



## CITY OF NORTH PORT



### CHANGE ORDER/CONTRACT AMENDMENT FORM

Number: One

Date of Issuance: 07/26/16

City's Contract No.: 2015-19

Project Manager: Ben Newman

Project Name: Price Boulevard Widening, Sumter Boulevard to Toledo Blade Boulevard

Originating Department: Public Works

Contractor: Charlotte Engineering and Surveying, Inc.

Change required due to:

☒ Changed/Unforeseen Conditions      ☐ Errors and Omissions      ☒ Change in Scope  
☐ Time Extension/Deletion      ☐ Change in Price

Explanation of Change (What is changing? Include effect on completion time):

1. Add three public meetings that were not included in the original contract scope at an additional cost of \$26,270.00.
2. Increase contract time by three hundred sixty-six (366) calendar days due to delay of approval of the typical cross section to develop the design and permitting and construction plans.

Reason for Change Order (Why is it changing?):

1. The first of two planned public meetings was conducted on January 21, 2016. From initial data collection and information received at the public meeting, a recommended typical roadway cross section was presented to the City Commission at their April 26, 2016, meeting. City Commission directed the project team to conduct additional meetings for more public input before approving the typical roadway cross section. The cost for preparation, scheduling and conducting these added meetings is \$26,270.00.
2. The consultant should not proceed with the design until the City Commission approves the typical roadway cross section and associated waivers to the North Port Unified Land Development Code. More time is needed to prepare, schedule and conduct the added three public meetings and subsequent presentation to the City Commission anticipated for December 13, 2016. Time is also needed to re-schedule the design team and resume the design, permitting and development of construction plans. Three hundred sixty-six calendar days is a reasonable extension of the contract time for these reasons.

Attachments (list documents supporting change):

1. Charlotte Engineering and Surveying, Inc. scope and fee for three additional public information meetings.

| CHANGE IN CONTRACT PRICE                                   |   |                |      |    |                                        | CHANGE IN CONTRACT TIME                                        |  |          |
|------------------------------------------------------------|---|----------------|------|----|----------------------------------------|----------------------------------------------------------------|--|----------|
| Original Contract Amount:                                  |   | \$2,394,028.31 |      |    |                                        | Original Contract Time (days):                                 |  | 361      |
| Previous Amendment/<br>Change Orders:                      | # | 0              | to # | 0  | Approved Additions/Deductions of time: |                                                                |  | 0        |
|                                                            | # |                | to # |    |                                        |                                                                |  |          |
| Approved Amount:<br>Amendments/Change Orders               |   | Amend          |      | NA |                                        | Current Contract Time:                                         |  | 361      |
|                                                            |   | CO             |      |    |                                        | (y-t-d before this request)                                    |  |          |
| Current Contract Price:                                    |   | \$2,394,028.31 |      |    |                                        | This request:<br>Add/(Deduct) contract time                    |  | 366      |
| This Change <u>Add</u> /(Deduct):                          |   | \$26,270.00    |      |    |                                        | if approved: Total Contract Time<br>(y-t-d with this request): |  | 727      |
| Total Contract Amount w/this<br>change (pending approval): |   | \$2,420,298.31 |      |    |                                        | Contract Start Date:                                           |  | 10/02/15 |
|                                                            |   |                |      |    |                                        | Original Completion Date:                                      |  | 09/26/16 |
|                                                            |   |                |      |    |                                        | Revised Completion Date:                                       |  | 09/27/17 |

| CONTINGENCY FUNDS                   |                                                                     |
|-------------------------------------|---------------------------------------------------------------------|
| Use of Contingency Funds?           | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Original Contingency Amount:        |                                                                     |
| Approved Use of Contingency Amount: |                                                                     |
| Increase/(Decrease):                |                                                                     |
| Contingency Balance:                |                                                                     |

RECOMMENDED:

By: Ryan Forrester  
Contractor

Date: 7/27/16

RECOMMENDED:

By: Benjamin  
City Project Manager

Date: 07/26/16

APPROVED:

By: J. B. Bellin  
Department Director

Date: 7/27/16

APPROVED:

By: Shirley Durr  
Purchasing Manager

Date: 7/28/16

APPROVED:

By: M  
Finance Director

Date: 7/28/16

APPROVED (if applicable):

By: J. B. Bellin  
City Manager

Date: 8/1/16

July 27, 2016

SUPPLEMENTAL AGREEMENT No. 1

Scope of Services  
Professional Services Agreement  
Price Boulevard (RFP No. 2015-19)  
Sumter Boulevard to Toledo Blade Boulevard  
City of North Port

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Supplemental Agreement No 1  
Scope of Services  
Professional Services Agreement  
Price Boulevard (RFP No. 2015-19)  
Sumter Boulevard to Toledo Blade Boulevard  
City of North Port

**1.00 PROJECT OBJECTIVE AND DESCRIPTION**

- 1.01 The City of North Port executed a contract with Charlotte Engineering and Survey, a Florida corporation and wholly owned subsidiary of American Consulting Engineers of Florida, LLC, to design the widening of Price Boulevard from Sumter Boulevard to Toledo Blade Boulevard on September 28, 2015.
- 1.02 This Supplemental Agreement includes services required of the CONSULTANT for preparation and attendance at three public involvement meetings.
- 1.03 These services shall be completed in accordance with the original executed contract.

