



St. Johns County Board of County Commissioners

Purchasing Division

CONTRACT CHANGE ORDER NO: 02 to TASK ORDER No: 05

RFP No: 18-71 – Management of CDBG-DR for Hurricane Projects & Programs
Master Contract No: 18-MCC-TET-09768

Consultant: Tetra Tech, Inc.
2301 Lucien Way, Suite 120
Maitland, FL 32751

Date: March 20, 2020

Project: Change in Scope for SR 207 Supportive Housing Project Planning Services

SCOPE OF WORK:

Change Order #02 is hereby issued to increase the Contract Value of Task Order #05 by seventy-nine thousand nine hundred sixty dollars (\$79,960.00) and adding scope as follows: due to the inclusion of a development partner, which is a change in direction the County requested, Tetra Tech's level of effort in providing support for the scope change has increased; in accordance with the Master Contract, and as provided in the Consultant's proposal dated February 3, 2020 and attached hereto and incorporated herein. No extension of time is granted by this Change Order.

PAYMENT TERMS:

Table with 2 columns: Description and Amount. Rows include Original Contract Value (\$120,000.00), Net Change by previously authorized Change Orders (\$ 0.00), The (Contract Sum) prior to this Change Order (\$120,000.00), The (Contract Sum) will be increased by (\$ 79,960.00), and The (Contract Sum) including this Change Order is (\$199,960.00).

SCHEDULE:

The Contract Time will remain as provided below:
Original NTP: 01/31/2019 + 365 consecutive calendar days = 01/31/2020 Final Completion + 335 consecutive calendar days (CO#1) = 12/31/2020 Final Completion

Acceptance of this Change Order shall constitute a modification to the Task Order No: 05 and shall be performed in accordance with all of the same terms and conditions of the Master Contract. The adjustment, if any, to the Master Contract shall constitute a full and final settlement of any and all claims arising out of or related to the Changes set forth herein, including claims of impact and delay costs. This Contract Change Order is not valid until signed by the County and the Consultant.

Tetra Tech, Inc.

Representative Signature: [Signature]
Printed Name & Title: Jonathan Burgiel, Business Unit President
Date: May 6, 2020

St. Johns County, Florida

Representative Signature: [Signature]
Printed Name & Title: Leigh A. Daniels, CPPB, Assistant Purchasing Manager
Date: 5/11/20

ST JOHNS COUNTY

MAY 08 '20

PURCHASING

All terms and conditions of the above-referenced contract dated October 22, 2018 remain in full force and effect. All invoices must reference Task Order #05. By approving this task order, the SJC Dept is certifying the availability of funds for this. Do not approve/process this task order until funds are available in the appropriate line item



February 3, 2020

Joseph Giammanco  
Disaster Recovery Grant Director  
St. Johns County Board of County Commissioners  
500 San Sebastian View  
St. Augustine, FL 32084

**Subject: 18-71 Management of CDBG-DR of Hurricane Projects & Programs  
Task Order #5: SR 207 Supportive Housing Project Planning Services  
Change Order #2**

Dear Mr. Giammanco,

Enclosed is the proposal for Tetra Tech to increase the funding and revise the term of the project to Task Order #5: SR 207 Project Planning Services. The following pages describe the changes to Task Order #5.

We appreciate the opportunity to expand the project. For questions regarding this proposal, please feel free to contact me or one of the representatives listed below.

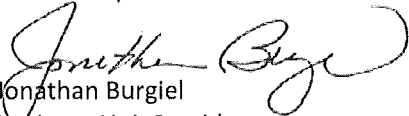
Contractual representative:

Ms. Betty Kamara  
2301 Lucien Way, Suite 120  
Maitland, FL 32751  
Phone: (321) 441-8518  
Fax: (321) 441-8501  
E-mail: [betty.kamara@TetraTech.com](mailto:betty.kamara@TetraTech.com)

Technical representative:

Mr. Roger Leonard  
500 San Sebastian View  
St. Augustine, FL 32084  
Phone: (904) 209-1281  
Fax: (321) 441-8501  
E-mail: [roger.leonard@tetrattech.com](mailto:roger.leonard@tetrattech.com)

Sincerely,  
**Tetra Tech, Inc.**

  
Jonathan Burgiel  
Business Unit President

TDR Division  
2301 Lucien Way Suite 120, Maitland, Florida  
Tel (321) 441-8500 Fax (321)441-8501 [tetrattech.com](http://tetrattech.com)

### **Scope of Work**

Due to the inclusion of a development partner, which is a change in direction the County requested. Tetra Tech's level of effort in providing support for the scope change noted below has increased; which necessitates a change order (see below for the cost change). The below updated scope of work will replace the current scope of work in its entirety.

