



Contract Amendment Form

Project Information

Project Manager Truman D. "Trip" Sharp, III	Department Public Works / Engineering	Date 11/13/2020
Project Name STAC Phase IV - Beautification		PMO Project Number EN18000102
Work Order Number(s)	Amendment Number 03	Purchase Order Number 21803308
Funding Account Number(s) 222-460-4600	Contracting Company/Vendor Richard C Lambert Consultants, Inc.	Council District(s) Dist 11

Tabulation Information (if applicable)

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





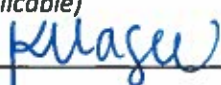
Project Manager	  <small>Digitally signed by Truman D. Sharp, III Reason: I am approving this document Date: 2020.11.16 11:14:37-06'00'</small>	Date
STP Department Director	  <small>Digitally signed by Jay B. Watson Reason: I am approving this document Date: 2020.11.16 15:30:35-06'00'</small>	Date
Grants Department (if applicable)		Date 12/15/2020

Exhibit A

The Parish requires Amendment #3 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:

Task 2 – Landscape Design: This task is being increased to compensate the Provider for the additional design work. The Parish initially instructed the provider to design the landscaping using similar materials as used in the subdivision the property is located. Over time it has become evident that some of those materials are not suited to the existing conditions and the Parish has requested updating the design to used materials that will be better suited to the area and easier to maintain. The cost is being increased by \$7,940.00.00 bringing the new total for this task to \$18,065.00.

Task 3 – Irrigation System Design: This task is being increased to compensate the Provider for the additional design work related to the design revisions listed in Task 2. The cost is being increased by \$4,505.00 bringing the new total for this task to \$11,150.00.

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 \$10,140.00 bringing the new total for the task to \$32,280.00.

Task 11 – Construction Engineering and Inspection Services: The amounts increased in the above listed tasks are being deducted from this task. This task is being reduced by \$22,625.00, bringing the new total for this task to \$268,105.00.

Contract Term: This amended contract term is set to expire on December 31, 2020. This amendment will extend this contract term through December 31, 2022.

Under the previous Contract and its Amendments of the contract, the Contractor's Compensation was a total of \$398,911.50. These added services will increase the compensation by \$0.00. Therefore, Amendment #3 will not change the compensation to the contractor under this contract. 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.

ST. TAMMANY ADVANCED CAMPUS - PHASE IV
Amendment No. 3
ST. TAMMANY PARISH, LOUISIANA

RCLC No. 717-11
 13-Nov-2020

Includes Tasks for Preliminary and Final Design, Bidding, Construction Administration and Construction Observation
 REDISTRIBUTION OF FEES TO REDESIGN LANDSCAPING & IRRIGATION SYSTEM


Projected Manhour Breakdown

TASK #	TASK DESCRIPTION	PRINCIPAL \$225.00	SENIOR ENGINEER & LANDSCAPE ARCHITECT \$185.00	PROJECT ENGINEER & LANDSCAPE ARCHITECT \$125.00	CAD TECHNICIAN/ LAND. ARCH. INTERN \$80.00	CONST OBSERVER \$75.00	CLERICAL	TOTAL COSTS
1	Survey Services - Sub-consultant Breakdown attached						\$50.00	\$ 6,636.50
2	Landscaping Design	1	22	42	104	-	4	\$ 18,065.00
3	Irrigation System Design	1	18	19	64	-	2	\$ 11,150.00
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	140	40	6	-	-	\$ 32,280.00
11	Construction Engineering & Construction Observation	8	78	509	-	2,510	-	\$ 268,105.00
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	358.00	728.00	376.00	2,510.00	48.00	
RCLC SERVICES MANHOUR DOLLARS		\$ 4,725.00	\$ 66,230.00	\$ 91,000.00	\$ 30,080.00	\$ 188,250.00	\$ 2,400.00	\$ 398,911.50

Redistributed fees for Tasks 2, 3, 10 and 11 to redesign Landscaping and Irrigation System are shown in bold print. This amendment does not change the Total Fee.

SURV

CHANGE ORDER RECOMMENDATION FOR APPROVAL

 Digitally signed by Truman D. Shepp, II
Reason: I am the author of this document
Date: 2020.11.16 11:13:44-06'00'

STAC Phase IV – Beautification

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 originally had this project designed to match existing landscaping used throughout the subdivision. However, over time it appears that these materials are not suited to the site conditions and are not thriving. This change order is to compensate the provider for redesigning the landscaping, incorporating new species of plants that are better suited to the area.
- **Justification for the additional or deleted work:** This is a no cost change order, as there seemed to be a surplus of funding in the inspection services item.
- **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:** \$0.00
- **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)

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

Prepared By:

12.12.2016 Version

CHANGE ORDER RECOMMENDATION FOR APPROVAL

- According to the Parish's CAO Administrative policy, all change orders are recorded with the Clerk of Court.

ACTION CRITICAL

- **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)*

_____ Date: _____

- Approver Name
Requested Response Date: / / .

_____ Date: _____

- Approver Name
Requested Response Date: / / .



A handwritten signature in blue ink, appearing to be "TS".

