



City of North Port
PURCHASING

Office: 941.429.7170
Fax: 941.429.7173

Email: purchasing@cityofnorthport.com



WORK ASSIGNMENT

[X] Change Order 1 [] Amendment
AGENDA ITEM 21-1711 11/9/2021 COMMISSION MEETING

CONSULTANT: Stantec Consulting Services, Inc.

CONTINUING CONTRACT NO. & TITLE: 2020-58-12 – Continuing Services Contract for North Port Utilities

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #: 2021-04

SHORT TITLE: Sumter Blvd Utility Extensions

DATE SUBMITTED: 10/13/2021

AMOUNT (LUMPSUM) : \$24,230.17

SCHEDULED COMPLETION: TBD – See attached schedule

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2022

Table with 3 columns: Category, DEPARTMENT, CITYWIDE (completed by Purchasing) gd 10-20-21. Rows include: TOTAL OF PREVIOUS ASSIGNMENTS, THIS WORK ASSIGNMENT, TOTAL WORK ASSIGNMENTS, ACCOUNT NO/PROJECT NO.

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

- 1. All associated supporting documentation and justification for this Work Assignment Change Order/Amendment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS TOTAL WORK ASSIGNMENT, INCLUDING CHANGE ORDERS AND/OR AMENDMENTS SHALL NOT EXCEED \$500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$4,000,000 PER FLORIDA STATUTE 287.055 AS AMENDED.



CITY OF NORTH PORT

CHANGE ORDER/CONTRACT AMENDMENT FORM

WA #: 2021-04

CO#: 1 Amendment #: _____

City's Contract No.: 2020-58-12

Project Manager/Engineer: Mike Acosta, P.E.

Project Name: Sumter Blvd Utility Extensions

Description:

Additional geotechnical investigations and modifications to the design are needed to comply with FDOT permitting requirements, including: geotechnical soil boring to support the design of additional horizontal directional drills (HDDs), redesign of the two existing HDDs for the water and sewer mains, design of two additional HDDs, updates to the construction plans, EOPC bid form and tech specs, and additional permitting coordination with FDOT.

Purpose of Change Order:

During the FDOT permit review process, FDOT determined that open-cut installation of the water and sewer mains would not be permissible within the FDOT Limited Access Right-of-Way for I-75, therefore the mains would need to install by a trenchless method. Additional subsurface exploration and design work is needed to obtain the required FDOT permits.

Attachments (list documents supporting change):

1. Stantec Change Order No.1 Scope & Fee Schedule

CHANGE IN CONTRACT PRICE				CONTINGENCY FUNDS	
Original Contract Amount:	\$178,160.03			Use of Contingency Funds?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Previous Amendment/ Change Orders:	#		to #	Original Contingency Amount:	
	#		to #		
Approved Amount: Amendments/Change Orders	Amend	0.00		Approved Use of Contingency Amount:	
	CO	0.00			
Current Contract Price:	\$178,160.03			Increase/(Decrease):	
This Change Add/(Deduct):	\$24,230.17				
Total Contract Amount w/this change (pending approval):	\$202,390.20			Contingency Balance:	

CHANGE IN CONTRACT TIME				
Please fill in the Initial & Final Dates of the original contract and the Difference (days) for each subsequent change order (the dates will auto-fill in the first two columns), as well as the corresponding Action and Basic Description. You must double-click the chart to open in Excel before entering data. You may add extra rows if necessary.				
Initial Date	Final Date	Difference (days)*	Action	Basic Description
Enter number of days in Yellow Cell		Add Action and Description in Yell Cells		
12/23/20	9/28/21	279 days	Original thru procurement	Initial Execution
9/29/21	5/6/22	220 days	Change Order No. 1	Time for additional design needed
5/7/22	5/6/22			
5/7/22	5/6/22			
5/7/22	5/6/22			
Total		499 days		
* Calendar days (not working days)				

SIGNATURES ON NEXT PAGE

RECOMMENDED BY:

