

**AMENDMENT #1 TO
CONTRACT NO. 2018000307
BETWEEN CHARLOTTE COUNTY
AND
SOUTHWEST ENGINEERING & DESIGN, INC.
FOR
SIDEWALK DESIGN – DORCHESTER STREET**

THIS AMENDMENT #1 to Contract No. 2018000307 is made by and between CHARLOTTE COUNTY, a political subdivision of the State of Florida, 18500 Murdock Circle, Port Charlotte, Florida 33948-1094 (hereinafter the "County") and SOUTHWEST ENGINEERING & DESIGN, INC., 660 Charlotte Street, Suite 8, Punta Gorda, Florida 33950 (hereinafter the "Consultant").

WHEREAS, on August 27, 2018, the parties entered into Contract No. 2018000307 (the "Contract"), to provide design services for the Dorchester Street Sidewalk Design Project (the "Project"); and

WHEREAS, the County desires to change certain Project Services to provide for design, bidding and construction services in two phases, Phase 1 and Phase 2, and the Consultant desires to perform these additional tasks; and

WHEREAS, the Consultant has been providing, and is capable of continuing to provide, the necessary Project services.

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payment hereinafter set forth, County and Consultant agree to amend the Contract as follows.

ARTICLE I
COMPENSATION / SERVICES

1.1. The following provisions of this Amendment, and **Exhibits A and B**, Scope of Services and Schedule, attached hereto, are specifically incorporated into and made a part of the Contract.

1.2. The Scope of Services for the Project is hereby amended as described in **Exhibit A**, and this Amendment, to include separating the current design, bidding and construction phase into two phases.

1.3. The County shall pay Consultant for these services an amount not to exceed Twenty-Five Thousand Six Hundred Twenty Dollars and no cents (\$25,620.00), as described in **Exhibit A**, attached.

1.4. The Project Schedule is modified in accordance with **Exhibit B**, attached.

ARTICLE II
MISCELLANEOUS

2.1. The effective date of this Amendment is the date on which it is signed by both parties.

2.2. Any terms used in this Amendment shall have the same meanings and definitions as they have in the Contract.

2.3. All other provisions of the Contract not in conflict with this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have affixed their signatures on the dates written below.

WITNESS:

**SOUTHWEST ENGINEERING & DESIGN,
INC.**

Signed By: _____

Signed by: _____

Print Name: _____

Print Name: _____

Date: _____

Title: _____

Date: _____

**BOARD OF COUNTY COMMISSIONERS OF
CHARLOTTE COUNTY, FLORIDA**

ATTEST:

Roger D. Eaton, Clerk of Circuit
Court and Ex-Officio Clerk to the
Board of County Commissioners

By: _____
Christopher G. Constance, Vice Chairman

Date: _____

By: _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By:  _____
Janette S. Knowlton, County Attorney
LR24-0181 

Exhibits:
Exhibit A – Scope of Services

EXHIBIT A

SCOPE OF SERVICES

**For
Charlotte County Public Works
Re-design-Dorchester Street Sidewalks
Change Order No. 1 to Contract No. 2018000307**

**Prepared By:
Southwest Engineering and Design, Inc.**

January 29, 2024

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A. PROJECT OVERVIEW

PROJECT DESCRIPTION AND LIMITS

The work tasks will include the separating the current design into 2 phases. Phase 1 will be from Midway Boulevard to Peachland Boulevard and Phase 2 will be from Peachland Boulevard to Bachmann Boulevard then down to Atwater Street. It is the intent of this change order to separate the current 100% plans into two construction phases with separate Bid documents including quantities and Bid Tab and Construction Services for each phase.

EXISTING CONTRACT TERMS AND CONDITIONS

All work tasks for this change order will be subject to the same terms and conditions as the original contract except for added scope of services and additional fees.

B. WORK TASK DESCRIPTIONS

TASK 1.00 PROJECT COMMON TASKS

The CONSULTANT will provide a Project Manager and staff to administer the professional services, general administration and coordination of the project. These work tasks include the following:

Task 1.01 PROJECT MANAGER

The CONSULTANT will designate a Project Manager for administration and coordination of the project with the COUNTY. The Project Manager will be responsible for the execution of directives from the COUNTY, and will render written responses to requests for information. The Project Manager will submit deliverables and required progress reports to the COUNTY Public Works Department designated Project Manager, together with any supporting documentation and an invoice for the previous month's completed work. All clerical work is included under this work task.

Task 1.02 MEETINGS

The CONSULTANT will attend the scheduled progress meetings with the COUNTY. Meetings will include review of 100% plan set for each phase. This work task includes 2 progress meetings one for each phase of the project:

- | | |
|-------------------------------|---------|
| 1. County – Progress Meetings | Two (2) |
|-------------------------------|---------|

The CONSULTANT will prepare agendas and record minutes for all meetings.

