | \$6,760 | \$6,760 |
| TOTAL | | | | \$390,730 |

EXHIBIT “C”

Date: October 12, 2020

TIME AND SCHEDULE OF PERFORMANCE

For: South Street Drainage and City View Construction Drawings

SECTION 1.00 CHANGES FOR THIS SUPPLEMENTAL TASK AUTHORIZATION

The time and schedule of completion for the various phases or tasks required to provide and perform the services, tasks, or work set forth in this SUPPLEMENTAL TASK AUTHORIZATION, Exhibit “A”, entitled “Scope of Professional Services” attached hereto is as follows:

| Task Number as Indicated in EXHIBIT “A” | Name or Title | Approved Number of Days Per Task | Cumulative Number of Calendar Days for Completion from Date of Notice to Proceed |
|---|---|----------------------------------|--|
| Task 1 | Project Management and Assistance with Survey | 60 Days | 60 Days |
| Task 2 | City View Park Design | 210 Days | 270 Days |
| Task 3 | South Street Drainage Design | 210 Days | 270 Days |
| Task 4 | Permitting | 6 Days | 330 Days |
| Total | | | 330 Days |

EXHIBIT “D”

Date: October 12, 2020

SERVICE PROVIDER’S ASSOCIATED SUB-CONSULTANT(S) AND SUB-CONTRACTOR(S)

For: South Street Drainage and City View Construction Drawings

SERVICE PROVIDER intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the SERVICE PROVIDER in providing and performing the services, tasks, or work required under this SUPPLEMENTAL TASK AUTHORIZATION.

(If none, enter the word “none” in the space below.)

| Service and/or Work to be Provided or Performed | Name and Address of Individual or Firm | Disadvantaged Business Enterprise (If Yes, Indicate Type) | | | Sub-Consultant Services are Excluded from Insurance Coverage | |
|---|--|---|----|------|--|----|
| | | Yes | No | Type | Yes | No |
| | None | | | | | |

EXHIBIT “E”

Date: October 12, 2020

PROJECT GUIDELINES AND CRITERIA

For: South Street Drainage and City View Construction Drawings

As a supplement to the Project Guidelines and Criteria set forth in the Professional Services, Exhibit “E”, the CITY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the SERVICE PROVIDER in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in SUPPLEMENT TASK AUTHORIZATION, Exhibit “A”, attached hereto:

(If none, enter the word “none” in the space below.)

Item No. 1

None