

**CHANGE ORDER NO. 1 TO
WORK ASSIGNMENT NO. 3 PURSUANT TO
THE JULY 13, 2010 AGREEMENT BETWEEN THE
CITY OF VENICE, FLORIDA AND WADE TRIM, INC.**

WHEREAS, on July 13, 2010, the City of Venice, Florida (“OWNER”) and **Wade Trim, Inc.** (“CONSULTANT”), entered into an Agreement whereby the CONSULTANT would perform professional services for the OWNER pursuant to an executed Work Assignment; and

WHEREAS, the terms on conditions of the July 13, 2010 Agreement shall remain in full force and effect until the completion of this Work Assignment; and

WHEREAS, on June 17, 2015, the OWNER and CONSULTANT entered into a renewal of the Agreement extending the term of the Agreement to July 13, 2016; and

WHEREAS, the OWNER wishes to authorize the CONSULTANT to perform professional services concerning the **Water Main Replacement Program Phase 4** as more particularly described in the Scope of Services 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 this Work Assignment, the parties agree as follows:

1. On May 26, 2015 City Council approved Work Assignment No. 3 with CONSULTANT to perform design, permitting, and construction administration for Phase 4 of the Water Main Replacement Program.
2. Change Order No. 1 authorizes CONSULTANT to perform additional design and survey services to support more detailed design of water service relocations on private lots.
3. Scope of services to be performed. CONSULTANT shall perform the services described in the Scope of Services attached hereto as Attachment “A-2”.
4. Compensation to be paid. OWNER shall pay the CONSULTANT the sum of Twenty Seven Thousand Nine Hundred Sixty dollars (\$27,960) for additional services outlined in Change Order No. 1. Change Order No. 1 will increase the current fixed fee amount of Two Hundred Fifty Thousand dollars (\$250,000) to Two Hundred Seventy Seven Thousand Nine Hundred Sixty dollars (\$277,960).
5. Time for completion. CONSULTANT shall complete the professional services specified in this work assignment four weeks from NTP.

IN WITNESS WHEREOF, the parties have executed this work assignment on the ____ day of _____, 2016.

CONSULTANT

CITY OF VENICE, FLORIDA

By: _____

Mayor

ATTEST:

ATTACHMENT “A-2”

WADE TRIM, INC. WORK ASSIGNMENT NO. 3, CHANGE ORDER NO. 1

CITY OF VENICE WATER MAIN REPLACEMENT PROGRAM – PHASE 4

SCOPE OF SERVICES

Task 1 – Project Management

CONSULTANT will assist the OWNER by preparing engineering drawings and specifications for the work described above. This task includes the meetings, project management, and quality assurance to meet the Project goals.

- 1.1 Project Management. CONSULTANT shall manage the overall project, prepare miscellaneous correspondence, maintain project documentation, and coordinate the services provided by CONSULTANT's Subconsultants. The CONSULTANT shall manage the overall Project by tracking the CONSULTANT's schedule and budget, checking physical progress against the planned schedule, providing sufficient resources to accomplish scheduled tasks, and completing monthly invoicing to the OWNER in accordance with the Agreement. CONSULTANT shall perform intra-discipline, interdiscipline, and QA/QC team reviews at each submittal milestone throughout the duration of the project. These reviews shall be performed on plans, specification, calculations, reports, and technical memorandum prior to OWNER review.

Task 4 – 100% Design Phase

To supplement the 100% design phase, CONSULTANT will:

- 4.1.A Visit each property where water service relocation will take place to verify the existing meter and water service connection locations, select a location for the new meter, and select a route for the new water service. These locations will be picked up by survey and added to the 100% drawings.
- 4.1.B Update the bid form to reflect water service relocation with the following line items:
 - Water Service Pipe (LF Unit Price based on designed route for installation and material)
 - Private Property Restoration – Sod (LF Unit Price based on designed route and 18” trench width, will be identified in specs)
 - Private Property Restoration – Others (Unit Price according to material - brick pavers, concrete, unavoidable obstacles based on designed route)

- Contractor/Property Owner Coordination – Based on 30 minutes per homeowner (methodology to be defined in specs)
- 4.1.C Revise specifications to clearly define the updated requirements and bid items associated with the water service and meter relocations on private property.
 - 4.2 Furnish a revised opinion of probable Project costs based on the revised 100% design documents.
 - 4.3 Conduct and certify Quality Assurance and Quality Control review of all design documents.
 - 4.4 Furnish five (5) hard copies and one (1) electronic copy of the revised 100% design documents to the OWNER. OWNER will review and provide comments within two (2) weeks from receipt of the 100% design submittal. CONSULTANT will meet with OWNER to review comments and agree upon revisions to the 100% design submittal, and will incorporate comments after discussion with OWNER.

Task 5 – Bid Documents

During the Bid Documents phase, CONSULTANT will:

- 5.1 On the basis of the accepted 100% design documents and opinion of probable Project cost, prepare Bid Documents including project Drawings, technical specifications, and bid form. In accordance with applicable industry standard of care, each set of plans for the Project will be accurate, legible, complete in design, suitable for bidding purposes and drawn to scales acceptable to the OWNER. The completed plans shall be furnished in hard copy and electronic format.
- 5.2 Furnish a final opinion of probable Project costs based on the Bid Documents. The CONSULTANT shall advise the OWNER of any adjustments to previous preliminary estimates of construction cost indicated by changes in requirements or general market conditions.
- 5.3 Conduct and certify Quality Assurance and Quality Control review of all design documents.
- 5.4 Furnish five (5) hard copies of the Bid Documents which will be signed and sealed by the CONSULTANT. All design data and drawings will also be delivered on DVD or CD ROM formatted to .DWF and .DWG utilizing AutoCAD and searchable PDF, or other formats as agreed to by CONSULTANT and OWNER. All specifications and other documents shall be delivered on DVD or CD ROM, searchable PDF format, a single Microsoft Word document. The bid form will be provided in Excel.

Task 7 – Bid Phase Services

During the bidding phase of the Project, CONSULTANT will:

- 7.1 Provide input for the agenda and attend the pre-bid meeting.
- 7.2 Receive, evaluate and log all bidder written inquiries from OWNER. Prepare and issue addenda responses as required and agreed with the OWNER'S Project Manager including any required revisions to construction plans and specifications for the PROJECT in support of addenda.

FEE

The CONSULTANT will perform the scope of work in Tasks 1 described herein for a lump sum of \$27,960.00. Fees will be billed on a monthly, percent complete basis. A summary describing the services performed shall be provided with each invoice.

Task No.	Task	Fee
1	Project Management	\$600
4	100% Design Phase	\$9,780
5	Bid Documents	\$15,380
7	Bid Phase Services	\$2,200
	TOTAL LUMP SUM	\$27,960

SCHEDULE

The updated design documents will be completed 4 weeks from notice to proceed.