



City of North Port
PURCHASING
Office: 941.429.7170
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WORK ASSIGNMENT

☒ Change Order ☐ Amendment

CONSULTANT

Kimley Horn & Associates, Inc.

CONTINUING CONTRACT # &
TITLE

2020-58-10 - Professional Engineering Services - Continuing Services Contracts for City of North Port Utilities

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #

2021-09

SHORT TITLE

Neighborhood Expansion Blue Ridge-Salford North Phase 1

Attach justification and supporting documentation

DATE SUBMITTED

1/16/2023

AMOUNT (LUMP SUM)

\$18,150.00 CO #1

SCHEDULED COMPLETION

TBD – per attached schedule

CONTRACT AND BUDGET OVERVIEW

	DEPARTMENT	CITYWIDE (completed by Purchasing) gd-1/31/23
TOTAL OF PREVIOUS ASSIGNMENTS	\$ 164,950	\$ 164,950
THIS WORK ASSIGNMENT	\$18,150.00	\$ 18,150
TOTAL WORK ASSIGNMENTS	\$183,100	\$ 183,100
ACCOUNT NO/PROJECT NO	306-6064-536-6300/U19NEP	VARIOUS

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

1. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
2. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.



CITY OF NORTH PORT

CHANGE ORDER/CONTRACT AMENDMENT FORM

WA #: 2021-09

CO#: 1 Amendment #: _____

City's Contract No.: 2020-58-10

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

Project Name: Neighborhood Expansion Blue Ridge-Salford North Phase 1

Description:

Addition of architectural design services for the vacuum station building that will serve the Blue Ridge-Salford North sewer shed. This work will add six weeks to the project schedule. Also, the project scheduled was delayed from initial execution while the City found and acquired the land that the station will be constructed on, which had to be purchased before station design could begin.

Purpose of Change Order:

Initially, the vacuum station building was proposed to be a pre-manufactured building. However, Kimely-Horn received notice from the vacuum sewer equipment vendor that pre-manufactured vacuum station buildings were limited in the number of connections that could be served and would not be able to house the equipment needed to serve the entire Blue Ridge-Salford North area. To meet the service needs of the area, the vacuum station building will need to be traditional block construction and, therefore, architectural services are needed for design of the station.

Attachments (list documents supporting change):


1. Change Order Request
2. Architecture and Design Subcontractor Scope and Fee Schedule

CHANGE IN CONTRACT PRICE					CONTINGENCY FUNDS			
Original Contract Amount:		\$474,796.00			Use of Contingency Funds?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Previous Amendment/ Change Orders:	#	0	to #	0	Original Contingency Amount:			
	#	0	to #	0				
Approved Amount: Amendments/Change Orders		Amend		Approved Use of Contingency Amount:				
		CO						
Current Contract Price:		\$474,796.00			Increase/(Decrease):			
This Change Add/(Deduct):		\$18,150.00						
Total Contract Amount w/this change (pending approval):		\$492,946.00			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	
5/3/21	1/18/22	260 days	Original	Initial Execution
5/1/22	4/3/23	337 days	Change Order #1	Time needed for additonal work
4/4/23	4/3/23			
4/4/23	4/3/23			
4/4/23	4/3/23			
Total		597 days		
* Calendar days (not working days)				

SIGNATURES ON NEXT PAGE

RECOMMENDED:

By:  1/23/23
Contractor Date

By: Michael Acosta Digitally signed by Michael Acosta
Date: 2023.01.23 13:51:10 -05'00'
City Project Manager Date

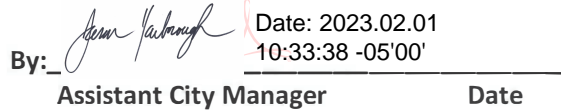
APPROVED:

By: ro lina Gal ncy Na
Digitally signed by Nancy Gallinar
Date: 2023.01.24 13:29:37 -05'00'
Department Director Date

By: Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2023.01.31 09:48:08 -05'00'
Budget Administrator Date

