



# City of North Port

## PURCHASING

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## WORK ASSIGNMENT

☐ Change Order ☒ Amendment

CONSULTANT

Van Buskirk/Fish & Associates

CONTINUING CONTRACT # &  
TITLE

Agreement 2016-32 Professional Engineering Services

### THIS WORK ASSIGNMENT

WORK ASSIGNMENT #

PW-2019-01

SHORT TITLE

Professional Engineering Services for Permitting

*Attach justification and supporting documentation*

DATE SUBMITTED

7/23/19

AMOUNT (LUMP SUM)

\$20,000.00

SCHEDULED COMPLETION

9/30/19

### CONTRACT AND BUDGET OVERVIEW *FY 2019*

	DEPARTMENT	CITYWIDE (completed by Purchasing) <i>SO</i>
TOTAL OF PREVIOUS ASSIGNMENTS	\$ 90,000.00	\$ <i>137,480.00</i>
THIS WORK ASSIGNMENT	\$ 20,000.00	\$ <i>20,000.00</i>
TOTAL WORK ASSIGNMENTS	\$ 110,000.00	\$ <i>157,480.00</i>
ACCOUNT NO/PROJECT NO	107-5000-541-3111 (FY 19)	<i>Various</i>

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 #: PW-2019-01

CO: \_\_\_\_\_ Amendment #: 1

City's Contract No.: 2016-32

Project Manager/Engineer: Gerardo Traverso

Project Name: Professional Engineering Services

#### Description:

Professional Engineering Services to include Line and Grade Sets, finals, re-inspections and remarking of cuts for residential and commercial driveway culverts.

#### Purpose of Change Order:

FY19 costs through May 31, 2019 have totaled \$68,800. Original Work Assignment PW-2019-01 amount was \$90,000.00. Funds will need to be added to PO 47820 for continued professional surveying services through September 30, 2019.

#### Attachments (list documents supporting change):

Attachment B – Fee Schedule for 2016-32, Van Buskirk/Fish & Associates, Inc.

Memorandum – Estimated Costs for Survey Permit Sets

CHANGE IN CONTRACT PRICE				CONTINGENCY FUNDS	
Original Contract Amount:		90,000.00		Use of Contingency Funds?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous	Amendment/	#	to #	Original Contingency	
	Change Orders:	#	to #	Amount:	
Approved Amount:		Amend		Approved Use of	
Amendments/Change Orders		CO		Contingency Amount:	
Current Contract Price:				Increase/(Decrease):	
This Change Add/(Deduct):		20,000.00			
Total Contract Amount w/this change (pending approval):		110,000.00		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. <b>You must double-click the chart to open in Excel before entering data.</b> 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		
10/1/18	9/30/19	364 days	Original	Initial Execution
10/1/19	9/30/19			
10/1/19	9/30/19			
10/1/19	9/30/19			
10/1/19	9/30/19			
Total		364 days		
* Calendar days (not working days)				

**SIGNATURES ON NEXT PAGE**

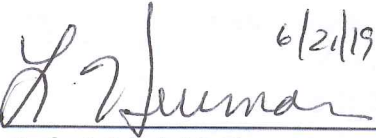
RECOMMENDED:

By:  6/15/19  
Contractor President Date

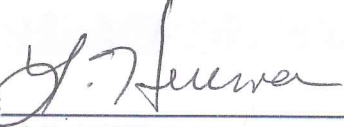
By:  6/14/19  
City Project Manager Date

APPROVED:

By:  6/14/19  
Department Director Date

By:  6/21/19  
Budget Administrator Date

By:  6/15/19  
Purchasing Date

By:  6/24/19  
Febing Finance Director Date

By: \_\_\_\_\_  
Assistant City Manager Date

By: \_\_\_\_\_  
City Manager Date

By: \_\_\_\_\_  
City Clerk (If applicable) Date

By: \_\_\_\_\_  
City Attorney (If applicable) Date



**City of North Port**  
**DEPARTMENT OF PUBLIC WORKS**  
Office: 941.240.8050  
Fax: 941.240.8063



**MEMORANDUM**

TO: Ginny Duyn, Senior Purchasing Administrator

FROM: Steve Platt, Infrastructure Inspector

SUBJECT: Estimated Costs for Work Assignment Amendment for Survey Permit Sets

DATE: 6/11/2019

Work Assignment PW-2019-01 for Agreement 2016-32 with Van Buskirk/Fish & Associates was issued on October 1, 2018, in the amount of \$90,000.00, to provide line and grade surveys for residential and commercial driveway culverts.

For October 2018 – May 2019, \$68,800.00 has been spent for line and grade surveys for driveway culverts.