Digitally signed by Truman D. Sharp, III
Reason: I am the author of this document
Date: 2020.11.16 11:14:05-06'00'

ST. TAMMANY PARISH
MICHAEL B. COOPER
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 \$ _

Bridget Saladino

From: Becnel, Marlet C <Marlet.C.Becnel@hud.gov>
Sent: Tuesday, November 17, 2020 12:28 PM
To: Bridget Saladino
Cc: Cage, Deborah G; Breaux, Cheryl S
Subject: RE: STAC Phase IV - Amendment 3, RCL

Good Afternoon Bridget,

Welcome aboard! 😊

In regards to your question, the Parish's internal CDBG-DR policies and procedures (financial, procurement. etc.) should dictate the process the Parish follows when internal budget modifications are made to existing CDBG-DR project. CDBG-DR grantees are required to notify HUD when minor and/or substantial amendments are in play. Substantial amendments are subject to the Parish' Citizen Participation Plan (CPP), and do require HUD review and approval. However, it appears these budget changes are not triggering minor and/or substantial amendments to this project. So, again, any budget modifications should be made in accordance with applicable policies and procedures, which should include supporting documentation.

By the way, the primary HUD contact for this grant is Deborah Cage. I'm copying her on this email so you can note her email address.

I hope this helps!

Marlet C. Becnel
Senior Community Planning and Development Representative
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
500 Poydras St., 9th Floor
New Orleans, LA 70130
(504) 671-3009

From: Bridget Saladino <BridgetS@stpgov.org>
Sent: Tuesday, November 17, 2020 10:43 AM
To: Becnel, Marlet C <Marlet.C.Becnel@hud.gov>
Subject: FW: STAC Phase IV - Amendment 3, RCL

Good Morning. I am taking over for Christie Eastman for STAC Phase IV Beautification. I am new to managing this funding, so I apologize in advance if I have a lot of questions. St. Tammany Parish is wanting to move funding from Construction Engineering and Inspection Services to Design and Meetings (per the attached page 2). Is this something you all need to approve prior to executing a change order? The overall contract amount is not changing. We are just moving it from one task to another. Thank you in advance.



Bridget K. Saladino
 Grants Project Manager
 St. Tammany Parish Government
 21454 Koop Drive, Mandeville, LA 70471
 p 985.867.5095 e bridgets@stpgov.org
www.stpgov.org

***DISCLAIMER:** "Any e-mail may be construed as a public document, and may be subject to a public records request. The contents of this e-mail reflect the opinion of the writer, and are not necessarily the opinion or policy of St. Tammany Parish Government".*

From: Truman D. Sharp III
Sent: Tuesday, November 17, 2020 10:27 AM
To: Bridget Saladino <BridgetS@stpgov.org>
Cc: Autumn J. Burke <ajburke@stpgov.org>
Subject: FW: STAC Phase IV - Amendment 3, RCL

Bridget,
 Please see attached for Grants review/approval

Regards,



Truman D. "Trip" Sharp, III
 Project Manager
 Department of Engineering
 St. Tammany Parish Government
 P.O. Box 628, Covington, LA 70434
 p 985.898.2552 e tdsharp@stpgov.org
www.stpgov.org

Disclaimer: Any e-mail may be construed as a public document, and may be subject to a public records request. The contents of this email reflect the opinion of the writer, and are not necessarily the opinion or policy of St. Tammany Parish Government.

From: Jay Watson
Sent: Monday, November 16, 2020 3:31 PM
To: Truman D. Sharp III <tdsharp@stpgov.org>; Autumn J. Burke <ajburke@stpgov.org>
Subject: RE: STAC Phase IV - Amendment 3, RCL

See attached.



Jay B. Watson, P.E.
 Parish Engineer
 Department of Engineering
 St. Tammany Parish Government
 21454 Koop Drive, Mandeville, LA 70471
 p 985.898.2552 e jwatson@stpgov.org
www.stpgov.org

DISCLAIMER: Any e-mail may be construed as a public document, and may be subject to a public records request. The contents of this e-mail reflect the opinion of the writer, and are not necessarily the opinion or policy of St. Tammany Parish Government.

From: Truman D. Sharp III
Sent: Monday, November 16, 2020 11:16 AM
To: Jay Watson <jwatson@stpgov.org>; Autumn J. Burke <ajburke@stpgov.org>
Subject: STAC Phase IV - Amendment 3, RCL

See attached for review/approval.

[Y:\PMO Common\Projects\ENGINEERING\STAC-St. Tammany Advanced Campus-2011EN0008 EN11000008\STAC Phase IV Beautification\Contracts and Agreements\Design Engineering\Amendment 3 - RCL](#)

Regards,



Truman D. "Trip" Sharp, III

Project Manager
Department of Engineering
St. Tammany Parish Government
P.O. Box 628, Covington, LA 70434
☎ 985.898.2552 ✉ tdsharp@stpgov.org
www.stpgov.org

Disclaimer: Any e-mail may be construed as a public document, and may be subject to a public records request. The contents of this email reflect the opinion of the writer, and are not necessarily the opinion or policy of St. Tammany Parish Government.

[Faint handwritten notes or signatures]