

PORT ST. LUCIE CITY COUNCIL  
AGENDA ITEM REQUEST

COUNCIL ITEM 7B  
DATE 12/10/12

Meeting Date: December 10, 2012

Public Hearing  Ordinance  Resolution  Motion

Item: Contract #20120044 CO #1 - City Impact Fee Study

Recommended Action: Approval of Change Order #1 with TischlerBise, Inc to perform an Impact Fee Study for the City in the amount of \$70,500.00 inclusive of all reimbursable expenditures. Change Order #1 requests a time extension of ninety seven (97) calendar days. The new Contract period is two hundred seventeen (217) calendar days.

Exhibits: Department memo attached [ X ] yes [ ] no

Summary Explanation/Background Information: An E-RFP was sent out on April 20, 2012 soliciting proposals from firms to perform an Impact Fee Study for the City. The award was made to the firm of TischlerBise, Inc. on July 9, 2012 with a contract period of one hundred twenty (120) calendar days. This Change Order does not require funding but does involve a time extension of ninety seven (97) calendar days to allow the consultant time to receive direction from the City Manager concerning the selection of impact fee methodologies and conduct the required public meetings. The Planning and Zoning Department has reviewed the Change Order and recommends City Council approval.

Funds are available in the Road C.I.P Fund.

Expenditure: \$0.00 and 97 calendar days

Department requests expenditure from the following:

Fund	304	Road C.I.P. Fund
Cost Center	4105	Public Works Administration
Object Code	531000	Professional Services
Project	00000	n/a

Director of OMB concurs with award: 

City Manager concurs with award: 

Department requests -0- minutes to make a presentation.

Submitted by: Daniel Holbrook

Date Submitted: 11/30/2012

Title: Planning & Zoning Director

**RECEIVED**

NOV 30 2012

Assistant City Manager's Office

**CHANGE ORDER**

No.: Change Order # 1

PROJECT:	City of Port St. Lucie	DATE OF ISSUANCE:	<u>30-Nov-12</u>
OWNER:	City of Port St. Lucie 121 SW Port St. Lucie Boulevard Port St. Lucie, Florida 34984	OWNER's Project No.:	<u>20120044</u>
CONTRACTOR:	TischlerBise 4701 Sangamore Rd. Suite S240 Bethesda, MD 20816	ENGINEER:	<u>N/A</u>
		ENGINEER's Project #	<u>N/A</u>
CONTRACT FOR:	Impact Fee Study		

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

Description: City of Port St. Lucie Contract No. 20120044

Purpose of Change Order:

1. Extend expiration date from 12/4/12 to 3/11/13
2. All other contract provisions / addenda remain in full force and effect.

Please see attached Document of Changes.

See Attached Memos & Price Proposals

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIME:
Original Contract Price \$ <u>70,500.00</u>	Original Contract Time <u>120</u> days or date
Previous Change Orders No. 0 through 1 \$ <u>-</u> none	Net change from previous Change Orders <u>0</u> days
Contract Price prior to this Change Order \$ <u>70,500.00</u>	Contract Time prior to this Change Order <u>120</u> days or date
Net Increase (Decrease) of this Change Order \$ <u>-</u> none	Net Increase (Decrease) of this Change Order <u>97</u> days
Contract Price with all approved Change Orders \$ <u>70,500.00</u>	Contract Time with all approved Change Orders <u>217</u> days or date

APPROVED:  
  
by \_\_\_\_\_  
City Manager

APPROVED:  
  
by \_\_\_\_\_  
Consultant



*City of Port St. Lucie  
Planning and Zoning Department  
Memorandum*

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**TO:** JEFF BREMER, ASSISTANT CITY MANAGER  
**FROM:** DANIEL HOLBROOK, AICP, DIRECTOR OF PLANNING AND ZONING  
**RE:** IMPACT FEE UPDATE CONTRACT (#20120044) – CHANGE ORDER  
**DATE:** NOVEMBER 29, 2012

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This memorandum is requesting that the subject contract be extended for 97 days. The change order should be sent to the City Council for their consideration of the matter. This extension is being requested by staff to afford the consultant the appropriate time to receive direction from the City Manager concerning the selection of impact fee methodologies and then complete any remaining contractual tasks. A meeting with the City Manager and the consultant has been scheduled on December 5<sup>th</sup> to discuss impact fee methodologies. Following the meeting the consultant will need to complete the study and then attend and conduct the required public meetings. Should you have any questions, please don't hesitate to call.

Thank you.

Attachment

cc: Dave Pollard, OMB Director