



City of North Port
PURCHASING

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WORK ASSIGNMENT

[X] Change Order [] Amendment

CONSULTANT: Stantec Consulting Services Inc.

CONTINUING CONTRACT NO. & TITLE: 2020-58-12 PROFESSIONAL ENGINEERING SERVICES - CONTINUING SERVICES CONTRACTS FOR CITY OF NORTH PORT UTILITIES

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #: 2022-03 AGENDA ITEM 24-0684 5/28/24 COM MTG

SHORT TITLE: MCWTP Intake Structure Rehab

DATE SUBMITTED: 4/18/2024

AMOUNT (LUMP SUM): \$7,935.00

SCHEDULED COMPLETION: TBD- Refer to Scope of Services

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2024

Table with 2 columns: Category and Amount. Rows include: TOTAL OF PREVIOUS ASSIGNMENTS (\$173,145.00), THIS WORK ASSIGNMENT (\$7,935.00), TOTAL WORK ASSIGNMENTS (\$181,080.00), ACCOUNT NO/PROJECT NO (420-6061-533.63-00/U22WIS)

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 #: 2022-03

CO#: 1 Amendment #: _____

City's Contract No.: 2022-03

Project Manager/Engineer: Mike Acosta, PE

Project Name: MCWTP Intake Structure Rehab

Description:

Engineering services for design, permitting, bidding assistance, and providing limited oversight during construction of the Myakkahatchee Creek Surface Water Treatment Plant (MCWTP) raw water intake structure and pump house improvements

Purpose of Change Order:

Additional Procurement Phase Services due to the bid needing to be reissued with a revised scope to reduce overall cost to meet budget allocation.
Schedule Duration is TBD on the basis of commission approval, revised bid being advertised and contract/WA awarded to contractor with construction schedule.

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:	\$239,882.64			Use of Contingency Funds?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Previous Amendment/ Change Orders:	#	to #		Original Contingency Amount:	0.00
	#	to #			
Approved Amount: Amendments/Change Orders	Amend	\$0.00		Approved Use of Contingency Amount:	0.00
	CO	\$0.00			
Current Contract Price:	\$239,882.64			Increase/(Decrease):	0.00
This Change Add/(Deduct):	\$7,935.00				
Total Contract Amount w/this change (pending approval):	\$247,817.64			Contingency Balance:	0.00

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		
6/28/22	TBD	TBD	Original	Initial Execution
TBD	TBD	TBD	Change Order #1	Time Extension
Total Days*		TBD		
* Calendar days (not working days)				

SIGNATURES ON NEXT PAGE

RECOMMENDED BY:

By: Steph McEah 05/07/2024
Consultant Date

By: Michael Acosta Digitally signed by Michael Acosta
Date: 2024.05.07 10:20:06 -04'00'
City POC/Project Manager Date

APPROVED BY:

By: Nancy Gallinaro Digitally signed by Nancy Gallinaro
Date: 2024.05.07 10:59:33 -04'00'
Department Director Date

By: Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2024.05.08 15:53:41 -04'00'
Budget Administrator Date

By: Ginny Duyn Digitally signed by Ginny Duyn
Date: 2024.05.08 16:32:08 -04'00'
Purchasing Date

By: Kimberly Williams Digitally signed by Kimberly Williams
Date: 2024.05.08 19:32:08 -04'00'
Finance Director Date

By: Jason Scarborough Date: 2024.05.09 12:53:51 -04'00'
Assistant City Manager Date

By: _____
City Manager Date

By: _____
City Clerk (If applicable) Date

By: _____
City Attorney (If applicable) Date



Stantec Consulting Services Inc.
6920 Professional Parkway
Sarasota, FL 34240

EXHIBIT "A"

CHANGE ORDER 1

CONTRACT 2020-58

PROFESSIONAL ENGINEERING SERVICES FOR NORTH PORT UTILITIES

WA # 2022-03 – CITY OF NORTH PORT MYAKKAHATCHEE CREEK SURFACE WTP INTAKE STRUCTURES REPAIRS, RENOVATIONS AND/OR UPGRADES (RLOI 2022-03)

SCOPE OF SERVICES

Introduction

The City of North Port Utilities Department (NPU) recently requested bids from contractors to provide construction services to construct the Myakkahatchee Creek WTP Intake Structure Rehabilitation Project in its entirety. The project includes improvements at the two raw water intake structures on the Myakkahatchee Creek and one raw water intake structure on the Cocoplum Waterway. Each of the two Myakkahatchee Creek intakes has two dedicated pumps located inside a pump house while the Cocoplum Waterway intake also has two dedicated pumps located on a concrete slab.