Stephen C MacEachern
By: _____
Consultant Date

Digitally signed by Stephen C MacEachern
DN: CN=Stephen C MacEachern,
OU=#1427E0000169302654DB0000054B, O=Unaffiliated, C=US
Reason: I am signing this document as an employee of Stantec
Consulting Services Inc.
Contact info: stephen.maceachern@stantec.com
Date: 2021.10.15 14:16:16-04'00'

Michael Acosta
By: _____
City POC/Project Manager Date

Digitally signed by Michael Acosta
Date: 2021.10.15 12:17:20 -04'00'

APPROVED BY:

Michael Vuolo
By: _____
Department Director Date

Digitally signed by Michael Vuolo
Date: 2021.10.18 14:34:05
-04'00'

By: _____
Budget Administrator Date

By: _____
Purchasing Date

By: _____
Finance Director Date

By: _____
Assistant City Manager Date

By: _____
City Manager Date

By: _____
City Clerk (If applicable) Date

By: _____
City Attorney (If applicable) Date

EXHIBIT "A"

**Contract 2020-58-12
Work Assignment 2021-04
Change Order #1**

**SCOPE OF SERVICES
CITY OF NORTH PORT
Sumter Blvd. Utility Extensions**

I. Description of Project

This amendment is to the scope of services for the Sumter Boulevard Utility Extensions project. During the permitting process review with the Florida Department of Transportation (FDOT), it was determined by FDOT that open cut installation of the potable water main and the sanitary sewer force main will not be permitted within the FDOT Limited Access Right-of-Way for Interstate 75 (I-75).

The potable water main and sanitary sewer force main will be installed using a trenchless method, horizontal directional drilling (HDD). Due to the horizontal curvature of Sumter Boulevard on the south side of I-75 and the location of the bridge pilings of the I-75 overpass, the HDDs will require several horizontal curves. Typically, HDDs have a straight horizontal alignment with only vertical curves. It was determined by the trenchless designers that there would be less project risk if two shorter HDDs were performed for each main and they were connected in the FDOT Limited Access Right-of-Way with a short piece of pipe.

To comply with this requirement, the following will be necessary:

- On the south side of I-75: The beginning points for the HDDs will be shifted to the south so that they are outside of the Limited Access Right-of-Way. This will result in the length of the proposed potable water main directional drill extending an additional 245 linear feet and the proposed sanitary sewer force main directional drill extending an additional 263 linear feet.
- On the north side of I-75: The existing ending points for the HDDs associated with the directional drills from the south side will remain at their current locations. Two new horizontal directional drills for the potable water main and the sanitary sewer force main will be designed that begin near this point and extend beyond the limits of the Limited Access Right-of-Way.

The additional work required to make these changes is summarized below:

- Two existing HDDs will be redesigned (one for the proposed potable water main and one for the proposed sanitary sewer force main).
- Two additional HDDs will be designed (one for the proposed potable water main and one for the proposed sanitary sewer force main).
- Additional geotechnical soil boring will be performed to support the design of two additional HDDs.
- Construction Plans, EOPC, bid form, and Technical Specifications will be updated.
- Additional permitting coordination with Florida Department of Transportation

II. Scope of Services

Task 1.0 – Design Phase Services:

Stantec will perform additional design services to modify the designs of the proposed potable water main and sanitary sewer force main as described above in response to review comments from FDOT. The Permitting and Procurement Phases will not be modified with this change order.

The additional work included in this change order shall be:

- Perform additional subsurface exploration:

Tierra Inc. will perform one Standard Penetration Test (SPT) boring to a depth of 25-feet below existing grade at approximate Station 130+00. Groundwater level measurements will be collected. SPT resistances ("N" counts) will be recorded continuously to a depth of 10 feet and then at intervals of 5 feet thereafter. SPT boring samples will be collected. Samples will be visually classified in a laboratory using the Unified Soil Classification System (USCS) with laboratory testing completed as necessary to confirm the visual classifications.

Tierra will provide Maintenance of Traffic (MOT) services in accordance with FDOT Standard Plans and Indices and local requirements and necessary.

Tierra will provide an updated engineering report that will summarize the course of study pursued, the field data generated and the subsurface conditions encountered.