**4.00 BASIC SERVICES - SCOPE AND RESPONSIBILITY REQUIREMENTS**

The CONSULTANT will provide the following services for the Project. The section numbers correspond to the numbering in the contracted scope of services.

**4.18 Community Involvement:**

The CONSULTANT will prepare for and conduct three (3) additional public information meetings. Four (4) CONSULTANT staff members will attend each meeting. The CITY will provide staff for the welcome/sign-in table. Graphics used in the initial public meeting will be updated one time for use in the three additional meetings. The CITY will prepare a presentation for use in the meetings. CONSULTANT will provide graphic clips for use in developing the presentation. CONSULTANT will review and provide input on the presentation. CONSULTANT will summarize public input from the meetings in one summary after the third meeting. CITY will prepare responses to public comments.

**6.00 MILESTONE DATES:**

- 6.06 The current contract end date is September 27, 2016. This supplemental agreement will extend the contract end date to September 27, 2017. The end date is being extended due to the addition of three public meetings as requested by the Board of City Commissioners. The Commission is anticipated to approve the final typical section in December 2016 after the three public meetings are held.

## ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT - SA No. 1

Name of Project: Price Boulevard Widening from Sumter Blvd to Toledo Blade Blvd  
 City: North Port  
 FPN:  
 FAP No.:

Consultant Name: American Consulting Professionals, LLC  
 Consultant No.: 5159774  
 Date: 7/27/2016  
 Estimator: Ryan Forrestel

| Staff Classification                        | Total Staff Hours From "SH Summary - | Project Manager | Chief Eng. | Sr. Engineer | Project Engineer | Eng. Intern | Sr. Designer | Designer | Env. Scientist | Landscape Architect | Landscape Technician | Clerical | Sr. Surveyor | Salary Cost By Activity |
|---------------------------------------------|--------------------------------------|-----------------|------------|--------------|------------------|-------------|--------------|----------|----------------|---------------------|----------------------|----------|--------------|-------------------------|
|                                             |                                      | \$221.00        | \$249.00   | \$199.00     | \$167.00         | \$101.00    | \$150.00     | \$99.00  | \$102.00       | \$125.00            | \$90.00              | \$105.00 | \$213.00     |                         |
| 3. Project General and Project Common Tasks | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 3a. Public Meeting Preparation              | 42                                   | 13              | 0          | 11           | 8                | 0           | 0            | 6        | 0              | 0                   | 0                    | 4        | 0            | \$7,412                 |
| 3b. Public Meeting Attendance               | 108                                  | 32              | 0          | 27           | 22               | 0           | 0            | 16       | 0              | 0                   | 0                    | 11       | 0            | \$18,858                |
| 3c. Post Design Services (Optional)         | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 4. Roadway Analysis                         | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 5. Roadway Plans                            | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 6a. Drainage Analysis                       | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 6b. Drainage Plans                          | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 8. Environmental Permits                    | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 9. Structures - Misc. Tasks, Dwg, Non-Tech. | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 12. Structures - Short Span Concrete Bridge | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 17. Structures - Retaining Walls            | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 18. Structures - Miscellaneous              | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 19. Signing & Pavement Marking Analysis     | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 20. Signing & Pavement Marking Plans        | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 25. Landscape Architecture Analysis         | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 26. Landscape Architecture Plans            | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 27. Survey (Field & Office Support)         | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 28. Photogrammetry                          | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| 29. Mapping                                 | 0                                    | 0               | 0          | 0            | 0                | 0           | 0            | 0        | 0              | 0                   | 0                    | 0        | 0            | \$0                     |
| <b>Total Staff Hours</b>                    | 150                                  | 45              | 0          | 38           | 30               | 0           | 0            | 22       | 0              | 0                   | 0                    | 15       | 0            |                         |
| <b>Total Staff Cost</b>                     |                                      | \$9,945         | \$0        | \$7,562      | \$5,010          | \$0         | \$0          | \$2,178  | \$0            | \$0                 | \$0                  | \$1,575  | \$0          | \$26,270.00             |