The bids received unexpectedly exceeded the project budget. The two intake structures on the Myakkahatchee Creek are in extreme need of the repairs, renovations, and upgrades while the Cocoplum Waterway intake structure is newer and is in considerably better condition. NPU decided they would like to remove the Cocoplum Waterway Intake Structure from the contract; however, NPU was unable to successfully negotiate a scope change with the apparent low bidder.

NPU now desires to rebid the construction contract without the Cocoplum Waterway Intake and has requested additional engineering services from Stantec Consulting Services Inc. (Stantec) to assist with the rebid. The additional scope of services for the Procurement Phase is shown below. The Construction Phase of Services and

Scope of Services

3 Procurement Phase Services

3.1 Issued for Bid Submittal

Stantec will prepare "Issued for Bid" drawings and technical specifications, an updated engineer's opinion of probable cost, and a bid form. The "Issued for Bid" drawings and technical specifications revisions will include revisions necessary to address addendum



Reference: Change Order #1 - WA #2022-03 MCWTP Intake Structure Repairs, Renovations and/or Upgrades

questions received from Request for Bid No. 2024-13 and to remove all Cocoplum Waterway Intake Structure improvements. The engineer's opinion of probable cost and bid form will be updated to reflect the changes.

The "Issued for Bid" construction plans and specifications will be sealed, signed, and dated by qualified Professional Engineers who are licensed in Florida.

Stantec will provide the following to NPU for the "Issued for Bid" submittal:

- Electronically signed PDF set of "Issued for Bid" drawings
- Electronically signed PDF set of "Issued for Bid" technical specifications
- Microsoft Excel version of the Bid Form
- PDF of the engineer's opinion of probable cost
- PDFs of the FDEP and FDOH permits
- PDF of the asbestos survey

3.2 Services During Procurement

Stantec will attend one pre-bid meeting at North Port Procurement Department Office and a site visit with contractors at the MCWTP. The meeting will be led by the City of North Port Procurement Department and NPU. Stantec will discuss the scope of work and respond to technical questions asked during the meeting.

Stantec will assist the Procurement Department in preparing addendums during bidding. The Procurement Department will prepare a draft addendum in Word format. The draft addendum will have all technical questions from bidders inserted into the document and spaces will be provided for responses by Stantec. Stantec will prepare written responses to the technical questions and will then return the addendum to the Procurement Department to be finalized and distributed to bidders. This scope of work assumes that no more than two addendums will be issued during bidding.

3.3 Bid Review and Award Recommendation

Following the bidding process, the Procurement Department will review all bids for responsiveness. All responsive bids will then be provided to Stantec in PDF format. Stantec will prepare a bid tabulation summarizing the responsive bids. Stantec will review the apparent low bid for conformance with the bidding requirements and will contact three references for the apparent low bidder. Stantec will prepare a letter summarizing the findings and (if appropriate) recommending award to the apparent low bidder.



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Reference: Change Order #1 - WA #2022-03 MCWTP Intake Structure Repairs, Renovations and/or Upgrades

4.0 Construction Phase Services

No change to scope or fee.

Scope Assumptions and Clarifications

No change to the assumptions and clarifications

Fees

See Exhibit B for a summary of hours and fees.



FEE ESTIMATE - City of North Port Raw Water Intake Improvements

EXHIBIT B

Project Billing Rate	Senior Project Manager (Civil & Mechanical)	Senior Engineer (Civil & Mechanical)	Project Engineer (Civil & Mechanical)	Senior CAD Designer (Civil & Mechanical)	Senior Project Manager (Electrical)	Senior Engineer (I/C)	Senior CAD Designer (Electrical & I/C)	Admin Assistant
\$210.00	\$200.00	\$165.00	\$135.00	\$210.00	\$200.00	\$135.00	\$110.00	
4.50	18.00	8.00	2.00	2.00	2.00	4.00	4.00	
\$945.00	\$3,600.00	\$1,320.00	\$270.00	\$420.00	\$400.00	\$540.00	\$440.00	

UPDATED: 05/07/2024

Project Summary	Hours	Labour	Subs	Total
Allowance	0.00	\$0.00	\$0.00	\$0.00
Fixed Fee	44.50	\$7,935.00	\$0.00	\$7,935.00
Total	44.50	\$7,935.00	\$0.00	\$7,935.00

Task Code	Task Name	Hours	Labour	Subs	Total
3	Procurement Phase Services	44.50	\$7,935.00	\$0.00	\$7,935.00
3.1	Issued for Bid Submittal	18.00	\$2,850.00	\$0.00	\$2,850.00
3.2	Services During Procurement	20.00	\$3,920.00	\$0.00	\$3,920.00
3.3	Bid Review and Award Recommendation	6.50	\$1,165.00	\$0.00	\$1,165.00

City of North Port Rates and Position Descriptions

Stantec Consulting Services Inc.

