

**CHANGE ORDER NO. 2 TO
WORK ASSIGNMENT NO. 3
PURSUANT TO THE JULY 13, 2010 AGREEMENT BETWEEN THE
CITY OF VENICE, FLORIDA AND
STANTEC CONSULTING SERVICES, INC.**

WHEREAS, on July 13, 2010 the parties entered into an Agreement whereby the **CONSULTANT** would perform professional services for the **OWNER** pursuant to an executed Work Assignment; and

WHEREAS, on June 12, 2012, the parties entered into Work Assignment No. 3 which was for the purposes of providing project management services for various utility capital projects; and

WHEREAS, on April 9, 2013, the parties entered into Change Order No. 1, which was for the purposes of continuing to provide project management services for additional utility capital projects; and

WHEREAS, the parties now wish to enter into Change Order No. 2 which is for the purposes of continuing to provide project management services for additional utility capital projects; and

WHEREAS, the **OWNER** wishes to authorize the **CONSULTANT** to perform professional services concerning Capital Project Management Services as more particularly described in the Scope of Services for this Change Order No. 2 contained herein; and

WHEREAS, the **CONSULTANT** wishes to perform such professional services.

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the July 13, 2010 Agreement and in this Work Assignment, the parties agree as follows:

1. General description of the project: The work shall generally include providing a qualified local consultant experienced in the execution of various utility capital projects.
2. Scope of services to be performed: **CONSULTANT** shall perform the services described in the Scope of Services attached as Attachment "A".
3. Initial compensation plus Change Order No.1 compensation to be paid: **OWNER** shall pay the **CONSULTANT** on a time and materials basis not to exceed amount of \$216,000 (\$108,000 initial compensation under Work Assignment No. 3 plus \$108,000 under Change Order No. 1 compensation).
4. As the **OWNER** and the **CONSULTANT** agree that the services will be continued under this Change Order No. 2 for an additional one year period at an additional compensation of \$108,000, as set forth in Table 1 of Attachment "A", bringing the total compensation under Work Assignment No. 3 to \$324,000.
5. Time for completion: **CONSULTANT** shall complete the project management services specified in this work assignment in accordance with schedules established by City staff, however, the total duration shall not exceed one year from approval of this change order.

IN WITNESS WHEREOF, the parties have executed this change order on the
_____ day of _____ 2014.

CONSULTANT



Matt Taylor, Principal

CITY OF VENICE

By: _____
Mayor

ATTESTED:

City Clerk

ATTACHMENT "A"
SCOPE OF SERVICES
CAPITAL PROJECT MANAGEMENT SERVICES

1.0 INTRODUCTION

The City of Venice (**OWNER**) has a variety of infrastructure projects which are small in size, but nonetheless valuable and necessary for the continued efficient operation of the water and wastewater utilities. In addition to already identified projects, there are annually recurring system repair and maintenance projects. Many of these types of projects require some level of project management assistance.

The **OWNER'S** staff is currently fully engaged in the day-to-day operation of the utility systems, so as a result do not have the manpower necessary to implement the projects and programs identified as necessary and beneficial. Additional full-time staff is not practical at this time, but direct and regular access to a qualified local project manager will help to move identified projects from concept to construction, as well as provide assistance in developing programs that can then be managed and administrated by the **OWNER'S** staff in subsequent years.

The scope described below is intended to provide the **OWNER'S** staff with a locally experienced project manager consultant to work closely and directly with staff. This approach to completing the required infrastructure work tasks will be significantly simpler and less expensive than awarding numerous small projects to consulting firms and simultaneously avoids the long-term cost and obligation of adding full-time staff.

2.0 SCOPE OF WORK

This Scope of Services outlines the work that Stantec Consulting Services Inc. (**CONSULTANT**) will perform to provide project management support for the **OWNER**.

The **CONSULTANT** will provide a qualified staff member to assist the **OWNER'S** staff in the development, definition, contracting, and construction observation of miscellaneous utility infrastructure projects. It is expected that this work will be completed at the most appropriate and economical location, with specific tasks and deliverables assigned by the **OWNER'S** staff.

The work will average 80 hours per month, with the actual monthly number of hours confirmed each month 30 days in advance. Work days and hours on-site at the **OWNER'S** facility will also be confirmed monthly to ensure maximum efficiency for hours worked. Dependent upon workload and evaluation of work assignment success, the hours worked could increase significantly above the average stated above. This evaluation will be discussed with the **CONSULTANT** each month, 30 days in advance.

The initial individual assigned to this work will have the appropriate level of experience suitable

for the work being performed. The employee assigned will be subject to the approval of the

OWNER. Any proposed change of personnel will be subject to prior approval of the **OWNER.** **CONSULTANT** employee performance, suitability, and on-going availability will be discussed each month when the hourly forecast is developed. Additional staff may be engaged from time to time for support and quality control, but it is expected to be a small percentage of the overall effort.

CONSULTANT will remain responsible for benefits, sick time, holidays, vacation, and associated employee benefits. **OWNER** will provide guidance and direction for tasks to be performed and access to data and files necessary to adequately complete assigned tasks.

The **CONSULTANT** will perform the work described in this proposal on a time-and-expense basis. The rate for a consultant suitably experienced to assist staff in general infrastructure projects shall be billed at the corresponding rate in the current professional services contract. The billing shall be on a monthly basis. The monthly invoice will include detail specifying the specific time charge by personnel category (including personnel name) as well as the project the person worked on and the account the charges are to be applied to for accounting purposes. The following are the projected budget amounts by category for the fee. Budget amounts are subject to reallocation within the account categories as directed by the **OWNER.**

TABLE 1

Account Number	Change Order Budget Amount (\$)
42112015363100	\$10,000.00
42112025366300	\$88,000.00
42112035336300	\$5,000.00
42112045356300	\$5,000.00