**SALARY RELATED COSTS:**

**EXPENSES:**

|                                                                            |                     |                    |
|----------------------------------------------------------------------------|---------------------|--------------------|
|                                                                            | 0.00%               | \$26,270.00        |
| Survey (Field) 0 4-man crew days \$ / day                                  |                     | \$0.00             |
| <b>SUBTOTAL ESTIMATED FEE (LUMP SUM):</b>                                  |                     | <b>\$26,270.00</b> |
| Subconsult: Strayer (Survey)                                               |                     | \$0.00             |
| Subconsult: Universal (Geotechnical)                                       |                     | \$0.00             |
| Subconsult: Cumbe & Fair (SUE locates and designates)                      |                     | \$0.00             |
| Subconsult: Weiler (Utility design)                                        |                     | \$0.00             |
| Subconsult: IF Rooks (LAMP)                                                |                     | \$0.00             |
| Subconsult: FTE (Signals and Lighting)                                     |                     | \$0.00             |
| Subconsult: FL Acquisition & Apprais (Appraisals)                          | (Optional Services) | \$0.00             |
| <b>SUBTOTAL ESTIMATED FEE (NOT TO EXCEED):</b>                             |                     | <b>\$0.00</b>      |
| T&M Servic Weiler for Residential Collection and Transmission Sewer System | (Optional Services) | \$0.00             |
| T&M Servic Weiler for Post Design Services                                 | (Optional Services) | \$0.00             |
| T&M Servic FL Acquisition & Apprais (Acquisitions)                         | (Optional Services) | \$0.00             |
| T&M Servic American for Post Design Services                               | (Optional Services) | \$0.00             |
| T&M Servic American Government Services Corporation for Title Searches     | (Optional Services) | \$0.00             |
| <b>SUBTOTAL ESTIMATED FEE (TIME AND MATERIALS, NOT TO EXCEED):</b>         |                     | <b>\$0.00</b>      |
| <b>GRAND TOTAL ESTIMATED FEE:</b>                                          |                     | <b>\$26,270.00</b> |



Estimator:

Price Boulevard Widening from Sumter Blvd to Toledo Blade Blvd

| Representing                          | Print Name | Signature / Date |
|---------------------------------------|------------|------------------|
| City of Northport                     |            |                  |
| American Consulting Professionals/CES |            |                  |

NOTE: Signature Block is optional, per District preference

| Task No.                        | Task                                             | Units | No of Units | Hours/ Unit | Total Hours | Comments                                                          |
|---------------------------------|--------------------------------------------------|-------|-------------|-------------|-------------|-------------------------------------------------------------------|
| 3.1                             | Public Involvement                               |       |             |             |             |                                                                   |
| 3.1.1                           | Community Awareness Plan                         | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.2                           | Notifications                                    | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.3                           | Prepare Mailing Lists                            | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.4                           | Median Modification Letters                      | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.5                           | Driveway Modification Letters                    | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.6                           | Newsletters                                      | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.7                           | Renderings and Fly Throughs                      | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.8                           | PowerPoint Presentation                          | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.9                           | Public Meeting Preparations                      | LS    | 1           | 150         | 150         | See Public Workshop tab for break down for 3 additional workshops |
| 3.1.10                          | Public Meeting Attendance/Followup               | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.11                          | Other Agency Meetings                            | LS    | 1           | 0           | 0           |                                                                   |
| 3.1.12                          | Web Site                                         | LS    | 1           | 0           | 0           |                                                                   |
| 3.1 Public Involvement Subtotal |                                                  |       |             |             | 150         |                                                                   |
| 3.2                             | Joint Project Agreements                         | EA    | 0           | 0           | 0           | N/A                                                               |
| 3.3                             | Specifications Package Preparation               | LS    | 1           | 0           | 0           |                                                                   |
| 3.4                             | Contract Maintenance and EDMS                    | LS    | 1           | 0           | 0           | 16hrs set-up + (3hrs x 12mo)                                      |
| 3.5                             | Value Engineering (Multi-Discipline Team) Review | LS    | 1           | 0           | 0           | N/A                                                               |
| 3.6                             | Prime Consultant Project Manager Meetings        | LS    | 1           | 0           | 0           | See listing below                                                 |
| 3.7                             | Plans Update                                     | LS    | 1           | 0           | 0           | N/A                                                               |
| 3.8                             | Post Design Services                             | LS    | 1           | 0           | 0           | See Tab 3a.                                                       |
| 3.9                             | Digital Delivery                                 | LS    | 1           | 0           | 0           | Prepare AutoCadd compatible files.                                |
| 3.10                            | Risk Assessment Workshop                         | LS    | 1           | 0           | 0           | N/A                                                               |

| Task No.                                                 | Task                                           | Units | No of Units | Hours/ Unit | Total Hours | Comments |
|----------------------------------------------------------|------------------------------------------------|-------|-------------|-------------|-------------|----------|
| 3.11                                                     | Railroad, Transit, and/or Airport Coordination | LS    | 1           | 0           | 0           | N/A      |
| 3.12                                                     | Other Project General Tasks                    | LS    | 1           | 0           | 0           | N/A      |
| <b>3. Project Common and Project General Tasks Total</b> |                                                |       |             |             | <b>150</b>  |          |

