



Contract Amendment Form

Project Information

<i>Project Manager</i> Truman D. "Trip" Sharp, III	<i>Department</i> Engineering	<i>Date</i> 1/22/24
<i>Project Name</i> STAC Phase IV - Beautification	<i>PMO Project Number</i> EN18000102	
<i>Contract Number</i>	<i>Amendment Number</i> 05	<i>Purchase Order Number</i> 21803308
<i>Funding Account Number(s)</i> 222-460-4600	<i>Contracting Company/Vendor</i> Richard C Lambert Consultants, LLC	<i>Council District(s)</i> 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	\$ 48,050.00	
Revised PO / Contract Total		\$ 446,961.50

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.


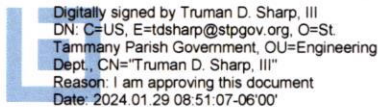

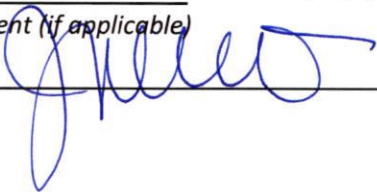
<i>Project Manager</i>			<i>Date</i>
<i>STP Department Director</i>		Digitally signed by Daniel P Hill Date: 2024.02.02 15:10:35-06'00'	<i>Date</i>
<i>Grants Department (if applicable)</i>			<i>Date</i> 02/05/2024

Exhibit A

The Parish requires Amendment No. 5 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 11 – Construction Engineering and Inspection Services: This task is being increased to account for additional man-hours needed to complete this project. This task is being increased by \$24,000.00, bringing the new total for this task to \$292,105.00.

Task 12 – Construction Engineering during Plant Maintenance Period: This task is being created to compensate the Vendor for the oversight of the maintenance of the landscaping during the establishment period after the construction has been completed. The cost for this task is \$24,050.00.

This amendment does not affect the current contract term.

Under the previous Contract and its Amendments of the contract, the Vendor's Compensation was a total of \$398,911.50. These added services will increase the compensation by \$48,050.00. Therefore, Amendment No.5 will increase the total of the contract to \$446,961.50. 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

Michael B. Cooper
Parish President

Date: January 22, 2024
To: Jeanne Marino, Director of Grants
From: Truman D. "Trip" Sharp, III, Engineering Project Manager
CC: Shelley Speed, Grants Project Manager; Daniel Hill, P.E., Director of Engineering
Re: STAC Phase IV – Beautification: RCLC contract Amendment No. 5 Justification

Jeanne,

During the construction of St. Tammany Advanced Campus (STAC) Phase IV Beautification, it was determined that there was not enough funding in the current contract to cover the necessary man-hours for Construction Engineering and Inspection for the duration of the project. There is also, no funding in place to cover the oversight of the maintenance of the landscaping during the required establishment period. The requested additional funding was determined using the average of the man-hours used since construction began, as well as, the estimated man-hours needed for the oversight of the maintenance. Attached you will find the vendor's request for this amendment. Below you will find a list of the tasks that will be added or amended:

- **Construction Engineering and Inspection** – The rates for these items have previously been justified and deemed reasonable, this amendment is adding time to cover the estimated man-hours needed to complete construction. These items are being increased by \$24,000.00 for a new contract total of \$292,105.00.
- **Construction Engineering during Plant Maintenance Period** - This task is being created to compensate the Vendor for the oversight of the maintenance of the landscaping during the establishment period after the construction has been completed. The rates for this item are the same as the previously justified rates for construction engineering. The cost for this task is \$24,050.00.

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

RICHARD C. LAMBERT CONSULTANTS, L.L.C.



January 9, 2024

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

**SUBJECT: St. Tammany Advanced Campus - Phase IV
Amendment No. 5 – Revision #2
RCLC No. 717-11**

Dear Mr. Sharp:

Richard C. Lambert Consultants, LLC (RCLC) was requested to provide an amendment that will add fees required to complete the STAC Phase 4 Beautification project by adding hours to Task 11 and create Task 14 for Construction Engineering during Plant Maintenance Period 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.

For Task 11, an additional 125 hours for the Senior Engineer and 7 hours for Landscape Architect will be needed to complete the project. The contract amount for Task 11 will now total \$292,105.00.

For Task 14, 130 hours for the Senior Engineer will need to be added to the project. The 130 hours is derived from 52 weeks at an average of 2.5 hours per week. The contract amount for Task 14 will be \$24,050.00. Amendment #5 supplement requested will total \$48,050.00, and the new total for our contract will be \$446,961.50.

The contract time for this project expires July 31, 2025, and already includes the time for the Plant Maintenance Period, and therefore does not need an extension of time.

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

Yours truly,

RICHARD C. LAMBERT CONSULTANTS, LLC

A handwritten signature in blue ink, appearing to read "F. Zemmer", is written over the company name.

Franz J. Zemmer, P.E.
Design Manager
Attachment

I:\File Cabinet\71711 STAC Ph 4 Landscaping\Contracts\Amendment #5\STACph4 Amendment 5 1-9-24.doc

RICHARD C. LAMBERT CONSULTANTS, LLC

ST. TAMMANY ADVANCED CAMPUS - PHASE 4

ST. TAMMANY PARISH, LOUISIANA

Amendment #5 - Revised

RCLC No. 717-11

9-Jan-24

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

Projected Manhour Breakdown

TASK 1	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 \$50.00	TOTAL COSTS
1	Survey Services							\$ 6,636.50
2	Landscaping Design							\$ 18,065.00
3	Irrigation System Design							\$ 11,150.00
4	Site Furnishings							\$ 5,120.00
5	Monument Signs							\$ 9,675.00
6	Street Lighting (Coordinate with Utility Providers)							\$ 8,430.00
7	Lot Filling (EOC Site)							\$ 5,965.00
8	Land Clearing and Lot Filling							\$ 7,845.00
9	Miscellaneous Site Design							\$ 10,905.00
10	Meetings							\$ 32,280.00
11	Construction Engineering & Construction Observation	8	203	516		2,510		\$ 292,105.00
12	Bidding for STAC Phase 4B							\$ 5,145.00
13	Drainage Study & Bioswale Design							\$ 9,590.00
14	Construction Engineering - Plant Maintenance Period		130					\$ 24,050.00
Original Contract Amount through Amendment #4								\$ 398,911.50
Total Supplement Requested								\$ 48,050.00
Total Contract Amount								\$ 446,961.50

CHANGE ORDER RECOMMENDATION FOR APPROVAL

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:** This Change Order is to increased the necessary man-hours for Construction Engineering and Inspection to complete the construction of the project, as well as, create an item to compensate the vendor for the oversight of the maintenance of the landscaping during the establishment period once construction has been completed.
- **Justification for the additional or deleted work:** These additional man-hours were calculated using the actual man-hours used on the project to date, along with the estimated man-hours needed during the maintenance period.
- **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:** Construction completion is estimated to be 2/29/24. The end of the required establishment period for the landscaping is 365 days after the last plant has been installed.
- **Change Order Amount:** \$48,050.00
- **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

Prepared By:

12.12.2016 Version

CHANGE ORDER RECOMMENDATION FOR APPROVAL

- 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.

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: / / .



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 \$ _