By: Ginny Duyn Digitally signed by Ginny Duyn
Date: 2023.01.31 09:39:20 -05'00'
Purchasing Date

By: Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2023.01.31 09:48:22 -05'00'
Finance Director Date

By:  Date: 2023.02.01 10:33:38 -05'00'
Assistant City Manager Date

By: _____
City Manager Date

By: _____
City Clerk (If applicable) Date

By: _____
City Attorney (If applicable) Date



MEMORANDUM

To: Jennifer Fehrs, P.E., Project Manager
City of North Port
6644 W. Price Boulevard
North Port, FL 34291

From: Madeline Kender, P.E.
Kimley-Horn and Associates, Inc.

Date: December 19, 2022

Subject: Neighborhood Expansion, Blue-Ridge Salford North Phase 1 Vacuum Sewer Project
Change Order Request for Architectural Services

Kimley-Horn would like to formally request a change order for the professional engineering work assignment, #2021-09, for the Neighborhood Expansion, Blue-Ridge Salford North Phase 1 Vacuum Sewer Project (Project) to amend the contract value and schedule for architectural services.

During initial scope development for the Project, it was understood the vacuum sewer equipment vendor would supply a pre-manufactured vacuum pump station building. The vendor would be responsible for the architectural services, engineering, and construction of the building from preliminary design through construction completion. For this reason, architectural services were not included in Kimley-Horn's contract with the City.

On November 28, 2022, Kimley-Horn received notice from the vacuum sewer equipment vendor that the pre-manufactured building size is limited to serving up to 500 residential connections. The Blue-Ridge Salford North service area is approximately 1,500 residential connections and the size and scale of the vacuum equipment required exceeds the maximum dimensions of the pre-manufactured building. Additionally, the City has expressed concerns with pre-manufactured buildings due to recent impact of Hurricane Ian and wishes to proceed with traditional block construction. Therefore, Kimley-Horn would like to incorporate architectural services in this contract for a traditional block building

The proposed architectural change order value is \$18,150 to include conceptual design, 90% and final construction drawings, as well as construction phase services. The proposed schedule extension would provide 6 additional weeks for Kimley-Horn to coordinate with the architect and incorporate architectural changes into the process, structural, and MEP designs. Proposed changes to the fee table and schedule are provided in Attachment A and B, respectively.

**ATTACHMENT A
PROPOSED FEE TABLE**

EXHIBIT B		
FEE SCHEDULE		
TASK	LUMP SUM SERVICES	FEE APPORTIONMENT
1.0	Conceptual Design and Data Collection	\$71,849.00
2.0	Surveying Services (Outside Services)	\$29,800.00
3.0	Geotechnical Services (Outside Services)	\$9,200.00
4.0	Electrical, Instrumentation, Controls and MEP Services	\$50,158.00
5.0	Structural Services	\$23,035.00
6.0	Intermediate Design Drawings (60% Phase)	\$76,945.00
7.0	Permitting Services	\$20,574.00
8.0	Final Design Drawings and Contract Documents (90% and 100% Phase)	\$77,506.00
9.0	Bid Phase Services	\$25,616.00
10.0	Engineer of Record Services During Construction	\$90,113.00
11.0	Architectural Services (Outside Services)	\$18,150.00
TOTAL		\$492,946.00

**ATTACHMENT B
PROPOSED PRODUCTION SCHEDULE**

ATTACHMENT C				
PRODUCTION SCHEDULE				
SERVICES	Duration (Days)	START DATE	END DATE	
Notice to Proceed (NTP)	0	May 3, 2021	May 3, 2021	
Conceptual Design and Data Collection	120	May 1, 2022	August 31, 2022	
Intermediate Design Drawings (60% Phase)	70	August 31, 2022	November 9, 2022	
Permitting Services	70	August 31, 2022	February 24, 2023	
Final Design Drawings and Contract Documents (90% Phase and Final)	120	November 9, 2022	April 3, 2023	
Bid Phase Services	TBD	TBD	TBD	
Engineer of Record Services During Construction	TBD	TBD	TBD	

lear studio

Architecture & Design

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Sarasota, FL 34231
daniel@learstudio.com
941.3158024

