



**City of North Port**  
**PURCHASING**  
 Office: 941.429.7170  
 Fax: 941.429.7173  
 Email: [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)



**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 (LUMPSUM) : \$74,292.00

SCHEDULED COMPLETION: Per Project Schedule - Exhibit C

**CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2024**

|                               | <b>DEPARTMENT</b>         |
|-------------------------------|---------------------------|
| 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/<br>Change Orders:                      | #                   | to #        |  | Original Contingency<br>Amount:        |   |
|  | # 1                 | to # 1      |  |  |   |
| Approved Amount:<br>Amendments/Change Orders               | Amend               | \$0.00      |  | Approved Use of<br>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<br>change (pending approval): | <b>\$156,868.00</b> |             |  | 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<br>(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 \_\_\_\_\_  
Department Director Date  
Digitally signed by Nancy Gallinaro  
Date: 2024.03.28 13:26:14 -04'00'

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

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

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

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

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"><li>• Monthly Invoices</li><li>• Monthly Status Reports</li></ul>               |
| 2    | Update CBA                          | <ul style="list-style-type: none"><li>• Draft Technical Memorandum</li><li>• Final Technical Memorandum</li></ul> |
| 3    | City Commission Workshop            | <ul style="list-style-type: none"><li>• Presentation and hand-outs as needed</li></ul>                            |

### **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          |
| <b>TOTAL FEE</b> |                                       | <b>\$74,292</b>   |

**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<br>(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          |