### **SR 207 Supportive Housing Project Planning Services**

St. Johns County would like to commit CDBG-DR funding to the development of a new affordable housing project, public service center, and disaster shelter for situational homeless populations with the support of a Development Partner. The development partner will be chosen through a public procurement Request for Bid (RFP) which will assess for past work on HUD projects of a similar nature, construction and project management capacity, construction acumen, and financial proposal to insure the adequacy of performance. Additionally, the Development Partner will provide a plan of project management to lease-up and management of the facilities for the full period of affordability or as agreed to with the St Johns County CDBG-DR Office. The project will consist of two 80-Unit buildings, built upon two separate sites as defined in the RFP process and contractor thereby defined. Consideration will be afforded in the Development Partner's submission to the site owned by the Salvation Army located on SR 207 or State Road 207. The awarded Firm(s) shall be responsible for performing or causing to be performed, site selection and preparation, obtaining HUD environmental clearance, design, permitting and construction of each facility in accordance with all applicable local, state, federal laws, rules, ordinances, codes, and guidelines pertaining to the development of multifamily affordable housing properties in St. Johns County. This new facility will provide affordable housing for low-to-moderate income (LMI) qualified households. The service center will be designed to provide services which primarily serve and benefit LMI populations and functions as an emergency shelter for homeless population during disasters and related emergency events IAW accepted "Red-Cross" standards.

St. Johns County proposes to develop approximately eighty (80) units of new construction rental housing serving people who earn 80% or less area median income based on household size. As part of this development, the County is proposing to develop an integrated social services public facility serving Low and Moderate-Income Populations.

### **Project Timeline**

The term of the task order shall continue through June 27, 2020. The term may be extended upon written approval by both parties.

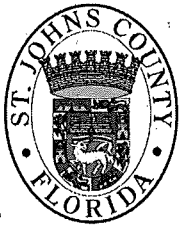
### **Project Cost Proposal**

The fee for the services under this task order will increase by \$79,960 from \$120,000 to \$199,960. Exhibit 1 below outlines the changes in staff positions and level of effort for the services requested within this change order. Exhibit 2 below outlines the updated anticipated staff positions and level of effort for the services under Task Order #5.

**Exhibit 1: Level of Effort Changes**

<b>Position Description</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Estimated Cost</b>
Subject Matter Expert	+218	\$175	\$38,150.00
Project Manger	+204	\$150	\$30,600.00
Assistant Project Manager	+199	\$135	\$26,865.00
Analyst/Planner	-10	\$125	(\$1,250.00)
Cost Estimator	-56	\$115	(\$6,440.00)
Inspector	-36	\$85	(\$3,060.00)
Administrative Specialist	-8	\$45	(\$360.00)
Estimated Labor			\$84,505.00
Estimated Expenses			(\$4,545.00)
<b>Estimated Total</b>			<b>\$79,960.00</b>

*The estimated NTE amount does not represent the actual cost of the project. If, during the performance of the work, it is determined additional funding is required in order to complete the project, Tetra Tech and the County will mutually agree on a new/revised estimated cost and Tetra Tech will not proceed without written authorization from an authorized representative of the County.*



## St. Johns County Board of County Commissioners

Purchasing Division

May 11, 2020

Tetra Tech, Inc.  
2301 Lucien Way, Suite 120  
Maitland, FL 32751

RE: St. Johns County RFP 18-71 – Management of CDBG-DR for Hurricane Projects & Programs  
Change Order # 02 to Task Order # 05 – Change in Scope of SR 207 Supportive Housing Project  
Planning Services

Mr. Burgiel,

Enclosed please find a fully executed original copy of the above referenced Change Order.

Should you have any questions, please call April Bacon at 904-209-0160 or email [abacon@sjcfl.us](mailto:abacon@sjcfl.us).

Thank you for doing business with St. Johns County.

Sincerely,  
St. Johns County, FL  
Purchasing Department

A handwritten signature in cursive script, appearing to read "Leigh A. Daniels".

Leigh A. Daniels, CPPB  
Assistant Purchasing Manager  
(904) 209-0154 – Direct  
(904) 209-0155 – Fax  
[ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)

cc: SJC Minutes and Records  
SJC Purchasing RFP 18-71 – Tetra Tech, Inc. Master Contract File