

CO

PURCHASE REQUISITION NBR: 0000048481

REQUISITION BY: CHERYL GREINER

STATUS: READY FOR BUYER PROCESSIN  
REASON: CHANGE ORDER TO PO#43914 - KIMLEY HORN

DATE: 5/15/12

SHIP TO LOCATION: GENERAL SERVICES

SUGGESTED VENDOR: 2992 KIMLEY HORN AND ASSOCIATES INC

DELIVER BY DATE: 9/30/12

| LINE NBR           | DESCRIPTION  | QUANTITY | UOM  | UNIT COST | EXTEND COST | VENDOR PART NUMBER |
|--------------------|--|----------|------|-----------|-------------|--------------------|
| 1                  | CHANGE ORDER 1 TO CONTRACT 2011-08<br>DATED 2/28/12 ADDING THE FOLLOWING:<br>ADDITIONAL MEETINGS & TRIPS -- \$7,050<br>ADDITIONAL CONCEPT REVISION (NO CHARGE) ADDITIONAL<br>POOL HEATING/GEO-THERMAL DESIGN \$4,850 UPGRADED<br>CONCESSION AREA W/O TICKET BOOTH \$9,900<br>COMMODITY: MISC PROFESSIONL SERVICES<br>SUBCOMMOD: CONSULTING | 21800.00 | \$\$ | 1.0000    | 21800.00    |                    |
| REQUISITION TOTAL: |  |          |      |           | 21800.00    |                    |

ACCOUNT INFORMATION

| LINE # | ACCOUNT        | PROJECT  | %      | AMOUNT   |
|--------|----------------|--|--------|----------|
| 1      | 14630365726300 | IMPROVE OTHER THAN BLDGS<br>P11BPP<br>BUTLER PARK POOL | 100.00 | 21800.00 |
|        |                |  |        | 21800.00 |

REQUISITION IS IN THE CURRENT FISCAL YEAR.

change order #1 to add line 2

40,000 -  
21,800 -  

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61,800

Add Line # 2 to PO 43914  
146-3036-572-6300 P11 BPP



**City of North Port**  
**DEPARTMENT OF GENERAL SERVICES**  
Divisions of Human Resources, Information & Technology,  
Parks & Recreation and Social Services.  
Sherry L. Borgsdorf, Director  
Office: 941.429.7002  
Direct: 941.429.7129  
Fax: 941.429.7135  
Email: sborgsdorf@cityofnorthport.com



### MEMORANDUM

TO: Jonathan R. Lewis, City Manager

THRU: Daniel P. Schult, Assistant City Manager *DS*

FROM: Sherry L. Borgsdorf, Director of General Services *SB*

SUBJECT: Change Order/Kimley-Horn  
Butler Park Aquatic Facility Design

DATE: March 13, 2012

CITY MANAGER'S OFFICE

MAR 14 2012

CITY OF NORTH PORT

Please find attached a request to amend Contract 2011-08 between Kimley-Horn and Associates Inc. (K-H) and the City of North Port in the amount of \$21,800 utilizing a portion of the authorized contingency funds. This amount includes costs incurred by K-H to attend additional meetings with City officials, specialized engineering services to include geo-thermal heating as an alternate to the pool RFB, and upgraded concession area design.

This change order reflects direction provided by City Commission subsequent to the original contract approval in June 2011 and was developed pursuant to a series of discussions spanning several months between K-H, the project team and other City officials as outlined below:

- In June 2011, Commission approved Contract 2011-08 with K-H to provide architectural/engineering services for the permitting, design and construction management services for a 50-meter pool at Butler Park.
- In late August 2011, K-H was asked by the City to brief each Commissioner on the project and several pool design alternates were discussed (including stainless steel and geo-thermal heating system). These meetings required additional travel costs to be incurred by K-H.
- At the September 12, 2011 City Commission meeting, the 50-meter pool design was presented by K-H. Discussion ensued with direction from Commission to amend the project to include a 25m x 25ft pool with additional aquatic amenities in lieu of the original 50m pool design.