Stantec Consulting Services Inc. Contract 2020-58 Renewal Billing Rate Table	
Staff Category	Rate
Principal	\$ 245.00
Senior Project Manager	\$ 210.00
Project Manager	\$ 200.00
Senior Engineer / Architect / Scientist	\$ 200.00
Project Engineer / Architect / Scientist	\$ 165.00
Staff Engineer / Architect / Scientist	\$ 150.00
Junior Engineer / Architect / Scientist	\$ 135.00
Senior CADD Designer	\$ 135.00
CADD Designer	\$ 129.00
CADD Technician	\$ 110.00
Senior Construction Manager	\$ 200.00
Construction Inspector	\$ 135.00
Professional Surveyor	\$ 200.00
One Person Survey Crew	\$ 140.00
Two Person Survey Crew	\$ 200.00
Admin. Assistant	\$ 110.00

Principal: The Principal-in-Charge is a registered professional who holds full project responsibility and authority to represent the firm. It is the Principal-in-Charge’s responsibility to assure that all the necessary corporate and staff resources are available. The authority of the Principal-in-Charge provides the project team and staff with strong leadership, technical direction, and expert supervisory guidance of all work undertaken by the firm.

Senior Project Manager: Project Manager with a minimum of 15-years of experience including managing unique and complex projects.

Project Manager: Licensed professional with a minimum of 10-years of experience who is responsible for accomplishing the stated project objectives. Key project management responsibilities include following the Stantec Project Management Framework (ISO 9001 Quality Management Standard) which includes creating clear and attainable project objectives through the Project Plan and managing the cost, time, and quality of the deliverable. This is the person who is the client contact for the specific Work Order, the person who works with the client to fully understand the project, and the person who schedules and directs staff to accomplish the Project Plan goals and complete the Work Order

deliverable. The Project Manager may also perform work on the Work Order to complete the deliverables.

Senior Engineer / Architect /Scientist: Licensed Professional with a minimum of 15 years of experience or a Stantec technical expert.

Project Engineer / Architect /Scientist: Licensed Professional with a minimum of 10 years of experience who is responsible for a particular technical aspect of the project and who usually does the layout or calculations for the Project Manager or their delegated authority.

Staff Engineer / Architect /Scientist: Recently licensed Professional working under the Project Engineer or Project Manager who is typically responsible for completing tasks for a technical aspect within a Work Order. Work developed is reviewed by the supervising Engineer / Architect /Scientist.

Junior Engineer / Architect /Scientist: Graduate of a 4-year college in their respected profession currently working toward earning their professional registration. Work is closely reviewed by the Project Engineer / Architect /Scientist or the Project Manager.

Senior CADD Designer: CADD Designer with 10-years of experience who may perform the CADD duties or supervise other CADD Designers/Technicians to complete the drawing component of the deliverable.

CADD Designer: CADD operator with a minimum of 5 years of experience that is fluent with the CADD software for the specified project and able to work independently to layout the drawings/systems from defined or limited sketches or direction from the Project Engineers/Architects/Scientists or Project Manager.

CADD Technician: CADD operator taking explicit direction from the CADD Designer, Engineering Staff, or Project Manager to complete the drawings of the deliverable.

Senior Construction Manager: Construction Inspector with 15 years of experience and a minimum of 5 years supervising the construction inspections or a Stantec technical expert to complete the inspection services of the Work Order.

Construction Inspector: Inspector with 10 years of experience performing inspection duties as outlined in the Work Order.

Professional Surveyor: Registered Professional Surveyor performing surveying duties of the Work Order.

One Person Survey Crew: One person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

Two Person Survey Crew: Two person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

Admin. Assistant: Personnel whose primary job is the engagement of office work such as but not limited to: communication, filing, word processing, spreadsheets, deliveries, proposals, copying, and scanning.