

## **MEMORANDUM**

DATE: August 28, 2019

TO: \*\*\*\*ORIGINAL\*\*\*\*  
CITY CLERK

FROM: Robyn Holder, CPPB  
Procurement Management Department

SUBJECT: Authorization to Release Contract

CONTRACT: #20170131 CO #2  
CONTRACT TITLE: Design and Construction Engineering and  
Inspection (CEI) for Vacuum Based Wastewater  
Collection System at Southport

VENDOR NAME: Giffels Webster Engineers, Inc.  
VENDOR ADDRESS: 900 Pine Street, Suite 225  
CITY & STATE: Englewood, FL 34223

APPROVED BY COUNCIL: August 14, 2017  
7t)- GIFFELS WEBSTER ENGINEERS, INC., DESIGN SERVICES FOR A VACUUM  
BASED COLLECTION SYSTEM AT SOUTHPORT, #20170131, \$477,315 PLUS A  
ONE-TIME \$10 INDEMNIFICATION FEE, CONTRACT PERIOD IS 365  
CALENDAR DAYS WITH NO OPTION TO RENEW, UTILITY DEPARTMENT,  
PROCUREMENT MANAGEMENT

Please see the attached for (1) original contract for your records

Thank you.

**CHANGE ORDER**No.: Change Order # 2

DATE OF ISSUANCE: \_\_\_\_\_

OWNER: City of Port St. Lucie  
121 SW Port St. Lucie Boulevard  
Port St. Lucie, Florida 34984OWNER's Project No.: 20170131CONTRACTOR: Giffels-Webster Engineers, Inc.  
900 Pine Street, Suite 225  
Englewood, FLENGINEER: Jon Cole, P.E.ENGINEER's Project # 6355.00

CONTRACT FOR: Southport Unit 5 Vacuum Collection System

You are directed to make the following changes in the Contract Documents.

Description: City of Port St. Lucie Contract No. 20170131

## Purpose of Change Order:

This change order is to delete Tasks 8 that included preparing legal descriptions and parcel sketches in the amount of \$2,450.00 and delete Task 15 that included supplemental services in the amount of \$25,000.00. Task 13 will be increased by \$154,953.00 due to the Contractor's time being extended.

1. Task 8 - Legal Description & Parcel Sketches (\$2,450.00) Deletion
2. Task 13 - Construction Administration & Inspections Services \$154,953.00 Addition  
Senior PE/Principal - 105 hrs @ \$175.00 = \$18,375.00  
Sr. Project Manager/Eng. - 154 hrs @ \$150.00 hr. = \$23,100.00  
Admin. Assistant - 151.3 hrs @ \$60.00 hr. = \$9,078.00  
Construction Administrator - 1,160 hrs @ \$90.00 hr. = \$104,400  
Housing/Travel/Misc. Costs - \$0.00 (not included in the contract)
3. Task 15 - Supplemental Services (\$25,000.00) Deletion
4. All other terms & conditions of the original contract and/or addenda remain in full force and effect.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIME:
Original Contract Price \$ 477,315.00	Original Contract Time 365 August 21, 2017 days or date
Previous Change Orders No. 0 through 1 \$ 22,520.00	Net change from previous Change Orders 90 days
Contract Price prior to this Change Order \$ 499,835.00	Contract Time prior to this Change Order 455 November 19, 2018 days or date
Net Increase (Decrease) of this Change Order \$127,503.00	Net Increase (Decrease) of this Change Order 619 days
Contract Price with all approved Change Orders \$ 627,338.00	Contract Time with all approved Change Orders 1,074 July 30, 2020 days or date

RECOMMENDED:

APPROVED:

By

Engineer

by

City Purchasing Agent

Date: 09/04/2019

**Visa Order Form**  
**City of Port St Lucie**  
**Tax Exempt #: 85-8012667200C-5**  
**Federal Excise #: 59-6141662**

**Charges for VISA may be placed after service is completed or supplies are sent.**

Cardholder Name: Jeanette Thompson

Department: Utilities

Last 4 Digits of Card Number: \*\*\*\*

Delivery location: City Hall, Bldg. A

Expiration Date: \*\*/\*\*

Billing Address: 121 SW Port St Lucie Blvd, Port St Lucie, FL 34984

Contact person for question: Rich Schoenborn (772) 873-6485

Send receipt: **Attn: Jeanette Thompson** [JThompson@cityofpsl.com](mailto:JThompson@cityofpsl.com)

Contract #: 20170131

Vendor Name & Telephone/Fax No.

Date Issued: 09/04/2018

Giffels Webster Engineer, Inc.

900 Pine Street, Suite 225

Englewood, FL. 34223

Tel: (941) 475-7981

Fax: (941) 474-4285

**Attn: [Jcole@gwefl.com](mailto:Jcole@gwefl.com)**

\*\*\*\*\*Visa Order Form Constitutes as Notice to Proceed\*\*\*\*\*

Quantity	Description	Amount
	<b>Contract #20170131- Design &amp; Construction Engineering and Inspection (CEI) for Vacuum Based Wastewater Collection System at Southport</b> <b>Change Order #2</b> <b>Start Date: 08/21/2017</b> <b>End Date: 7/30/2020 1,074 calendar days</b>	Lump Sum
	<b>TASK 8 – Deduct Legal Descriptions &amp; Parcel Sketches</b>	(\$2,450.00)
	<b>TASK 13 – Construction Administration &amp; Inspection Services</b>	\$154,953.00
	<b>Task 15 – Deduct Supplemental Services</b>	(\$25,000.00)
<b>Total Amount of Change Order</b>		<b>\$127,503.00</b>

Delivery date & time after receipt of Visa Order: 30 calendar days

Confirmation Fax #: (772) 871-7337 Confirmation E-mail Address: [JThompson@cityofpsl.com](mailto:JThompson@cityofpsl.com)

**Prices are to be FOB Destination.**

This order is subject to all the City of Port St. Lucie Terms & Conditions that are available on City's web site at [www.cityofpsl.com](http://www.cityofpsl.com) and supersedes Vendors Terms and Conditions.

**This form is to be completed for every complex project or purchase.**