- K-H offered to make this change at no cost to the City but asked that they be compensated for the additional travel expenses they had already incurred. The City Manager agreed with this recommendation and those travel costs of \$7,050 are reflected in the change order. (The concept revision is listed with no cost but valued at \$4,500.)
- After a site-visit to the Sarasota YMCA in October 2011, the City Manager requested staff fully evaluate the planned concession area for the aquatic facility to ensure the design would meet future needs. Additional research and follow up discussions between the project team, the consultant and architect resulted in a proposed modified concession design for \$9,900 that will provide enhanced food service opportunities. (The consultant's estimate for a complete redesign of the concession/ticket area was \$28,490.)
  - On November 23, 2011 we received Amendment #1 from K-H for additional services totaling \$41,300 for the items discussed above. Upon review by the project team, several conference calls ensued with K-H in an effort to reach mutual agreement on what the additional services should encompass and appropriate costs for those services.
  - On January 10, 2012 we received Amendment #1-Revision #2 from K-H in the amount of \$29,050. This request was again reviewed by the project team followed by further discussions/negotiations with K-H.
  - On February 22, 2012 the attached Amendment #1-Revision #3 in the amount of \$21,800 was received from K-H, reviewed by the project team and was submitted for your approval on February 29.

As noted above, these additional services were being discussed at length over the last six to seven months; throughout this timeframe, K-H continued its work in an effort to keep the project on schedule. While the final outcome proves mutually beneficial to all parties, staff does recognize that all change orders are to be presented and approved by the City Manager prior to the work taking place. Director Scott Williams and I will be responsible for processing any future requests on this project accordingly.

Should you have any questions or need further information, please let us know.

cc: Scott Williams, Neighborhood Development Services Director  
Pete Lear, Finance Director  
Lou Sperduto, Property Maintenance Manager  
Patrick Calhoon, Parks & Recreation Manager  
Marquett Clemmons, Sr. Management Analyst



## CITY OF NORTH PORT CHANGE ORDER/CONTRACT AMENDMENT FORM

Number: 1

Date of Issuance: 02/28/2012

City's Contract No.: 2011-08

Project Manager: Lou Sperduto

Project Name: Butler Park Aquatic Facility

Originating Department: General Services

Contractor: Kimley-Horn and Associates Inc

### Description:

Following additional services as requested in Kimley-Horn and Associates Inc, letter dated February 22, 2012:

- Additional Meetings and Trips (\$7,050)
- Additional Concept Revision (no charge)
- Additional Pool Heating/Geo-Thermal Design (\$4,850)
- Upgraded Concession Area w/o Ticket Booth (\$9,900)

### Purpose of Change Order:

Increase contract amount by \$21,800 (utilizing portion of approved contingency funds).

### Attachments (list documents supporting change):

Kimley-Horn and Associates, Inc. request for additional services letter dated February 22, 2012.

| CHANGE IN CONTRACT PRICE       |   |   |      | CHANGE IN CONTRACT TIME |   |          |  |
|--------------------------------|---|---|------|-------------------------|---|----------|--|
| Original Contract Amount:      |   |   |      | \$400,000               | Original Contract Time (days or dates): |          |  |
| Previous change orders:        | # | 0 | to # | 0                       | Approved Additions/Deductions of time:  |          |  |
| Approved Change Orders Amount: |   |   |      | \$0                     | Current Contract Time:                  |          |  |
| Current Contract Price:        |   |   |      | \$400,000               | Increase/(Decrease) in contract time:   |          |  |
| Increase/(Decrease):           |   |   |      | \$21,800                | Total Approved Contract Time:           |          |  |
| Total Contract Amount:         |   |   |      | \$421,800               | Original Completion Date: (estimated)   | 01/13/13 |  |
|                                |   |   |      |                         | Revised Completion Date:                |          |  |

| CONTINGENCY FUNDS                   |   |
|-------------------------------------|---|
| Use of Contingency Funds?           | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Original Contingency Amount:        | \$30,000  |
| Approved Use of Contingency Amount: | \$0   |
| Increase/(Decrease):                | \$21,800  |
| Contingency Balance:                | \$8,200   |

RECOMMENDED:

By: See attached  
Contractor

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

RECOMMENDED:

By: [Signature]  
City Project Manager

Date: 2-29-12

APPROVED:

By: Sherry Bogdan  
Department Director

Date: 2/29/12

APPROVED:

By: Yvonne Dwyer  
Purchasing Manager

Date: 3/15/12

APPROVED:

By: [Signature]  
Finance Director

Date: 3/29/12

APPROVED (if applicable):

By: [Signature]  
City Manager

Date: 3/29/12

Ms. Marquette Clemmons, February 22, 2012



Kimley-Horn  
and Associates, Inc.