- Design of two additional HDDs (one for the proposed potable water main and one for the sanitary sewer force main);
- Redesign of two lengthened HDDs (one for the proposed potable water main and one for the sanitary sewer force main);
- Update Plan and Profile sheets to revise the existing HDD designs at I-75, add the two new HDDs, and add the new soil boring;
- Update the Engineer's Opinion of Probable Cost;
- Update Summary of Work in the Technical Specifications

Task 2.0 – Permitting:

Stantec will perform additional permitting coordination and respond to comments from Florida Department of Transportation.

III. Fees

TASK	DESCRIPTION	FEE
1.0	Additional Design Phase Services (Labor)	\$18,860.00
1.0	Additional Design Phase Services (Sub-Consultant)	\$4,090.17
2.0	Permitting	\$1,280.00
	Total:	\$24,230.17

See Exhibit B for a detailed summary of hours and fees.

IV. Schedule

The original project schedule had 279 days through the end of Procurement. With the change in scope and additional time coordinating with FDOT on the permit, the project duration through the end of Procurement is being extended an additional 220 days.

FEE ESTIMATE - Sumter Blvd Utility Extension - CO# 1

EXHIBIT "B"

City of North Port Utilities
Agreement Contract #2020-58-12

Work Assignment #2021-04

Contracted hourly rates verified - gd 10-20-21.

*Sub-Consultant Fees & total verified by Utilities.

	Principal	Senior Trenchless Engineer	Project Manager / Engineer	Trenchless Engineer	Trenchless Engineer	Project Engineer	St. CADD Designer	Admin Assistant	Tierra (Geotechnical Services)
Project Billing Rate	\$225.00	\$183.00	\$174.00	\$149.00	\$149.00	\$149.00	\$123.00	\$98.00	\$1.00
Total Units	2	18	14.5	6	52	13	22	6	4090.17
Fee	\$450.00	\$3,294.00	\$2,523.00	\$894.00	\$7,748.00	\$1,937.00	\$2,706.00	\$392.00	\$4,090.17

Project Summary	Labour	Expense	Subs	Total
Time & Material	\$0.00	\$0.00	\$0.00	\$0.00
Fixed Fee	\$20,140.00	\$0.00	\$4,090.17	\$24,230.17
Total	\$20,140.00	\$0.00	\$4,090.17	\$24,230.17

10/1/2021

Task No.	Task Name								
1.0	Design & Permitting Phase Services								
1.1	Coordination Meetings								
1.2	Geotechnical Investigations			4		2	2	2	4090.17
1.3	90-Percent Design (Issued for Permit Plans)	2	18	4	6	52	10	20	4
1.4	Issued for Bid								
2.0	Permitting								
2.1	Permitting			6.5			1		
3.0	Procurement Phase Services								
3.1	Services During Procurement								
3.2	Bid Review and Award Recommendation								
4.0	Construction Phase Services								
4.1	Issued for Construction Plans & Specs								
4.2	Meetings (Kick-off plus three additional)								
4.3	Submittals and Shop Drawing (2 HDD & 1 resubmittal and 24 shops & 8 resubmittals)								
4.4	Requests for Information (3) and Contractor Change Order (2)								
4.5	Pressure Testing and Certification								
4.6	Record Drawing and Close-out								
5.0	Allowance (NPU approved)								
5.1	Owners Allowance								

Hours	Labour	Expense	Subs	Total
126	\$18,860.00	\$0.00	\$4,090.17	\$22,950.17
0	\$0.00	\$0.00	\$0.00	\$0.00
10	\$1,436.00	\$0.00	\$4,090.17	\$5,526.17
116	\$17,424.00	\$0.00	\$0.00	\$17,424.00
0	\$0.00	\$0.00	\$0.00	\$0.00
7.5	\$1,280.00	\$0.00	\$0.00	\$1,280.00
7.5	\$1,280.00	\$0.00	\$0.00	\$1,280.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00	\$0.00

ATTACHMENT B – FEE SCHEDULE

Contracted hourly rates
 verified in attached fee
 estimate - gd 10-20-21.

