



# Contract Amendment Form

## Project Information

<i>Project Manager</i> Truman D. "Trip" Sharp, III	<i>Department</i> Public Works / Engineering	<i>Date</i> 6/6/2019
<i>Project Name</i> STAC Phase IV - Beautification		<i>PMO Project Number</i> EN18000102
<i>Work Order Number(s)</i>	<i>Amendment Number</i> 02	<i>Purchase Order Number</i> 21803308
<i>Funding Account Number(s)</i> 222-460-4600	<i>Contracting Company/Vendor</i> Richard C Lambert Consultants	<i>Council District(s)</i> Dist 11

## Tabulation Information (if applicable)

Original PO / Contract Amount	\$ 220,461.50
Previous Amendment Total	\$ 0.00
Sub-Total	\$ 220,461.50
This Amendment Amount	\$ 178,450.00
Revised PO / Contract Total	\$ 398,911.50

## Request

*Project Manager's description, explanation, and costs of the proposed amendment:*

See attached Exhibit A

## Approvals

Attach the Capital Project Request Form and upload all the documents to the contract management system.

<i>Project Manager</i> 	<i>Date</i> 6/2/19
<i>STP Department Director</i> 	<i>Date</i> 6-10-19
<i>Grants Department (if applicable)</i> 	<i>Date</i> 6/13/19

JUN 10 2019

## Exhibit A

The Parish requires Amendment #2 for Contract # 18-016 between the Parish and Richard C Lambert Consultants LLC, in regards to the Contract for Professional Services for STAC Phase IV - Beautification project. The Parish is amending the Contract, as follows:

St. Tammany Parish requested that STAC Phase IV – Beautification be split into two smaller projects; one for site work and the second for landscaping and amenities. This was done in order for the landscaping to be done during the planting season, after the site work was completed. The items below are being amended or added to compensate the Provider for the additional services involved.

**Task 2 – Landscape Design:** This task is being increased to compensate the Provider for the additional design work that was previously the responsibility of the Parish. The cost is being increased by \$5,400.00 bringing the new total for this task to \$10,125.00. —

**Task 3 – Irrigation System Design:** This task is being increased to compensate the Provider for the additional design work that was previously the responsibility of the Parish. The cost is being increased by \$1,880.00 bringing the new total for this task to \$6,605.00. —

**Task 10 – Meetings:** This task is being increased to compensate the provider for costs associated with having a second construction project with a similar duration to the first. This task is being increased by \$11,070.00 bringing the new total for the task to \$22,140.00. —

**Task 11 – Construction Engineering and Inspection Services:** This task is being increased to compensate the provider for costs associated with having a second construction project with a similar duration to the first. This task is being increased by \$145,365.00 bringing the new total for the task to \$290,730.00. —

**Task 12 – Bidding for new phase:** This task is being created to compensate the provider for costs associated with drafting documents necessary for bidding and handling any addenda that may arise. The cost for this item is not to exceed \$5,145.00. —

**Task 13 – Drainage Study and Bio-swale Design:** This task is being created to compensate the provider for studying the use of a bio-swale, previously requested by the Parish. This task will be a lump sum of \$9,590.00. —

Under the previous Contract and its Amendments of the contract, the Contractor's Compensation was a total of \$220,461.50. These added services will increase the compensation by \$178,450.00. Therefore, Amendment #2 will increase the compensation to the contractor under this contract is a new total of \$398,911.50. Payments will be made as billed by the Consultant upon completion of the work and approval by the Engineering Department.


Provider agrees to update, provide and/or substantiate all applicable policies for insurance and bonding, as is required and/or requested by the Parish. Provider likewise agrees to provide all documentation within its possession required and requested by the Parish for funding by the State or Federal Government.

# MEMO



ST. TAMMANY PARISH

PATRICIA P. BRISTER  
PARISH PRESIDENT

Date: May 15, 2019  
To: Grants  
From: Truman D. "Trip" Sharp, III   
CC: Jay Watson  
Re: STAC Phase 4 – Amendment 2 Justification

Jeanne,

During the design of St. Tammany Advanced Campus (STAC) Phase 4, the Parish decided to split the project into two projects to handle the site work now and install the landscaping and amenities at a later date. Also, some of the preliminary landscape design was going to be handled in house, but at this point the Parish doesn't have the resources available. Due to this, RCLC has submitted a request to amend their contract to compensate them for the additional design, bidding costs and CE&I involved in having two separate construction projects. I have also requested RCLC to submit the cost to study the drainage involved in the previously designed bio-swale, to confirm that the drainage structures do not cause any adverse effects to the property.