| 3.6 - List of Project Manager Meetings | Units | No of Units | Hours/ Unit | Total Hours | Comments                                         |
|----------------------------------------|-------|-------------|-------------|-------------|--------------------------------------------------|
| Roadway Analysis                       | EA    | 0           | 5           | 0           |                                                  |
| Drainage                               | EA    | 0           | 5           | 0           |                                                  |
| Utilities                              | EA    | 0           | 0           | 0           |                                                  |
| Environmental                          | EA    | 0           | 6           | 0           |                                                  |
| Structures                             | EA    | 0           | 0           | 0           |                                                  |
| Signing & Pavement Marking             | EA    | 0           | 0           | 0           |                                                  |
| Signalization                          | EA    | 0           | 0           | 0           |                                                  |
| Lighting                               | EA    | 0           | 0           | 0           |                                                  |
| Landscape Architecture                 | EA    | 0           | 5           | 0           |                                                  |
| Survey                                 | EA    | 0           | 0           | 0           |                                                  |
| Photogrammetry                         | EA    | 0           | 0           | 0           |                                                  |
| ROW & Mapping                          | EA    | 0           | 0           | 0           |                                                  |
| Terrestrial Mobile LIDAR               | EA    | 0           | 0           | 0           |                                                  |
| Architecture                           | EA    | 0           | 0           | 0           |                                                  |
| Noise Barriers                         | EA    | 0           | 0           | 0           |                                                  |
| ITS Analysis                           | EA    | 0           | 0           | 0           |                                                  |
| Geotechnical                           | EA    | 0           | 0           | 0           |                                                  |
| Progress Meetings                      | EA    | 0           | 0           | 0           |                                                  |
| Phase Reviews                          | EA    | 0           | 0           | 0           |                                                  |
| Field Reviews                          | EA    | 0           | 0           | 0           |                                                  |
| <b>Total Project Manager Meetings</b>  |       | <b>0</b>    |             | <b>0</b>    | Total PM Meeting Hours carries to Task 3.6 above |

**Notes:**

1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column.
2. Do not double count agency meetings between permitting agencies.
3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D, except for Photogrammetry.

Public Workshop Estimate (Preparation and Attendance) for 3 additional workshops

| <u>Hours</u> | <u>Activity</u>                                                                                         |
|--------------|---------------------------------------------------------------------------------------------------------|
| 0            | Prepare detailed workshop schedule and maintain                                                         |
| 0            | Research sites for workshop (City to provide location)                                                  |
| 0            | Review previous mailing list and past public engagement meetings                                        |
| 0            | Compile Mailing List                                                                                    |
| 0            | Prepare letter announcement (Elect officials)                                                           |
| 0            | Prepare letter announcement (Public in 300' and stakeholders)                                           |
| 0            | Process mailing of announcements                                                                        |
| 0            | Prepare newspaper ads (City to provide advertisement)                                                   |
| 0            | Coordinate newspaper ads with newspaper (City to coordinate)                                            |
| 0            | Prepare and print handouts for attendees                                                                |
| 0            | Prepare and print sign in sheets                                                                        |
| 8            | Prepare and plot general exhibits (welcome, directional signs, citations, schedule, reeval process)     |
| 0            | Prepare and plot traffic exhibits                                                                       |
| 10           | Prepare, colorize and plot typical section exhibits                                                     |
| 12           | Prepare and plot aerial roll plot (Incorporate comments from City)                                      |
| 4            | Provide graphic clips for presentation being prepared by City and review presentation                   |
| 0            | Update workshop materials, exhibits after pre-briefing/briefing meetings                                |
| 8            | Review and compile comments, prepare matrix and coordinate with City                                    |
| 0            | Prepare Public Workshop Scrapbook/Summary                                                               |
| 0            | Responses to public comments for City PM to distribute                                                  |
| <hr/>        |                                                                                                         |
| 42           | Total hours to prep for public workshop                                                                 |
| <hr/>        |                                                                                                         |
| 0            | Pre-briefing meeting with PM and PI lead incl prep/notes (3 staff at 6 hrs)                             |
| 24           | Coordination meeting with PM, PI and City leadership incl prep/notes (2 meetings with 3 staff at 4 hrs) |
| 84           | Attend 3 public workshop (4 staff at 7 hrs)                                                             |
| 0            | De-briefing meeting and comment responses incl prep/notes (3 staff at 4 hrs)                            |
| <hr/>        |                                                                                                         |
| 108          | Total hours of meeting attendance                                                                       |
| 150          |                                                                                                         |