February 22, 2012

■  
Suite 275  
2201 West Royal Lane  
Irving, Texas  
75063

Ms. Marquett Clemmons  
Sr. Management Analyst/Project Accountant  
City of North Port  
4970 City Hall Blvd.  
North Port, FL 34286  
TEL 941-429-7113

Dear Ms. Clemmons:

**RE: *Butler Park Pool - Additional Services (Amendment #1 - Revision #3)***

Dear Ms. Clemmons:

Per our prior conversations, additional services and meetings beyond the contract scope were required and others discussed during the Master Planning and Programming Phase. These additional services are as follows:

1) Additional Meetings and Trips

The Master Planning/Programming Phase calls for two meetings by Kimley-Horn (KHA), one meeting by Councilman-Hunsaker (CHA), and one meeting by Wannemacher-Jensen (WJA).

Actual meetings required were three meetings by Kimley-Horn, three meetings by Councilman-Hunsaker, and one meeting by Wannemacher-Jensen. Additional services for this item are as follows:

|  |                |
|--|----------------|
| KHA 1 Person Trip @ \$1000 per Day x 1.5 =           | \$1,500        |
| CHA 2 Trips for One Person @ \$1,000 per Day x 1.5 = | \$3,000        |
| Travel Expenses 3 x \$850 per Trip =                 | <u>\$2,550</u> |
| Airfare \$450 x 1 =                                  | \$450          |
| Hotel \$125/Day x 1 =                                | \$125          |
| Meals \$50/Day x 1.5 =                               | \$75           |
| Car \$100 Day x 1.5 =                                | \$150          |
| Airport Parking/Mileage                              | \$50           |
| <b>TOTAL</b>   | <b>\$7,050</b> |

■  
TEL 214 420 6600  
FAX 214 420 6680

*Note: This item was discussed by telephone and the City is in agreement with it.*

2) Additional Concept Revision

The Master Planning/Programming Phase calls for three concepts and associated operating expenses and revenue projections.

After completion of the three concepts – a fourth concept changing the 50 M Pool to a 25YD x 25 M Pool with a Larger Leisure Pool was requested. Additional services for this item are as follows:

|   |         |
|---|---------|
| KHA Three Days x \$1000 per Day =           | \$3,000 |
| CHA One and One Half Day x \$1000 per Day = | \$1,500 |
| TOTAL                                       | \$4,500 |

*Note: This item will be done for the City at no additional cost as agreed by Counsilman-Hunsaker and Kimley-Horn.*

3) Additional Pool Heating/Geo-Thermal Design

During the Master Planning/Programming Phase it was requested that we include a Geo-Thermal/Gas Combination Heating System as an Add Alternate Bid Item.

This pool heating system was not discussed or envisioned as a part of the project during contract negotiations and such a system is not a standard design item for seasonal outdoor pools of this type. The initial proposal of \$5,335 has been reduced as follows:

|                                       |         |
|---------------------------------------|---------|
| TOTAL (WJA Fee Proposal of \$4,850) = | \$4,850 |
|---------------------------------------|---------|

*Note: This item was originally priced by WJA at this price and was reduced at my request prior to submitting to the City in order to get all additional service items within the \$30,000 allowance. Since, the other items were not approved - WJA has requested their original pricing. We believe this is fair and justifiable. As agreed upon with the City, Kimley-Horn will not add any markup for this additional work.*

4) Upgraded Concession Area w/o Ticket Booth

During e the programming phase it was agreed that the concession area would be a “small concession area with service window towards pool for pre-prepared food items and beverages.” At the Design Development review meeting it was requested that we provide an additional service fee proposal and opinion of probable cost to develop and an add alternate bid item to expand the capabilities of the concession area requiring design revisions and more extensive kitchen design.

