BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 21, 2004 Division: Public Works

Bulk Item: Yes X No _____ Department: Engineering/Construction Management

AGENDA ITEM WORDING: Approval to waive Purchasing Policies and Procedures and issue a Purchase Order to Evans Environmental and Geosciences in the amount of $32,487.00.

ITEM BACKGROUND: On 9/18/02 the BOCC approved demolition of the Public Service Building on Stock Island. Part of the project involved asbestos removal and disposal. Evans Environmental provided a quotation for consulting & air monitoring services and since they are a SNAPS vendor, a purchase order was issued. Staff was under the impression that Evans Environmental being a SNAPS vendor would allow the purchase order to be issued; however, purchase orders over $25,000 are not permitted under SNAPS and PO # 239447 has been voided.

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Approval as stated above.

TOTAL COST: $32,487.00 **BUDGETED:** Yes X NO ____

Cost to County: same **SOURCE OF FUNDS:** infrastructure
24003-530340

REVENUE PRODUCING: YES ____ NO X AMOUNT PER MONTH _____ YEAR _____

APPROVED BY: County Atty. _____ OMB/Purchasing _____ Risk Management _____

Item Prepared by: _____ _____
Stephanie Coffer, Construction Manager David S. Koppel, P.E., County Engineer

DIVISION DIRECTOR APPROVAL: _____ 1/14/04
Dent Pierce, Division Director

DOCUMENTATION: Included x To follow _____ Not required _____

DISPOSITION: _____ AGENDA ITEM # C7

Revised 1/03

Revised

MONROE COUNTY
CONSTRUCTION MANAGEMENT
JUN 27 2003
TIME:
RECEIVED BY:

EE&G
Evans Environmental & Geosciences

14505 Commerce Way, Suite 400
Miami Lakes, Florida 33016
(305) 374-8300
(305) 374-9004 Fax

June 27, 2003
Proposal No. 2003-1053-02

Ms. Stephanie Coffer
Monroe County Board of County Commissioners
Engineering Department
1100 Simonton Street
Key West, Florida 33040

Subject: **Proposal for Cost Proposal for Asbestos Consulting & Air Monitoring Services**
Former Monroe County Public Services Building (MCPSB)
5200 Junior College Road
~~Big Pine Key~~, Florida
KEYWEST

Dear Ms. Coffer:

Evans Environmental & Geosciences (EE&G) is pleased to provide MCBCC with this proposal for the subject work. EE&G's Statement of Services and Fee Estimate are presented below:

STATEMENT OF SERVICES

EE&G will provide air monitoring and asbestos consulting services to MCBCC during the pre-demolition abatement of friable/nonfriable ACMs at the above-referenced complex.

Task 1: Scope of Work/Bid Assistance

An EE&G Certified Abatement Designer will conduct a teleconferences, on-site pre-solicitation meetings (June 10) and will distribute a Scope of Work/Specifications to MCBCC for relaying to qualified abatement contractors. Other duties may include senior project management and pre-construction meetings/teleconferences prior to start of abatement in July 2003.

Task 2 - Work in Progress/Final Air Clearance Air Monitoring

EE&G environmental technician will perform on-site project management while the contractor is onsite preparing and removing ACM. Air samples will be collected before, during and after removal of ACMs. Air samples will be collected and analyzed onsite using Phase Contrast Microscopy (PCM). EE&G's duties will include the collection and analysis of as many PCM samples necessary to complete work. Other duties include in-office project management and periodic site visits by a senior project manager and/or licensed asbestos consultant. While onsite, EE&G shall confirm quantities of ACMs/LCMs for any alternates or change orders. PCM Final Air Clearance testing shall also be conducted in ACM enclosure/work areas and demobilization shall be supervised.

Ms. Stephanie Coffer
June 27, 2003
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Task 3: Closeout Package

An EE&G senior project manager will compose a "Letter of Completion" as necessary to facilitate completion of the project and a final report based on the data collected during removal of the ACM. The final report will include:

- A descriptive narrative of the abatement project.
- Technician field notes.
- Printed data sheets.
- Photographic documentation.
- Contractor post-job submittals.

The report will be reviewed, signed, and sealed by a Florida licensed Asbestos Consultant. The fee includes all administrative overhead costs for one original and four copies of the report.

FEE ESTIMATE

Presented below is EE&G's fee estimate for completion of the proposed work. All rates are based on the FY 2002-3 "State Negotiated Agreement Price Schedule" (SNAPS IV) provided as an Attachment A.

Task 1: Bid Assistance/Meeting June 10

Project Professional (inoffice/travel/onsite) (8 hrs @ $68/hr)	$544.00
Licensed Asbestos Consultant review (1 hour @ $95/hr)	$ 95.00
Clerical/Admin (1 hour @ $30/hour)	$ 30.00
Work Truck (350 miles RT x $0.50)	$175.00
Subtotal Task 1	**$844.00**

Task 2: Work in Progress Air Monitoring

Env. Technician (max 12hrs/shift @ $44/hr)	$528.00
Project Professional (in-office) (.75 hr @ $68/hr)	$51.00
PCM sample analysis (max. 7 samples @ $10/sample)	$70.00
Clerical/Data Entry (.5 hour @ $30/hour)	$15.00
Hotel&Per Diem @ $50	Est. $135.00
Subtotal Task 2 per 12-hour shift	**$799.00**
Subtotal Task 2 based on max 38 shifts	**$30,362.00**
Add tech mobilization 8hrs RT @ $44	$352.00
Work Truck (350 miles RT x $0.50)	$175.00
	NTE $30,889.00

Task 3: Closeout Package

Project Professional report prep (8 hours @ $68/hr)	$544.00
Licensed Asbestos Consultant review (2 hours @ $95/hr)	$180.00
Clerical/Admin (1 hour @ $30/hour)	$ 30.00
Other Direct Charges (copying, photos, phone, fax, shipping, etc.)(5% of labor)	Included
Subtotal Task 3	**$754.00**

TOTAL PROJECT ESTIMATE for max 38 day schedule **$32,487.00**

1/7/03

EE&G's total estimated fee for completion of the proposed work **is not to exceed $32,487.00** (based on max 38 days, including two half/day mobilizations). This fee estimate is expected to be sufficient to accomplish the Statement of Services described; however, no guarantee is made or implied.

MCBBC shall only be billed for actual hours *on-site*, which may be up to 12 hours/day due to an aggressive schedule. There is no extra charge for weekend or night shift work; EE&G shall coordinate its staffing to hopefully minimize overtime, but experienced technicians shall be staffed in lieu of lower paid, less experienced technicians.

EE&G appreciates the opportunity to assist MCBBC. Please call me if you have any questions regarding this proposal.

Very truly yours,

Richard Grupenhoff
Project Professional
Certified Abatement Designer
EE&G

RDG:rg/dc