Task 1.0 Deliverables:

Invoice support documentation
Copies of meeting minutes and or Sign-In-Sheet

TASK 2.00 FINAL CONSTRUCTION PLANS (100%), BIDDING AND CONTRACT DOCUMENTS

Once the final plans have been approved by the COUNTY, the CONSULTANT will provide a final schedule of values and technical specifications to the COUNTY. This task will include the following:

Task 2.01 Final Construction Plans (100%)

The CONSULTANT will provide final construction plans consisting of the following items:

- a) Sidewalk Design Plans.
- b) Utility Plan Adjustments.
- c) Conceptual Maintenance of Traffic

Task 2.02 Engineer's Schedule of Values

The CONSULTANT will provide a final schedule of values detailing each pay item as to cost and quantity. The cost summary will be formatted to COUNTY standards for their use in the bid solicitation process.

Task 2.03 Technical Specifications

The CONSULTANT will provide a summary list of technical specifications noted in the construction plan set. The technical specifications will call out the use of standard FDOT and Charlotte County Utilities specifications and standards along with any modification to the standard specifications.

Task 2.0 Deliverables:

2 set 22 x 34 - Design Plans – signed and sealed
2 set 11 x 17 - Design Plans – signed and sealed
1 pdf 22 x 34 Format Design Plans
1 pdf 11 x 17 Format Design Plans
Schedule of Values
Technical Specifications

TASK 4.00 ADVISORY SERVICES DURING BIDDING and CONSTRUCTION SERVICES

After approval of construction plans and bidding documents by the County, the consultant shall perform the following services for each phase of the project:

Task 4.01 Pre-Bid and Pre-Construction Meetings

Attend and participate with the County in conducting a Pre-Bid Meeting and Pre-Construction Meeting. Also, any required response from the Engineer of Record from RFI's during the bidding and procurement phase.

Task 4.02 Shop Drawings

Consultant will do a full shop drawing review for conformance with the design concept of the project and compliance with the contract documents. Also determine the acceptability, subject to County or other utility agency approval, of substitute materials and equipment proposed by contractors. In regards to CCUD, there is an acceptable products list from acceptable suppliers. Consultant will confirm the material submittals will be in compliance to this list. Deliverable will be in electronic PDF format to the County Project Manager.

Task 4.03 Project Completion and Record Drawings

Provide certification of substantial completion as required by project permits including Charlotte County Public Works, Charlotte County Utility Department, and the Southwest Water Management District. As-Built drawings will be supplied by the Contractor and signed and sealed by the appropriate service provider. CONSULTANT will be responsible for assembling and applying for SWFWMD Transfer of Operations (Record Drawings) and Charlotte County Public Works, Charlotte County Utility Department close-out documentation.

Task 4.04 Record Drawings Charlotte County Utilities Department

Upon receiving completed of an approved As-Builts from the contractor the CONSULTANT will be responsible for assembling and submitting the Record Drawings to Charlotte County Utility Department for close-out documentation.

Task 4.0 Deliverables:

Correspondence as requested
 Pre-Bid and Pre-Construction Meeting Sign-In Sheet
 Shop Drawings Correspondence
 Record Drawing Submittal to Agencies

Task 5.0a Permit Fees (This Task is 100% Complete)

Task 11.0 Miscellaneous Engineering Services (From Original Contract)

Only upon request from the County PM, CONSULTANT will perform miscellaneous engineering services related to the project not anticipated in the above Scope of Services. These will be invoiced by time and material, not to exceed.

C. Change Order No. 1 Task Fee Summary

Task Description	Basis of Payment	Deduct Amount	Add Amount	Existing Amount Remaining	New Remaining Total
Task 1 - Admin and Meetings	Not -to-Exceed	\$125.00		\$1,125.00	\$1,000.00
Task 5a Permit Fees	Not -to-Exceed	\$2,900.00		\$2900.00	\$0.00
Task 9 - Final Construction Plans (100%), Bidding and Contract Documents	Not -to-Exceed		\$3,500.00	\$0.00	\$3,500.00
Task 10 - Advisory Services During Bidding and Construction Services	Not -to-Exceed		\$10,600.00	\$7,900.00	\$18,500.00
Task 11 – Miscellaneous Engineering Services (From Original Contract)	Not -to-Exceed			\$2,620.00	\$2,620.00
	Total				\$25,620.00

EXHIBIT B

Dorchester sidewalk-02-15-2024

ID	Task Mode	Task Name	Predecessors	Start	Finish	Duration
1	★	DORCHESTER SIDEWALK		Tue 3/12/24	Tue 4/30/24	36 days
2	🔵➡️	Task 1.00: Notice of Proceed		Tue 3/12/24	Tue 3/19/24	6 days
3	🔵➡️	Task 1.02: Meetings		Wed 3/20/24	Tue 4/23/24	5 wks
4	★	Task 2.00: Final Construction Plans (100%) and Bidding and Contract Documents		Tue 3/19/24	Thu 4/25/24	28 days
5	★	Task 2.01 Final Construction Plans (100%)		Wed 3/20/24	Wed 4/17/24	3SS
6	🔵➡️	Task 2.02 Engineer's Schedule of Values		Thu 4/18/24	Fri 4/19/24	5
7	🔵➡️	Task 203: Technical Specifications		Mon 4/22/24	Wed 4/24/24	6
8	★?	Task 4.00 Advisory Services During Bidding and Construction				TBD
9	★?					