Ms. Marquette Clemmons, February 22, 2012

The initial proposal of \$28,490 has been reduced by not adding a separate 10'x15' ticket building as follows:

TOTAL (WJA Fee Proposal of \$9,900) = \$9,900

*Note: This item was originally priced by WJA at this price and was reduced at my request prior to submitting to the City in order to get all additional service items within the \$30,000 allowance. Since, the other items were not approved - WJA has requested their original pricing. We believe this is fair and justifiable. As agreed upon with the City, Kimley-Horn will not add any markup for this additional work.*

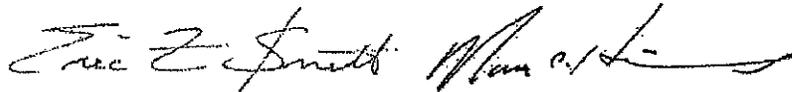
These items can be addressed within the design contingency allowance of \$30,000. Therefore, we request that the City approve the above expenditures from the design contingency for this project in the amount of \$21,800.

We have attached WJA's letter proposal for outlining their additional work items and costs. If you have questions or would like to discuss this proposal in further detail -please contact me.

If you wish to proceed, please sign one copy of this letter documenting this contract change and return it for our files.

Sincerely,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Eric Z. Smith  
Assistant Secretary

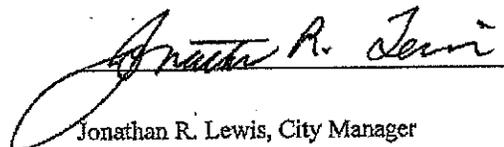
Mark C. Hatchel, CPO, ASLA  
Vice President

By signing below, the Client acknowledges agrees to the additional services lump sum amount of \$21,800 as Amendment #1 and that the original terms and conditions of the original Professional Services Contract executed by the Consultant June 17, 2011 and signed by the City are incorporated by reference.

AGREED to on the 29 day of March, 2012.

**CITY OF NORTH PORT, FLORIDA**

By:



Jonathan R. Lewis, City Manager

# Wannemacher Jensen Architects, Inc.

Mark Hatchel  
Vice President  
Kimley-Horn  
2201 West Royal Lane, Suite 275  
Irving, TX 75063-3206

January 19, 2012

Ref: Butler Park Aquatic Facility  
Additional Services Fee Proposal for miscellaneous changes & upgrades

Mark,

The following letter outlines our Team's additional service request.

### Upgraded concession

In accordance with the City's request at our meeting on November 17, 2011, we are providing an additional service fee for the design and document work associated with the Design, Research, Coordination, Specification and Construction Document work necessary for a "full blown" Concession Area and Ticket Booth.

| <b>Additional Service Task</b>                             | <b>Fee</b>        |
|--|-------------------|
| Programming, Design, Product Research and Plan Options     | \$1,500.00        |
| Architectural Construction Documents incl. Technical Specs | \$3,500.00        |
| Electrical, Mechanical, Plumbing Engineering               | \$2,500.00        |
| Food Service Design Assistance                             | \$1,750.00        |
| Coordination, Management & Reimbursables                   | \$650.00          |
| <b>Lump Sum Total</b>                                      | <b>\$9,900.00</b> |

### Gas boiler heating and geothermal

In accordance with the City's request, we are providing an additional service fee for the plumbing design work associated with the pool heating system. The design will be based on a gas boiler heating system and includes the gas piping and vent piping layouts. A performance specification for a geothermal heating system will also be provided on the drawings indicating the requirements for the requested add alternate package.

| <b>Additional Service Task</b>                   | <b>Fee</b>        |
|--|-------------------|
| Design   | \$1,350.00        |
| Construction Drawings & Technical Specifications | \$2,550.00        |
| Coordination, Management & Reimbursables         | \$950.00          |
| <b>Lump Sum Total</b>                            | <b>\$4,850.00</b> |

180 Mirror Lake Drive North  
St. Petersburg, Florida 33701-3214  
727 822 5566 Fax: 727 822 5475  
AA0002277

Mark Hatchel  
January 19, 2012  
Page 2

Finally – please note that these services may appear proportionally more costly because Design and Construction Drawings are so far along and because this is work that was not incorporated into the original scope. Thank-you for your consideration.

Please let me know if you have questions.

Sincerely,  
Wannemacher Jensen Architects, Inc.

A handwritten signature in black ink, appearing to read 'L. Wannemacher', with a long horizontal flourish extending to the right.

Lisa Wannemacher, AIA, President