Attached you will find a cost proposal from RCLC with a breakdown of which contract items will be increased. Below are the explanations for these costs:

- **Landscape Design and Irrigation Design**– These items are being increased to compensate the consultant for the additional design work requested by the Parish. The cost is being increased by \$7,280.00 bringing the new total for these items to \$32,975. These items are consistent with the costs associated with tasks 3.3, 3.4 and 3.5 of the attached contract between Design Workshop Inc. and St. Tammany Parish, and are reasonable.
- **Meetings and Construction Engineering and Inspection** – The rates for these items have previously been justified and deemed reasonable, this amendment is adding time to account for the second project, which is expected to be of a similar duration. These items are being increased by \$156,435.00 for a new contract total of \$312,870.
- **Bidding for new phase** - This item is being added to compensate the consultant for costs associated with drafting documents necessary for bidding and handling any addenda that may arise. The costs associated with this item will be at the previously approved rates not to exceed \$5,145.00. The estimated hours for this item are well below some of our previous projects (Eddins Canal & Ben Thomas Pond).
- **Drainage Study for Bio-swale Design** – This item is being added at a lump sum rate of \$9,590.00, and represents approximately 8 acres of drainage. This cost is well below some of the previous rates associated with other projects (Eddins Canal & Ben Thomas Pond), which have ranged from \$3,000.00 per acre to \$7500.00 per acre, and therefore reasonable.

As listed above, these costs are reasonable and necessary, and should you have any questions or concerns, don't hesitate to contact me.

## CHANGE ORDER RECOMMENDATION FOR APPROVAL

### STAC Phase IV – Beautification

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#### PUBLIC BENEFIT

- **Project Description:** Design plans for site work, landscaping and CE&I on the St. Tammany Advanced Campus.
- **Clear Statement describing the work to be completed:** Provide complete, ready to bid plans for the project, and provide construction engineering and inspection during construction.
- **Need for this Change Order:** The Parish requested that the project be split into two phases. One for site work and one for landscaping and amenities. See attached justification for more details.
- **Justification for the additional or deleted work:** See attached justification.
- **Is the change outside of the current scope of work?**  Yes  No
- **Indicate how this scope is different:** N/A
- **Was an updated wage decision required?**  Yes  No
- **If an updated wage decision was required, was it communicated to the contractor?**  Yes  No  N/A
- **Time-Line for major tasks:** TBD
- **Change Order Amount:** \$178,645.00
- **Source of Funding for this Change Order:** (If an increase, insert funding source (bonds, FEMA, insurance funds, CDBG, or revolver fund as potentially permanent funding, other)
  - Costs are eligible (Completed by Grants) (see 24 CFR 570.201 – attached)**
  - Cost Analysis completed by Project Manager. Documentation used to determine cost reasonableness must be included with final document. Select documents included:**
    - Hourly/Daily rates with estimate of hours/days
    - Published rate schedules for the same activity from a state or federal program
    - Other historical cost data that has already been established as reasonable
    - Actual costs and proposed profit (provide support documentation such as payrolls, explanation of cost item, and justification for each cost item)

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#### RECORDATION

- **Is this change order more than 10% of the original contract and more than \$10,000?**  Yes  No
- **Does this change order put the total % of change orders above 20% of the original contract and is it more than \$10,000?**  Yes  No
- According to the Parish's CAO Administrative policy, all change orders are recorded with the Clerk of Court.

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#### ACTION CRITICAL

CHANGE ORDER RECOMMENDATION FOR APPROVAL

- Objective consideration of alternatives: [Describe other actions considered. If none, explain why]
- I recommend approval for the above project (If not recommending for approval, please indicate a reason below, and return this to the previous signatory)

ROZE Date: 6/7/19

- Approver Name  
Requested Response Date:  / / .

\_\_\_\_\_ Date: \_\_\_\_\_

- Approver Name  
Requested Response Date:  / / .



**ST. TAMMANY PARISH**

**PATRICIA P. BRISTER  
PARISH PRESIDENT**

**Department of Grants  
Cost Analysis Worksheet**

**Part I Contract Information:**

**Name of Consultant:** Richard C Lambert

**Type of Contract (professional service, material, construction, etc.):** Professional Service

**Part II Cost Analysis:**

**A: Has the grantee determined that each of the cost items listed by the contractor is:**

**The cost is allowable: (See 24 CFR 570.201 - attached)**

**Explanation of determination:**

**The cost is allocable.**

**Explanation of determination:**

**The cost is reasonable.**

**Explanation of determination:** See attached justification.

**The cost is necessary**

**Explanation of determination:** See attached justification.

**B: Costs items submitted by the Project Manager to determine cost reasonableness of the costs submitted by the contractor.**

**Hourly/Daily rate with estimate of hours/days**

**Published rates schedules for the same activity from a state or federal program**

**Other historical cost data that has already been established as reasonable**

**Actual Costs and proposed profit (provide support documentation such as payrolls, etc., explanation of cost item, and justification for each cost item checked below).**

Personnel Costs: \$ \_\_\_\_

Travel Costs: \$ \_\_\_\_  
Details:

Supply Costs: \$ \_\_\_\_  
Details:

Equipment Costs: \$\_  
\_\_\_\_\_  
Details:

Other Direct Costs: \$ \_\_\_\_  
Details:

Indirect Costs: \$\_  
\_\_\_\_\_  
Details:

Proposed Profit \$ \_\_\_\_  
Details:

Supply Costs \$\_  
\_\_\_\_\_

**ST. TAMMANY ADVANCED CAMPUS - PHASE 4  
Amendment No. 1  
ST. TAMMANY PARISH, LOUISIANA**

RCLC No. 717-11  
6-Jun-19

(Includes Tasks for Preliminary and Final Design, Bidding, Construction Administration and Construction Observation)

