

## Information for Town Council Meeting on March 8, 2022

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving a Change Order to the Award of Engineering Design Services to Mock-Roos and Associates for the D-8 Stormwater Pump Station and the E-5 Wastewater Pump Station for an Additional Amount of \$23,858 against the Original Resolution 150-2019; **Resolution No. 038-2022**

DATE: 24 February 2022

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approve Resolution No. 038-2022, Approving a Change Order to the Award of Engineering Design Services to Mock-Roos and Associates for the D-8 Stormwater Pump Station and the E-5 Wastewater Pump Station in the Amount of \$23,858.

### **SUMMARY EXPLANATION/BACKGROUND**

When the original Resolution No. 150-2019 was put forth, the established contingency was incorrectly calculated at 5%. For construction projects, the contingency is generally established at 10% to 15% depending on the complexity of the project.

Mook-Roos and Associates submitted a change order request for the E-5 Wastewater Pump Station Rehabilitation in the amount of \$14,960. Mock-Roos additionally submitted a change order request for the D-8 Stormwater Pump Station Rehabilitation in amount of \$8,898.

The requested Change Order Amount of \$23,858 will address the underfunded project budget.

The original PO number for E-5 was 200487 with an initial PO Amount of \$39,764. The original PO for D-8 was 200486 with an initial PO Amount of \$144,671.

### **FISCAL IMPACT/FUNDING SOURCE**

Funding for the Design and Bid Phase of Engineering Services of the noted projects is contained within the Pay As You Go Capital Improvement Fund.

**USER DEPARTMENT CONCURRENCE**

The Public Works Department is in full concurrence with this recommendation.

**DUE DILIGENCE**

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues.

**TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: H. Paul Brazil, P.E., Director of Public Works  
Patricia Strayer, P.E., Town Engineer  
Jason Debrincat, P.E. Senior Project Engineer