**FY19 Professional Engineering Services Costs - Line & Grade**

Month	Set (\$100)	Final (\$50)	Reinspects (\$50)	Re-mark Cuts (\$60)	Total
October	63	48	15	1	\$9,510.00
November	56	52	8	1	\$8,660.00
December	35	50	15		\$6,750.00
January	44.5	62	28		\$8,950.00
February	44	62	11	2	\$8,170.00
March	47	46	6	1	\$7,360.00
April	67	57	2		\$9,650.00
May	62	63	8		\$9,750.00
<b>Totals</b>	<b>418.5</b>	<b>440</b>	<b>93</b>	<b>5</b>	<b>\$68,800.00</b>

The remaining balance on the Work Assignment is \$21,200.00.

Based on previous activity for this fiscal year, estimated costs for June – September 2019 are projected at \$38,240.00:

- 60 additional "Set" per month at \$100.00 each = \$6,000.00
  - Each "Set" will have a "Final"; 60 at \$50.00 each = \$3,000.00

- 10 "Reinspects" per month at \$50.00 each = \$500.00
- 1 "Re-mark Cuts" per month at \$60.00 each = \$60.00

**Estimated Remaining FY19 Professional Engineering Services Costs - Line & Grade**

<b>Month</b>	<b>Set (\$100)</b>	<b>Final (\$50)</b>	<b>Reinspects (\$50)</b>	<b>Re-mark Cuts (\$60)</b>	<b>Total</b>
June	60	60	10	1	\$9,560.00
July	60	60	10	1	\$9,560.00
August	60	60	10	1	\$9,560.00
September	60	60	10	1	\$9,560.00
<b>Totals</b>	<b>240</b>	<b>240</b>	<b>40</b>	<b>4</b>	<b>\$38,240.00</b>



**ATTACHMENT B – FEE SCHEDULE**  
**VAN BUSKIRK/FISH & ASSOCIATES, INC.**

Project Position or Classification (Function to be Performed)	Hourly Rate to be Charged (*unless otherwise noted)
Professional Land Surveyor	\$90.00
Cadd/Technician	\$60.00
2-person survey crew	\$90.00
3-person survey crew	\$110.00
Survey GPS crew	\$110.00
Typist/Clerical	\$30.00
Expert witness testimony	\$175.00
Boat for hydrographic surveys	\$80.00 per day*
Record plat reviews (Lump Sum)	\$300.00 LS*
Review sketch & descriptions for easement relocations (Lump Sum)	\$90.00 LS*
P.C.P.'S (Permanent Control Points): Field surveys for location verification and re-establishment of adjusted control points after paving.	\$90.00 each*
<b>Line and grade surveys for driveway culverts (EACH)</b>	
Sets	\$100.00 each*
Final inspections	\$50.00 each*
Re-inspections	\$50.00 each*
Re-sets where pavement markings have been destroyed	\$60.00 each*

**NOTE:** The above hourly rates include direct expenses for copies, reproductions, travel, shipping, communications, and computer charges. No separate charge shall be made for these items. Costs for Professional Associates (whose expertise is required to complete the project) shall be charged at actual costs.

Hourly rates within the negotiated Fee Schedule may be adjusted following the initial term of this Agreement; the City must receive any such request prior to expiration of the term. Any adjustment shall be to the Bureau of Labor Statistics, Consumer Price Index for Professional Labor in the North Port market area.

**END OF ATTACHMENT B**



# City of North Port

Fiscal Year

FORM B-7

## Request for Budget Transfer

2018-2019

To be used for line-item transfers within a single department category and fund. This cannot be used to transfer contingencies without advance Commission approval.

INCREASE						
Account Number					Line Item Description	Amount
107	5000	541	31	11	Professional Services / Surveyor	\$ 10,000
						-
Total Increases						\$ 10,000

DECREASE						
Account Number					Line Item Description	Amount
107	5000	541	31	05	Professional Services / Other Professional Services	\$ 10,000
						-
						-
						-
						-
Total Decreases						\$ 10,000

NET CHANGE* (Decreases minus Increases)						\$ -
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\*Must equal Zero unless authorized by Commission

Explanation/Justification
Additional funds needed for line and grade survey sets for permitting residential and commercial culverts and driveways.

Requested by J. B. Beltr Date 6/20/19  
Department Director

Reviewed by J. Heume Date 6/21/19  
Acting Finance Director

Approved by A Date 6-21-19  
City Manager

For Finance Use Only		
4449	<u>J. Heume</u>	<u>6/24/19</u>
Journal ID#	Entered By	Date