**Projected Manhour Breakdown**

TASK 1	TASK DESCRIPTION	PRINCIPAL	SENIOR ENGINEER & LANDSCAPE ARCHCITECT	PROJECT ENGINEER & LANDSCAPE ARCHCITECT	CAD TECHNICIAN/ LAND. ARCH. INTERN	CONST OBSERVER	CLERICAL	TOTAL
		\$225.00	\$185.00	\$125.00	\$80.00	\$75.00	\$50.00	COSTS
1	Survey Services - Sub-consultant Breakdown attached							\$ 6,636.50
2	Landscaping Design	1	12	24	56	-	4	\$ 10,125.00
3	Irrigation System Design	1	8	12	40	-	4	\$ 6,605.00
4	Site Furnishings	-	8	16	18	-	4	\$ 5,120.00
5	Monument Signs	1	20	18	40	-	6	\$ 9,675.00
6	Street Lighting (Coordinate with Utility Providers)	2	32	8	12	-	2	\$ 8,430.00
7	Lot Filling (EOC Site)	1	8	12	32	-	4	\$ 5,965.00
8	Land Clearing and Lot Filling	1	12	16	40	-	4	\$ 7,845.00
9	Miscellaneous Site Design	1	12	32	52	-	6	\$ 10,905.00
10	Meetings	4	104	16	-	-	-	\$ 22,140.00
11	Construction Engineering & Construction Observa	8	78	468	-	2,880	-	\$ 290,730.00
12	Bidding for STAC Phase IV-b	1	8	16	8	-	16	\$ 5,145.00
13	Drainage Study and Bioswale Design							\$ 9,590.00
RCLC SERVICES TOTAL MANHOURS		21.00	302.00	638.00	298.00	2,880.00	50.00	
RCLC SERVICES MANHOURLY DOLLARS		\$ 4,725.00	\$ 55,870.00	\$ 79,750.00	\$ 23,840.00	\$ 216,000.00	\$ 2,500.00	\$ 398,911.50



# **RICHARD C. LAMBERT CONSULTANTS, L.L.C.**

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June 6, 2019

Truman Sharp, III  
Project Manager  
St. Tammany Parish  
21490 Koop Drive  
Covington, LA 70471

**SUBJECT: St. Tammany Advanced Campus - Phase IV  
Amendment No. 1  
RCLC No. 717-11**

Dear Mr. Sharp:

Richard C. Lambert Consultants, LLC (RCLC) was directed to split Phase IV of the St. Tammany Advanced Campus project into two projects which will each require their own bidding and construction services. The first project which started construction on May 13, 2019 involves Tasks 1, 6, 7, 8, 9, 10 and 11 from the original contract. The second project will involve Tasks 2, 3, 4, 5, 10, 11 and 12. This amendment will add contract time and fees required to complete the second project by adding hours to Tasks 10 and 11 at the current contract rates. Hours to complete these tasks have been added to the updated Manhour Breakdown which is attached and provides a description of each task.

Since the contract was split into separate construction projects, it will require an additional bidding phase for the landscaping related work. Item 12 was added to the Manhour Breakdown to accommodate this additional bidding phase.

As part of this amendment, RCLC was requested to revise the scope of Tasks 2, 3, 4, and 5 to include design by the consultant with the consultant stamping and signing all plans and specifications related to those tasks. Per the original scope, the Landscape Architect employed by St. Tammany Parish was to design, stamp and sign the contract documents for those tasks with the consultant providing drafting, clerical and project management services. Hours have been added to those tasks to include the increase in time, effort and level of responsibility required of the consultant to design those features.

RCLC's scope was also modified to include filling in the existing detention pond by the Park and Ride and replace it with a bioswale. This requires the design of the bioswale including a drainage study to size the bioswale and corresponding outlet structures. The lump sum cost of this additional work is included in the updated Manhour Breakdown as Task 13.

**RICHARD C. LAMBERT CONSULTANTS, LLC**

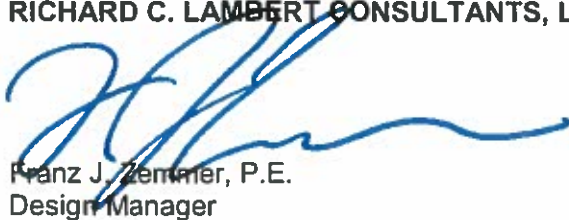
Truman Sharp, III  
June 6, 2019  
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The original contract time for this project was 18 months. Since the project has been split in two, this amendment should add another 18 months to the project.

If you have any questions or require further action on our part, please contact me.

Yours truly,

**RICHARD C. LAMBERT CONSULTANTS, LLC**



Franz J. Zentner, P.E.  
Design Manager

Attachment

*I:\File Cabinet\71711 STAC Ph 4 Landscaping\Contracts\STACph4 Amendment 1 06-06-19.doc*

**RICHARD C. LAMBERT CONSULTANTS, LLC**

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