

**TASK ORDER (TO) AMENDMENT TO CSC AGREEMENT  
(PROFESSIONAL CCNA SERVICES)**

Clerk Tracking No. 2617-00064

**THIS TASK ORDER AMENDMENT-01** (the "Amendment") to the (CSC) Continuing Services Contract for Professional CCNA Services is made and entered into effective the 15<sup>th</sup> day of May 2017, by and between the **CITY OF NAPLES**, a Florida Municipal Corporation (the "CITY"), and **Q. GRADY MINOR & ASSOCIATES, P.A.**, a Florida Corporation authorized to do business in Florida (the "CONSULTANT").

**WHEREAS**, the City and the Consultant entered into that certain Agreement to furnish CCNA Services, on **March 26, 2015** (the "Original Agreement") (Reference Original **RFQ 14-054** and Original **Clerk Tracking No.15-00043**. **This Task Order Amendment-01** is for services associated with **Master Pump Station 7 Construction Administration: Task Order No. 16-05-20-01-531010-01**: (the "Project"); and

**WHEREAS**, the parties desire to amend the Original Agreement by this Amendment so that the CONSULTANT will provide said services pursuant to the terms and conditions contained in the Original Agreement and Amendment-01 herein.

**WHEREAS**, the parties are required by **119.0701 F.S.** to amend the Original Agreement so that the CITY and CONSULTANT will abide by the terms and conditions contained herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants, promises and conditions herein set forth, it is hereby acknowledged and agreed as follows:

1. The above recitals are true and correct and are incorporated herein by this Reference.
2. "Article Three, Time" is amended to state that this Project Task Order Amendment-01 will be **performed and completed by February 28, 2018 with a 30-day Project Close-Out time frame**. Project: Master Pump Station 7 Construction Administration.
3. "Article Four, Compensation" is amended to reflect an increase to the CONSULTANT for this Amendment in the amount of **\$13,955.00** for the Project as indicated in **Attachment A-1 Scope of Services and Basis of Compensation**, attached and made a part of this Amendment.
4. "**Article Five, Maintenance of Records**" shall be amended to **add Articles 5.2 and 5.3** as indicated below and made a part of this Amendment.

**5.2 119.0701 F.S. CONTACT INFORMATION FOR CITY  
OF NAPLES CUSTODIAN OF PUBLIC RECORDS, CITY  
CLERK'S OFFICE**

**If the CONSULTANT has questions regarding the application of**

**Chapter 119, Florida Statutes, to the consultant's duty to provide public records relating to this contract, contact the City Clerk, City of Naples Custodian of Public Records, at Telephone: 239-213-1015; Email: [PublicRecordsRequests@naplesgov.com](mailto:PublicRecordsRequests@naplesgov.com); Address: 735 8th Street S., Naples, Florida 34102; Mailing address: same as street address.**

**5.3 The CONSULTANT shall:**

1. Keep and maintain public records required by the CITY to perform the service.
2. Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter 119.0701 F.S. or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONSULTANT does not transfer the records to the CITY.
4. Upon completion of the contract, transfer, at no cost, to the CITY all public records in possession of the CONSULTANT or keep and maintain public records required by the CITY to perform the service. If the CONSULTANT transfers all public records to the CITY upon completion of the contract, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the contract, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.
5. The terms of this Amendment shall control and take precedence over any and all terms, provisions and conditions of Original Agreement which might vary, contradict or otherwise be inconsistent with the terms and conditions hereof. All of the other terms, provisions and conditions of Original Agreement, except as expressly amended and modified by this Amendment, shall remain unchanged and are hereby ratified and confirmed and shall remain in full force and effect.
6. All other terms, provisions and conditions of the Original Agreement, except as expressly amended and modified by this Amendment, shall remain in full force and effect.

7. This Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original as against any part whose signature appears thereon and all of which shall together constitute one and the same instrument.

**IN WITNESS WHEREOF**, the CITY and the CONSULTANT have caused this Amendment to be duly executed by their duly authorized officers, all as of the day and year first above written.

**ATTEST:**

By: Patricia L. Rambosk  
Patricia L. Rambosk, City Clerk

**CITY:**

**CITY OF NAPLES, FLORIDA**

By: For: Roger Reulke, Acting City Manager  
For: A. William Moss, City Manager

Approved as to form and legal sufficiency:

By: Robert D. Pritt  
Robert D. Pritt, City Attorney

**CONSULTANT:**

**Q. GRADY MINOR & ASSOCIATES, P.A.**  
3800 Via Del Rey  
Bonita Springs, Florida 34134  
Att.: **Justin Frederiksen, P.E.**, Vice President

**CONSULTANT:**

Michelle R. Meunier  
Witness (Signature)

Printed  
Name: MICHELLE R. MEUNIER

By: [Signature]  
(Signature)

