



City of North Port
PURCHASING
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WORK ASSIGNMENT

☒ Change Order ☐ Amendment

CONSULTANT: Black & Veatch

CONTINUING CONTRACT NO. & TITLE: 2020-58-04 Professional Engineering Services- Continuing Contracts for City of North Port Utilities

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #: 2023-06 CO #2 (Agenda #24-0597 Mtg Date: 5/14/2024)

SHORT TITLE: Water Study Cost Benefit Analysis

DATE SUBMITTED: 2/5/2024

AMOUNT (LUMP SUM): \$74,292.00

SCHEDULED COMPLETION: Per Project Schedule - Exhibit C

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2024

	DEPARTMENT
TOTAL OF PREVIOUS ASSIGNMENTS	<u>\$827,917.00</u>
THIS WORK ASSIGNMENT	<u>\$74,292.00</u>
TOTAL WORK ASSIGNMENTS	<u>\$902,209.00</u>
ACCOUNT NO/PROJECT NO	<u>420-6061-533.31-05</u>

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 #: 2023-06

CO#: 2 Amendment #: _____

City's Contract No.: 2020-58-04

Project Manager/Engineer: Melissa McConnell

Project Name: Water Study Cost Benefit Analysis

Description:

To incorporate updated demand projections into the final Cost Benefit Analysis (CBA) and including the updated cost models from Peace River into the CBA; also to include scope for the preparation for and execution of a full-day City Commission workshop related to the Water Master Plan, the Updated demands, the water supply analysis and other items related to long-term water needs of the City; additionally this scope covers additional miscellaneous modeling tasks.

Purpose of Change Order:

To complete updated demand projections and distribution system capacity analysis, based on these new projections from North Port Utilities.

Attachments (provide documents below from Consultant supporting change):



Attachment A - Fee Schedule with contracted hourly rates/number of hours breakdown



Attachment B - Consultants written scope/quote (for this work assignment)



Attachment C - Supporting documentation (includes time extensions if requested)

CHANGE IN CONTRACT PRICE						CONTINGENCY FUNDS					
Original Contract Amount:		\$48,344.00				Use of Contingency Funds?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Previous Amendment/ Change Orders:	#		to #		Original Contingency Amount:						
	#	1	to #	1							
Approved Amount: Amendments/Change Orders	Amend		\$0.00		Approved Use of Contingency Amount:						
	CO		\$34,232.00								
Current Contract Price:		\$82,576.00				Increase/(Decrease):					
This Change Add/(Deduct):		\$74,292.00									
Total Contract Amount w/this change (pending approval):		\$156,868.00				Contingency Balance:					

CHANGE IN CONTRACT TIME				
Please fill in the Initial & Final Dates and Days of the original contract and the Dates and Difference (days) for each subsequent change order.				
Initial Date	Final Date	Days/Difference (days)*	Action	Basic Description
Enter dates & number of days in Cells Below			Add Action and Description in Cells Below	
11/1/22	2/1/23	93	Original	Initial Execution
2/1/23	9/1/23	212	Change Order No. 1	Time Extension
9/1/23	5/15/24	257	Change Order No. 2	Scheduled completion change
Total Days*		562 Days		
* Calendar days (not working days)				

SIGNATURES ON NEXT PAGE

RECOMMENDED BY:

By: [Signature] 3/28/2024
Consultant Date

By: [Signature] 3/28/24
City POC/Project Manager Date

APPROVED BY:

By: Nancy Gallinaro Digitally signed by Nancy Gallinaro
Department Director Date: 2024.03.28 13:26:14 -04'00' Date

By: Lisa Herrmann Digitally signed by Lisa Herrmann
Budget Administrator Date: 2024.04.17 13:17:21 -04'00' Date

By: Alla V. Skipper Digitally signed by Alla V. Skipper
Purchasing Date: 2024.04.17 12:14:46 -04'00' Date

By: Kimberly Williams Digitally signed by Kimberly Williams
Finance Director Date: 2024.04.17 16:08:28 -04'00' Date

By: [Signature] Date: 2024.04.18
Assistant City Manager 09:56:35 -04'00' Date

By: _____
City Manager Date

By: _____
City Clerk (If applicable) Date

By: _____
City Attorney (If applicable) Date

EXHIBIT A

SCOPE OF SERVICES CITY OF NORTH PORT UTILITIES WATER SUPPLY COST BENEFIT ANALYSIS – AMENDMENT 2

PROJECT DESCRIPTION

Black & Veatch, (Consultant) entered into a Professional Engineering Services – Continuing Services Contracts (Agreement) Contract #2020-58-04 with the City of North Port, Florida (City) on October 13, 2020. Pursuant to this Agreement, North Port Utilities (NPU) has requested that the Consultant provide certain professional services in support of a Water Supply Cost Benefit Analysis (Project) as further detailed in this scope of services. This scope was fully executed November 1, 2022.

