

EXECUTIVE SUMMARY

Recommendation to award an \$18,650 Work Order to Coastal Engineering Consultants for construction support and project certification for the Collier Bay dredging project.

OBJECTIVE: To award an \$18,650 Work Order to Coastal Engineering Consultants for construction support and project certification for the Collier Bay dredging project.

CONSIDERATION: Construction administration, observation and monitoring on this project will be performed by Collier County's Coastal Zone Management staff.

However, certain activities are required by FDEP permit to be performed by the Engineer of Record. Substantial completion verification, final inspection verification, final certification to FDEP and the monitoring report will need to be performed by Coastal Engineering Consultants

A copy of their proposal is attached.

FISCAL IMPACT: \$18,650 is estimated to perform these activities. The Source of funds is from Category A Tourist Development Tax fund 195.

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

ADVISORY COMMITTEE RECOMMENDATION: Conceptual approval of this project was granted by the CAC on 4/14/2011 by unanimous vote. Unanimous conceptual approval was also granted by the TDC on 5/27/2011.

At the 9/8/2011 CAC meeting award of this Work Order in the amount of \$18,650 to Coastal Engineering Consultants was unanimously approved 8 to 0.

Staff is recommending approval of this request.

LEGAL CONSIDERATIONS: The TDC and the BCC should make a finding that this project and expenditure will promote tourism in Collier County. This item requires majority vote and is legally sufficient for Board action. - CMG

RECOMMENDATION: Recommendation to award an \$18,650 Work Order to Coastal Engineering Consultants for construction support and project certification for the Collier Bay dredging project.

PREPARED BY: Gary McAlpin, PE – Coastal Zone Management

SCHEDULE "A"
WORK ORDER NO. 1

Collier County is proceeding with an emergency dredge project of the entrance channel to Collier Bay. The project includes excavating approximately 10,000 cubic yards of beach compatible sand from the previously permitted borrow area and placing the sand along the previously permitted beach fill on Hideaway Beach. The primary purpose of the project is to restore safe navigation by removing the shoal that has created hazardous conditions for the boating community. CEC proposes the following scope of work to assist the Coastal Zone Management Department (CZM) administer the Contractor's construction contract.

TASK 1 CONSTRUCTION ADMINISTRATION

A. Contractor Pre-Construction Conference

Attend one pre-construction conference with the County and Contractor covering contract obligations, construction plans, general and special conditions, and technical specifications. Record and distribute the minutes of the meeting.

B. Agency Pre-Construction Meeting

Arrange, prepare for, and attend one agency required pre-construction meeting with the County, Contractor, DEP, FWC and permitted sea turtle monitor to review construction schedule and methods and explain or clarify the sea turtle protection measures.

C. Work Plan and Submittal Forms

Review the Contractor's work plan and submittal forms (e.g. turbidity, daily qa-qc) to determine compliance with the plans and specifications. Upon completion of the review, submit to the County in writing recommended changes or a written approval of the Contractor's work plan, and submittal forms. Review one round of work plan revisions from the Contractor.

D. Construction Progress Meetings

Attend construction progress meetings with the County and Contractor on average once every two weeks covering work progress and schedule, conformance to plans and specifications, and other relevant issues that need to be addressed. Record and distribute the minutes of each meeting. The budget includes senior engineer representation at up to five (5) on-site construction progress meetings and site observations.

E. Pay Applications

Review invoices for payment submitted by the Contractor along with daily records of the County, Contractor and Engineer and surveys provided by the Contractor, and determine the amounts of progress payments due based on completion of work as requested by the County. Upon completion of review, submit recommendations to County for payment of invoices to the Contractor. The budget includes up to three (3) reviews. Alternately, the County may request the Engineer perform other records reviews such as daily reports or turbidity monitoring reports.

F. Change Orders and Contract Modifications

Assist the County prepare required field changes, change orders, or contract modifications requested by the Contractor and submit to the County for approval.

G. Interpretation of Contract Documents

Provide to the Contractor instructions issued by the County in addition to providing any necessary interpretations or clarifications of the contract documents requested by the Contractor. Make determinations on non-conforming and unauthorized work as authorized in the contract documents.

H. Substantial Completion

Upon receiving written notice from the County that the Project is substantially complete, conduct a one-time comprehensive review of the Project, prepare a punch list of items needing completion or correction, forward said list to the County and Contractor, and provide written recommendations to the County concerning the acceptability of work done and the use of the Project.

I. Final Inspection

Upon receiving written notice from the County that the Project is finally complete, perform final site observations in conjunction with the County to verify the punch list has been completed and the Project is ready for its intended use, and assist the County in closing out the construction contract.

J. Final Certification

Prepare and submit the agency required Final Certifications.

The Construction Administration budget is based on a 75 day construction window.

TASK 2 PHYSICAL MONITORING REPORT

Utilizing the survey data and certifications provided by the Contractor's surveyor, prepare and submit to CZM a draft Physical Monitoring Report in accordance with the DEP Permit. Upon receipt of written comments from CZM, finalize and submit the Report to DEP.

COUNTY / CONTRACTOR RESPONSIBILITIES

The scope of services and budget are based on the County providing the following:

- Sediment QA-QC Monitoring as required by the DEP Permit (County)
- Turbidity Monitoring as required by the DEP Permit (Contractor)
- Sea Turtle Monitoring as required by the DEP and USFWS Biological Opinion (County)
- Shorebird Monitoring as required by the DEP and USFWS Biological Opinion (County)
- DEP Reporting (e.g. Turbidity, Tilling, Sediment QA-QC) (County and Contractor)

Collier County

CEC Contract No. 09-5262

Collier Bay Dredging Construction Administration

Scope of Work

- Physical Monitoring Surveys and Surveyor's Report/Certification as required by the DEP Permit (Contractor)
- Survey Data for the channel and beach fill shall be provided in e-format such as x,y,z file format (Contractor)

BUDGET

TASK	DESCRIPTION	FEE
1	Construction Administration	\$ 13,660
3	Physical Monitoring Report	\$ 4,990
	Total	\$ 18,650

Collier Bay Dredging Construction Administration Detailed Summary of Estimated Fees

CEC File No. 11.109

September 1, 2011

Coastal Engineering Consultants

Task Description	Principal Engineer	Principal Geologist	Principal Surveyor	Senior Engineer	Coastal Modeler	CADD Technician	Clerical	Total Fees	Direct Costs		Subtask Total	Task Total	
	\$195	\$195	\$195	\$155	\$140	\$85	\$60		Amount	Desc			
Task 1: Construction Administration													\$13,660
Meetings	8			32			10	\$7,120	\$200	Travel	\$7,320		
Contractor Submittals & Pay Requests	6	1	2	8		2	6	\$3,525			\$3,525		
Substantial & Final Completion / Certification	4	1		10		2	2	\$2,815			\$2,815		
Task 2: Physical Monitoring Report													\$4,990
Physical Monitoring Report	2	2	2	4	16	8	3	\$4,890	\$100	Rprdctn, FedEx	\$4,990		
Total Hours :	20	4	4	54	16	12	21	131					
Total Costs:	\$3,900	\$780	\$780	\$8,370	\$2,240	\$1,020	\$1,260	\$18,350	\$300		\$18,650		\$18,650

Collier County Contract 09-5262