FL License: AR99436

Proposal for: Blue Ridge Vacuum Sewer Station for City of North Port

30th November 2022

OVERVIEW

This proposal is for design and architectural services for a new 45'x50' vacuum sewer station for the City of North Port. This proposal shall include schematic design, design development, and construction documents phases and shall include renderings as needed for presentations to the City Utilities Department, City Commission and/or Planning Board. The scope shall also include responses as needed to permit comments and/or questions during the permitting process. Construction administration services shall be considered additional services and will be billed hourly as needed during construction. The building will be designed to meet a minimum of the ASCE 7 Standard 170 mph for three second bursts.

PHASES & SCOPE

1. Schematic Design Phases - This phase will include conceptual design drawings, renderings, and 3D modelling in REVIT, hosted on BIM 360, within Kimley-Horn's (the Client) provided programmatic needs. Final deliverables for this phase will be a package of documents that will include renderings and floor plans for the building conveying one or more concepts per the client's needs and recommendations.
2. Design Development - This phase will commence after approval of a single concept by the client and includes coordination with the structural, mechanical, electrical, and plumbing disciplines as well as selection of products and materials and dimensioned plans, sections, and elevations.
3. Construction Documents – This phase includes the development of construction documents fitting for submission of a building permit application. Final deliverables for this phase will

include a complete set of construction documents required for a permit application and bid. This phase will also include correspondence and revisions required to receive approval of the permit.

4. Construction Administration – This phase is to include development of conformed drawings, shop drawing reviews, and response to requests for information.

SCHEDULE

The proposed services will be rendered per the schedule and timeline provided by Kimley Horn.

Schematic design – Approximately 2 weeks

Design Development – Approximately 3 weeks

90% CD drawings due by December 31st

100% CD drawings due in February 2023

FEE PROPOSAL

The aforementioned services will be performed for a fixed fee of **\$15,000** and will be billed as follows:

Schematic Design – 20% (\$3,000)

Design Development – 20% (\$3,000)

Construction Documents – 60% (\$9,000)

The Construction Administration phase will be completed for a fixed fee of **\$3,150**.

These fees shall include all services explained in this proposal. All other services will be considered Additional Services and will be billed separately and rendered only upon owner approval of terms. Fees for each phase will be due within 30 days of receipt of invoice. Late payments may be subject to interest at the maximum rate allowed by the State of Florida.

ADDITIONAL SERVICES

Additional Services are all services not specifically defined in this proposal and may include but are not limited to: custom furniture design and/or procurement, in-person meetings to select finishes with client or contractor, changes requested by the client after the schematic design phase, graphic design & marketing materials, etc. All additional services will be billed at \$175/hr unless

otherwise agreed upon by both parties. Additional services will not be performed unless presented to and approved by both the client and contractor.

REIMBURSABLES

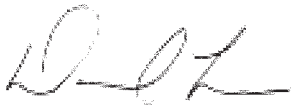
The Architect will be reimbursed for printing & copying expenses, all international phone call costs, and travel expenses not included in this proposal at cost of services plus 15%.

CLIENT RESPONSIBILITIES

The Client will furnish within a reasonable time any DWG or REVIT files as well as a survey in DWG and pdf format. Client will respond in a timely manner to any inquiries or requests for information made by the Architect or Contractor. Delays in the delivery of this information may affect the project timeline.

ACCEPTANCE OF PROPOSAL

The Client agrees to all of the terms set forth in this proposal with their signature below. The Client or Architect can terminate this agreement at any time with written notice. This proposal is valid for 90 days from the date of receipt. All terms and fees are subject to change in future proposals and/or projects not defined in this scope of work.



12/13/2022

Daniel Lear | Architect Date

_____| Client

Date