Note all previously agreed to terms still apply to this Amendment 2. This Amendment 2 was requested by NPU to incorporate updated demand projections into the final Cost Benefit Analysis (CBA) and including the updated cost models from Peace River into the CBA; also to include scope for the preparation for and execution of a full-day City Commission workshop related to the Water Master Plan, the Updated demands, the water supply analysis and other items related to long-term water needs of the City; additionally this scope covers additional miscellaneous modeling tasks.

SCOPE OF SERVICES

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

Project Management and Coordination: Consultant will perform project management and general administrative duties associated with the Project, including project set- up, resource management, progress monitoring, scheduling, general correspondence, office administration, and invoicing.

TASK 2 – UPDATE CBA WITH UPDATED DEMAND PROJECTIONS

Update CBA with updated model demands: Consultant will update the current CBA with new results from the updated model which shows new dates for additional flow needs for the system. Each scenario in the CBA will be updated to include the new flows and the dates needed for future expansions will be updated.

The CBA will also be updated with the new cost projections obtained from the Peace River Manasota Regional Water Supply Authority's latest model. The updated CBA will incorporate the cost updates based on the updated demands.

Task will include a two-hour in-person meeting to go over the results of the updated CBA.

TASK 3 – CITY COMMISSION WORKSHOP

Consultant will prepare for, attend and lead an all-day workshop with the city commission to provide an update on the Water Master Plan, the Water Master Plan Updates, the Cost Benefit Analysis, the Alternative Water Supply Analysis and items related to the long-term water needs of the City. Workshop will be in-person and will include power-point presentations, hand-outs and other elements needed to present the information. The task will include a minimum of four meetings beforehand with staff to practice presentations and go over the materials to be presented. The workshop will be attended by at least 4 professionals from the Consultant.

TASK 4 – MISCELLANEOUS MODELING

Consultant will, only with written permission from NPU, update the water demand and other models as appropriate. If a new development or a known development updates their projected demands or if there is some other need to update the models, the Consultant will complete the updates as requested. This will be used as an allowance and will require NPU permission to use any part of this allowance. For purposes of this scope, the Consultant is proposing \$10,000 be set aside for this allowance.

DELIVERABLES

The Consultant shall prepare and submit to NPU, including electronic format when applicable, the following deliverables:

Task	Activity	Deliverable
1	Project Management & Administration	<ul style="list-style-type: none">• Monthly Invoices• Monthly Status Reports
2	Update CBA	<ul style="list-style-type: none">• Draft Technical Memorandum• Final Technical Memorandum
3	City Commission Workshop	<ul style="list-style-type: none">• Presentation and hand-outs as needed

NPU RESPONSIBILITIES

- As noted in the original Scope of Services.
- Provide access to any new data from Peace River or other sources
- Participate in the updated CBA meeting
- Participate in the presentation practices and the Commission Workshop.

ASSUMPTIONS

- One meeting is assumed for Task 2.
- Four meetings are assumed for Task 3 in addition to the Workshop.

SUPPLEMENTAL SERVICES

- Completing additional demand projections beyond the current updates, for additional neighborhoods or a different method.
- Ongoing updates to the master plan / model.
- Changing the master plan outlooks for additional capacity needs.
- Reviewing or modeling additional supply needs based on the model updates

EXHIBIT B – FEE SCHEDULE

For the Scope of Services described in this Work Assignment, CONSULTANT shall be compensated on a Lump Sum (LS) Basis. Compensation under this Agreement includes services defined in the scope and shall not exceed \$74,292.

FEE SCHEDULE		
TASK	LUMP SUM SERVICES	FEE APPORTIONMENT
1	Project Management and Administration	\$13,612
2	Update CBA	\$18,290
3	City Commission Workshop	\$32,390
4	Modeling Allowance	\$10,000
TOTAL FEE		\$74,292

EXHIBIT C – PROJECT SCHEDULE

PROJECT SCHEDULE				
TASK		DURATION	START DATE	END DATE
1.0	Project Management and Administration	10 months	2-15-24	12-15-24
2.0	Update CBA	1 month	2-15-24	3-15-24
3.0	City Commission Workshop	10 months	2-15-24	12-15-24