Printed  
Name: JUSTIN FREDERIKSEN

Title: VICE PRESIDENT

FEI/EIN Number: On File  
A Florida Profit Corporation (FL)

**Grady Minor****Civil Engineers ■ Land Surveyors ■ Planners ■ Landscape Architects**

April 27, 2017

Ms. Allyson Holland, P.E.  
Deputy Utilities Director  
City of Naples  
380 Riverside Circle  
Naples, FL 34102

**RE: Proposal for Professional Services  
Pump Station 7 Construction Administration**

Dear Ms. Holland:

Q. Grady Minor & Associates, P.A. (GradyMinor) is pleased to provide the City of Naples (City) this proposal for construction administration services for the replacement of Pump Station (PS) No. 7, located near the intersection of South Golf Drive and US41.

We propose the following Scope of Services for this project:

**Task No. 1. - General Coordination and Meetings:**

- Conduct a pre-construction meeting with City and the Contractor.
- Respond to requests for additional information from the Contractor.
- Coordination with the surrounding affected residents, property owners, the City, and Contractor.

**Task No. 2. - Construction Contract Administration Services:**

- Review Contractor submitted Shop Drawings associated with pump station replacement.
- Attend Construction Meetings.
- Provide periodic observations during construction and at critical times; provide clarification of plans and construction documents.
- Provide FDEP Completion Certification.
- Prepare Record Drawings based on Contractor's mark-ups and Record Survey.
- Conduct Substantial Completion Inspection.
- Conduct Final Completion Inspection.
- Provide Construction close-out documents.
- Review of Contractor Pay Requests

We have not included any resident or full time inspection, special threshold inspection, testing or surveying in this task.

Ms. Allyson Holland, P.E.  
Professional Services Proposal  
April 27, 2017  
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We propose to complete these tasks within 270 days from the issuance of a notice-to-proceed from the City; in accordance the following cost schedule.


<b>TASK</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>FEE &amp; TYPE</b>
1.	Coordination and Meetings	\$3,450.00	Time & Material
2.	Construction Contract Admin Services	\$10,255.00	Time & Material
3.	Reimbursable Expenses	\$250.00	Time & Material
	<b>TOTAL</b>	<b>\$13,955.00</b>	

This Proposal only includes those items specifically identified above and does not include any environmental assessments, boundary surveys, full time construction inspection services.

This Proposal is subject to the Standard Provisions of the City of Naples Continuing Service Contract Professional (RFQ 14-054). 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 City of Naples Continuing Service Contract Professional (RFQ 14-054) hourly rate schedule. Invoices will be issued monthly, payable per the applicable City of Naples Purchasing Policy.

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

Very truly yours,



Justin Frederiksen, P.E.  
Vice President

JAF/jj

## GradyMinor Proposal for Professional Engineering Services

PUMP STATION No. 7 CONSTRUCTION ADMINISTRATION  
CITY OF NAPLES UTILITIES

Refer to Q. Grady Minor and Associates, P.A. proposal and scope of services dated:

April 27, 2017

Task	Activity Description	Project Manager \$145	Engineer \$130	Senior Inspector \$85	Senior Designer \$95	Clerical \$60	Total Hours	Sub Consultant	TOTAL COST
<b>TASK 1 - COORDINATION AND MEETINGS</b>									
1	Pre-Construction meeting	2		2		1	5		\$520
2	Contractor RFI Responses	6	6			2	14		\$1,770
3	General Coordination	8					8		\$1,160
<b>Subtotal Task 1:</b>									<b>\$3,450</b>
<b>TASK 2 - CONSTRUCTION CONTRACT ADMINISTRATION SERVICES</b>									
1	Shop Drawing review	2	4			2	8		\$930
2	Construction Status meetings	8		4			12		\$1,500
3	Periodic Site Observation during Construction	8	4	18			30		\$3,210
4	FDEP Certifications	2	4			1	7		\$870
5	Record Drawings	2	2	2	8	2	16		\$1,600
6	Substantial Completion Inspection	2		2			4		\$460
7	Final Completion Inspection	2		2			4		\$460
8	Construction close-out Documents	4	2	2	1	2	11		\$1,225
<b>Subtotal Task 2:</b>									<b>\$10,255</b>
<b>TASK 3 - REIMBURSABLES</b>									
1	Reproduction, shipping and misc costs								\$250
<b>Subtotal Task 3:</b>									<b>\$250</b>
<b>Total Tasks 1 through 3 - Time and Expense Budget:</b>									<b>\$13,955</b>

Notes:

- 1 Proposal is based on City Purchasing adding the general conditions and front end documents.
- 2 This proposal excludes environmental assessment services.
- 3 This proposal does not include permitting fees
- 4 This proposal does not include fulltime construction inspection services