Stantec Consulting Services Inc. Contract 2020-58 Billing Rate Table	
Staff Category	Rate
Principal	\$ 225.00
Senior Project Manager	\$ 192.00
Project Manager	\$ 174.00
Senior Engineer / Architect / Scientist	\$ 183.00
Project Engineer / Architect / Scientist	\$ 149.00
Staff Engineer / Architect / Scientist	\$ 137.50
Junior Engineer / Architect / Scientist	\$ 123.00
Senior CADD Designer	\$ 123.00
CADD Designer	\$ 108.00
CADD Technician	\$ 98.00
Senior Construction Manager	\$ 192.00
Construction Inspector	\$ 123.00
Professional Surveyor	\$ 174.00
One Person Survey Crew	\$ 98.00
Two Person Survey Crew	\$ 135.00
Admin. Assistant	\$ 98.00

Principal: The Principal-in-Charge is a registered professional who holds full project responsibility and authority to represent the firm. It is the Principal-in-Charge’s responsibility to assure that all the necessary corporate and staff resources are available. The authority of the Principal-in-Charge provides the project team and staff with strong leadership, technical direction, and expert supervisory guidance of all work undertaken by the firm.

Senior Project Manager: Project Manager with a minimum of 15-years of experience including managing unique and complex projects.

Project Manager: Licensed professional with a minimum of 10-years of experience who is responsible for accomplishing the stated project objectives. Key project management responsibilities include following the Stantec Project Management Framework (ISO 9001 Quality Management Standard) which includes creating clear and attainable project objectives through the Project Plan and managing the cost, time, and quality of the deliverable. This is the person who is the client contact for the specific Work Order, the person who works with the client to fully understand the project, and the person who schedules and directs staff to accomplish the Project Plan goals and complete the Work Order

deliverable. The Project Manager may also perform work on the Work Order to complete the deliverables.

Senior Engineer / Architect /Scientist: Licensed Professional with a minimum of 15 years of experience or a Stantec technical expert.

Project Engineer / Architect /Scientist: Licensed Professional with a minimum of 10 years of experience who is responsible for a particular technical aspect of the project and who usually does the layout or calculations for the Project Manager or their delegated authority.

Staff Engineer / Architect /Scientist: Recently licensed Professional working under the Project Engineer or Project Manager who is typically responsible for completing tasks for a technical aspect within a Work Order. Work developed is reviewed by the supervising Engineer / Architect /Scientist.

Junior Engineer / Architect /Scientist: Graduate of a 4-year college in their respected profession currently working toward earning their professional registration. Work is closely reviewed by the Project Engineer / Architect /Scientist or the Project Manager.

Senior CADD Designer: CADD Designer with 10-years of experience who may perform the CADD duties or supervise other CADD Designers/Technicians to complete the drawing component of the deliverable.

CADD Designer: CADD operator with a minimum of 5 years of experience that is fluent with the CADD software for the specified project and able to work independently to layout the drawings/systems from defined or limited sketches or direction from the Project Engineers/Architects/Scientists or Project Manager.

CADD Technician: CADD operator taking explicit direction from the CADD Designer, Engineering Staff, or Project Manager to complete the drawings of the deliverable.

Senior Construction Manager: Construction Inspector with 15 years of experience and a minimum of 5 years supervising the construction inspections or a Stantec technical expert to complete the inspection services of the Work Order.

Construction Inspector: Inspector with 10 years of experience performing inspection duties as outlined in the Work Order.

Professional Surveyor: Registered Professional Surveyor performing surveying duties of the Work Order.

One Person Survey Crew: One person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

Two Person Survey Crew: Two person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

Admin. Assistant: Personnel whose primary job is the engagement of office work such as but not limited to: communication, filing, word processing, spreadsheets, deliveries, proposals, copying, and scanning.

- **Direct costs are not reimbursable. Direct costs are defined as, but not limited to, the use of communication equipment, computers, copiers, and all other equipment required to perform services. Mileage and meals are considered direct costs and are not reimbursable.**
- **Permit Fees: Cost**
- **The City will allow rate adjustments to be submitted for each successive year prior to the end of the current contractual year. Rates are to be firm for each one-year period. No price adjustments will be considered mid-year. Adjustments should not exceed the Bureau of Labor Statistics, Producer Price Index for the industry in the North Port market area.**

END OF ATTACHMENT B