



ENGINEERS  
SURVEYORS  
PLANNERS

September 18, 2023  
PN: 071690013

Ms. Basia Baster, Engineer II  
Charlotte County Utilities  
3100 Loveland Boulevard  
Port Charlotte, FL 33980

Dear Ms. Baster:

I am in receipt of your emails addressed to Allison Dugan of McKim & Creed dated 9/13/2023, wherein you indicate you are rejecting our two most recent invoices (#204883 and #203393) and are requesting a fee reduction due to the elimination of LS 813 design from the work order. Please note that the original fee was based on the assumption that both sites were to be designed concurrently as one set of contract documents. Therefore, eliminating one of the sites does not equate to 50% of the design services since some of the documents and associated services, including bid evaluations, shop drawing reviews, etc., are still needed for LS 323.

Also, McKim & Creed had proceeded with 60% design for LS 813 before it was eliminated from the project. In addition, we were requested to provide additional data collection and site plan analysis for the LS 813 site due to the County's inability to secure the property from the homeowners association. This included an additional site visit and multiple site plan variations in an attempt to either rehabilitate the existing pump station in place or rebuild it within the existing alley/easement. In addition, we have incurred additional project management costs due the project schedule extensions and coordination related to the FEMA generator project.

Per your request, we have reviewed the scope changes in relation to our fee estimate and propose the below reductions in fees:

Task No. and Description	Contract Fee	Proposed Change	Proposed Updated Fee
1-Project Management	\$16,022.00	\$0.00	\$16,022
2-Data Collection	\$12,564.00	\$0.00	\$12,564

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<b>Task No. and Description</b>	<b>Contract Fee</b>	<b>Proposed Change</b>	<b>Proposed Updated Fee</b>
3-Lift Station and Force Main Design Services	\$114,917.00	(\$3,822)	\$111,095
4-Permitting and Bidding Phase Services	\$26,991.00	(\$2,251)	\$24,740
5- Construction Phase Services	\$29,231.00	(\$4,270)	\$24,961
<b>TOTAL</b>	<b>\$199,725.00</b>	<b>(\$10,343)</b>	<b>\$189,382</b>

Based on these proposed changes, We are in agreement to issue a change order to reduce the overall fee estimate from \$199,725 to \$189,382.

Finally, we respectfully request that you release Invoices 204883 and 203393 for payment as we proceeded in good faith with these services based on County direction.

Should you have any questions regarding this matter, please contact me.

Sincerely,

McKim & Creed, Inc.

**Kevin L. Higginson**  
Digitally signed by Kevin L. Higginson  
Date: 2023.09.18 16:55:56 -04'00'

Kevin Higginson, P.E.  
Project Director