

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** **Work Order #5 and Letter of Agreement with Bowyer Singleton & Associates, Inc. for Development Review Engineering Services (Staff recommends approval).**

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**REQUESTED ACTION:** Approve Work Order #5 with Bowyer Singleton & Associates.

Work Session (Report Only)    **DATE OF MEETING:** 10/26/2010  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: Bowyer Singleton & Associates, Inc.

Effective Date: 11/10/2010    Termination Date: 11/10/2011  
Managing Division / Dept: Planning

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**BUDGET IMPACT:** As Needed Basis

Annual                      **FUNDING SOURCE:** Planning Administration  
 Capital                      **EXPENDITURE ACCOUNT:** 001-140-515-3100 (Professional Services)  
 N/A

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**HISTORY/FACTS/ISSUES:**

On March 25, 2008, the Board approved Continuing Engineering Services contracts with eight (8) engineering firms. The Division of Planning and Development utilizes contractual engineering services to review plans submitted through the development review process. In addition, the consulting engineer serves as a non-voting member of the Development Review Committee.

The proposed Work Order #5 and Letter of Agreement authorizes Bowyer Singleton & Associates, Inc., one of the continuing engineering firms, to continue to provide consulting engineering services to the Division of Planning & Development for the development review process. The current work order with Bowyer Singleton & Associates, Inc. expires on 11/10/10. Approval of Work Order #5 will extend the services to 11/10/11.

Approximately 95% of the costs for these services are reimbursed to the County by the development applicants.

# CONTINUING ENGINEERING SERVICE CONTRACT

Sumter County Planning & Development Division

WORK ORDER DATE: October 26, 2010

## WORK ORDER #5

**Support Engineering Services for the Sumter County Division of Planning & Development  
– Development Review Services**

To: Bowyer Singleton & Associates, Inc.  
520 South Magnolia Avenue  
Orlando, FL 32801

Attn: Reinardo Malave, P.E.

Funding Source: Planning Services – Professional Services

Expenditure Account: 001-145-515-3100

You are hereby authorized to commence the following work outlined in the attached letter of agreement dated October 18, 2010. Approved work order amount is **based on the fees identified in the attached letter of agreement** to provide the requested services. The term of this work order is from **November 10, 2010 to November 10, 2011**.

Requested by: \_\_\_\_\_  
Development Review Coordinator

Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
Director of Planning & Development

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
County Administrator

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
BOCC Chairman

Date: \_\_\_\_\_

Sent Via Email [brad.cornelius@sumtercountyfl.gov](mailto:brad.cornelius@sumtercountyfl.gov)

October 18, 2010



Mr. Brad Cornelius, AICP  
Sumter County  
7375 Powell Road  
Wildwood, Florida 34785

Subject: **Work Order to Provide Professional Consulting Services  
Engineering Support Services for Sumter County  
Division of Planning and Development – Development Review Services  
Expenditure Accounting Code 001-145-515-3100  
Sumter County, Florida**

Dear Mr. Cornelius:

Bowyer-Singleton & Associates, Inc. (BSA) is pleased to submit this Work Order to provide professional consulting services for Engineering Support Services for Sumter County – Division of Planning and Development – Development Review Services. These services are to provide general engineering relating to the Division of Planning and Development on an as-needed basis. We will provide continuing services consistent with what has been the standard for the past year. We understand that we will receive assignments in reviewing development projects within the County as needed by the Staff. Ms. Aimee Webb, Development Coordinator, and you, will directly coordinate our work.

With this information in mind, we propose the following tasks and corresponding fees:

**I. General Civil Engineering Services**

- A. We will review project plans submitted through the County's development review process for site conditions and other engineering considerations favorable or unfavorable to development; for general layout, traffic circulation, drainage provisions and other code requirements, and for good engineering design.
- B. We will conduct on-site inspection of development project improvements for conformance with approved engineering plans and specifications within two (2) business days of receipt of "record drawing" plans from the Sumter County Development Review Coordinator or as otherwise directed by the Development Review Coordinator.
- C. We will serve as a non-voting member of the Sumter County Development Review Committee including attendance at meetings unless otherwise directed by the Development Review Coordinator. The Development Review Committee meets every Monday at 2:00 P.M. with the exception of the fifth (5<sup>th</sup>) Monday of the month.

- D. We shall review and submit all comments for revised preliminary and/or engineering plans to the Sumter County Development Review Coordinator no later than seven (7) business days from receipt of plans.
- E. As needed, we will participate in developing or updating codes, policies, procedures, and forms related to the development process.
- F. As needed, we will assist in development review matters not included above.
- G. We shall not represent private development clients within unincorporated Sumter County.

Our fee for this task will be based on time and materials, in accordance with the below referenced Hourly Rate Schedule (from the Continuing Services Contract approved March 25, 2008), plus other direct costs.

<u>BSA Staff</u>	<u>Position</u>	<u>Hourly Rate</u>
Rey Malavé, P.E.	Principal-in-Charge	\$218.00
Nicole Stalder, P.E.	Project Manager/DRC Engineer	\$153.00
Bobby Johnson, E.I.	Engineer	\$107.00
Barry Roy	Senior Construction Coordinator	\$151.00
Sarah Maier	Planner/Administrative	\$ 80.00

**II. Other Direct Costs**

Other direct costs include items such as printing, drawings, travel, deliveries, et cetera as per the approved Contract.

**III. Additional Services**

Any Additional Services requested that are not a part of this Work Order will be invoiced on a time and materials basis, in accordance with the Continuing Services Contract. Authorization under this task must be in writing.

This Work Order represents a part of BSA's Continuing Services Contract with Sumter County. If you wish to accept, please sign where indicated once approved by the Board of County Commissioners (BCC) and return to Deborah P. Ragan, Manager of Project Administration in our Orlando office. Upon receipt, we will promptly schedule our services.

Brad Cornelius  
October 18, 2010  
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Thank you for considering Bowyer-Singleton & Associates, Inc. We look forward to providing our services and assisting the Sumter County Staff. We understand that a kick-off meeting will be scheduled to initiate our work effort and to meet key personnel with Sumter County.

Sincerely,



Reinardo Malavè, P.E.  
Senior Vice President



Nicole P. Stalder, P.E.  
Project Manager

RM:NPS:dpr  
\\Orlando\Mktg\Public\LD\SumterCounty\DevelopmentReviewServices\10-18-10  
Enclosures

APPROVED AND ACCEPTED

By: \_\_\_\_\_  
Authorized Representative of  
Sumter County

Date: \_\_\_\_\_