Exhibit B - Fee Schedule

	Project Director	Project Manager	Engineering Manager	Staff Engineer II	Staff Engineer III	Senior Technical Expert	Project Engineer II	Project Controls	Project Accountant			
	Schwerman	King	Eck	Zimmerman	Kumkum	Jackson	Azarian	Woodley	Pedrotti			
Hourly Rate:	290	227	214	129	148	290	186	132	101	Total Hours	Total Labor	Total Fee
Task 1 - Project Management and Administration	12	20	0	0	0	0	0	24	24	80	\$13,612	\$13,612
Project Management and Administration	12	20						24	24	80	\$13,612	\$13,612
Task 2 - Update CBA with Updated Demand Projections	0	0	40	30	20	10	0	0	0	100	\$18,290	\$18,290
Update CBA			40	30	20	10				100	\$18,290	\$18,290
Task 3 - City Commission Workshop	20	20	20	50	20	16	20	0	0	166	\$32,390	\$32,390
City Commission Workshop	20	20	20	50	20	16	20			166	\$32,390	\$32,390
Task 4 Miscellaneous Modeling												
Modeling Allowance											\$10,000	\$10,000
										0		
TOTAL HOURS	32	40	60	80	40	26	20	24	24	346	\$74,292	\$74,292
TOTAL COST	\$9,280.00	\$9,080.00	\$12,840.00	\$10,320.00	\$5,920.00	\$7,540.00	\$3,720.00	\$3,168.00	\$2,424.00	346	\$74,292	\$74,292

ATTACHMENT B – FEE SCHEDULE

HOURLY BILLING RATE SCHEDULE

Project Position or Classification (Function to be Performed)	Hourly Billing Rate	Position or Classification Description
Staff Engineer I	\$110	Entry-level Engineer
Staff Engineer II	\$129	Engineer able to complete more complex tasks
Staff Engineer III	\$148	Engineer able to lead designs and studies
Project Engineer I	\$167	Professional Engineer able to lead projects
Project Engineer II	\$186	Professional Engineer able to be a design leader
Senior Engineer I	\$205	Engineering discipline leads & able to provide QA/QC
Senior Engineer II	\$224	Senior Engineering discipline leads & able to provide QA/QC
Engineering Manager	\$214	Engineer able to lead engineering teams & provide QA/QC
Senior Engineering Manager	\$239	Senior Engineer able to lead engineering teams & provide QA/QC
Architect I	\$176	Registered Professional Architect
Architect II	\$202	Registered Professional Architect able to lead designs
Senior Architect	\$227	Senior Registered Professional Architect & able to provide QA/QC
Hydrogeologist I	\$145	Professional Geologist able to provide hydrogeology services
Hydrogeologist II	\$202	Professional Geologist able to provide hydrogeology & lead projects
Senior Hydrogeologist	\$284	Senior Professional Geologist & Supervisor able to provide QA/QC
Cost Estimator/Scheduler I	\$189	Construction Cost Estimator or Project Scheduler
Cost Estimator/Scheduler II	\$233	Construction Cost Estimator or Project Scheduler able to lead teams
Senior Cost Estimator/Scheduler	\$277	Senior Construction Cost Estimator or Project Scheduler
Operations Lead	\$129	Water & Wastewater Operations Lead
Operations Specialist	\$167	Water & Wastewater Operations Specialist
Senior Operations Specialist	\$243	Senior Water & Wastewater Operations Specialist
Resident Inspector I	\$158	On-site Resident Inspector
Resident Inspector II	\$189	On-site Resident Inspector able to lead project teams
Resident Inspector III	\$205	On-site Resident Inspector serving as a technical specialist
Senior Resident Inspector	\$221	Senior on-site Resident Inspector Supervisor
Construction Manager	\$230	Construction Manager able to manage a construction project
Technician/Graphics I	\$110	Entry-level CAD technician or graphics specialist
Technician/Graphics II	\$135	CAD technician serving as a technical specialist or graphics specialist
Senior Technician/Senior Graphics	\$161	Senior CAD technician or graphics specialist able to coordinate staff
Senior Designer	\$186	Senior CAD technician with design responsibilities
Clerical	\$85	Administrative staff able to provide general project administration
Administrative Assistant	\$110	Senior Administrative staff able to provide project administration
Contract Manager	\$189	Profession providing management & administration of a project contract
Project Controls	\$132	Professional providing cost & schedule tracking for a project
Project Accountant	\$101	Accountant providing accounting for a project
Project Manager	\$227	Project Manager providing overall management of a project
Senior Project Manager	\$258	Senior Project Manager providing overall management of a project
Project Director	\$290	Project Director providing management of a client or geographical area
Technical Specialist	\$227	Engineering or Technical Specialist in a certain discipline
Senior Technical Specialist	\$252	Senior Engineering or Technical Specialist in a certain discipline
Technical Expert	\$277	Engineering or Technical Expert in a certain discipline
Senior Technical Expert	\$290	Senior Engineering or Technical Expert in a certain discipline