

Hernando County Board of County Commissioners
15470 Flight Path Dr.
Brooksville, FL 34604

Construction Change Order

Owner: Hernando County Board of County Commissioners

Owner's Representative:

Vendor: COASTAL ENGINEERING ASSOCIATES

Change Order No. 2

Change Order Date: 02-17-2025

Contract No. 22001069

Contract Date:

Project Description:

SEPTIC UPGRADE INCENTIVE PGM-ENG SVCS

The Project is Changed as Follows

Justification: Contract #: 21-RG0045/PH Contract Name: SEPTIC UPGRADE INCENTIVE PRG

Grant GMS#: 404

CO #: 2 is to increase funds on the PO by \$115,701.00

Increase Line 01 \$115,701.00; New Line Total \$521,501.00

Old PO Total \$405,800.00 New PO Total \$521,501.00

Dept 33504 Account 5303401 line #01 \$115,701.00

Total Addition/Deduction this Change Order: 115,701.00

The Original Contract Sum was 298,540.00

Net Change by previously authorized Change Orders: 107,260.00

The Contract Sum prior to this Change Order was 405,800.00

The Net Amount of this Change Order is: 115,701.00

521,501.00

The new Contract Sum including this Change Order will be

The Contract Time will be changed by this Change Order (Days):

The Date of Substantial Completion as of the date of this Change Order therefore is:

Vendor Name/Address:

COASTAL ENGINEERING ASSOCIATES INC
966 CANDLELIGHT BLVD
BROOKSVILLE, FL 34601

Owner or Owner's Representative:

Hernando County Commission
15470 Flight Path Dr.
Brooksville, FL 34601



Authorized Signature

Date: 2/19/2024

Chief Procurement Office

Date: _____

Distribution:

- Vendor - Original
- Purchasing & Contracts
- Finance
- Requisitioning
- Contract File

EXHIBIT "A"
Engineering Services for Septic Upgrade Incentive Program

Hernando County Septic Upgrade Incentive Program Scope of Services
Contract No. 21-RG0045/PH – Change Order # 2
November 7, 2024

BACKGROUND

The Hernando County Utilities Department (HCUD) has engaged the Coastal Team to manage a residential septic upgrade program for eligible residents located in Hernando County. The amended funding for this program shall provide 132 additional eligible enhanced septic system installations.

This program will be funded through a grant from the Florida Department of Environmental Protection. The septic upgrade program was initially piloted by FDEP which has now transitioned the program to counties with first magnitude springs who have completed their wastewater feasibility assessments. This program will offer incentives for residents who are in the Weeki Wachee Springs Priority Focus Area to voluntarily upgrade their conventional septic systems to approved enhanced nitrogen reduction OSTDS. Subsidies for the septic upgrade will be paid to authorized septic installers and licensed plumbers.

SCOPE OF SERVICES

Task 1. Project Management System

Maintain the financial and information management system established for this project. Set up project financial files and a project management plan that will be used throughout the project. The plan will summarize the project objectives, project schedule, project budget, communication plan, accounting/invoicing procedures, and project contact list. Monitor the project progress and manage the project in conformance with the contract. Project management assumes a 12-month project duration.

Task 2. Application Management & Processing

Task 2A. Eligibility Review

- A. Maintain a filing system with applicant documents, progress recordings and permits for paper and web-based applications.

- B. Review applications for eligibility and compliance with FDEP Program requirements, applicable rules, regulations, guidance, and FDEP Grant Agreements. Issue notification of acceptance/denial as warranted.
- C. Provide technical assistance and communicate with the applicants to answer questions and provide project information. Communicate through the County with the FDEP, as necessary.
 - Once the maximum number of 132 eligible applications are met, all other submittals will be held in a queue and reviewed if attrition brings the total number of eligible applications below the 132 threshold. It is anticipated, based on previous experience with Hernando County application review, that an estimated 150 applications will require review in order to meet the 132-application funding number. The hourly rate schedule is based on a review of 150 applications.

Task 2B. Process Approved Applications

- A. Provide technical assistance and communicate with the applicants to answer questions and provide project information. Communicate through the County with the FDEP, as necessary.
- B. Function as the point of contact between applicants, County, contractors, and the Health Department.
- C. Prepare and track application specific documents, reimbursements, permits, etc. for each individual installation.
- D. Process Approved applications; Retrieve Property Records, Paid Tax Records, Warranty Deed, Cost Estimates, Payments, Permits, Notice to Proceed, Site Photos, Filed Notice, Release of Lien, Final Inspection Report, Final Invoice, & Disbursement Request.
 - Processing based on 132 funded applications.

Task 2C. Field Review & Inspection

- A. Consultant to observe and verify installation by providing onsite visits and monitoring. Provide installation photographs prior to installation completion, verify enhanced OSTDS installation and compliance prior to final Department of Health inspection.
 - Field review and inspection based on 132 funded applications.

Task 3. FDEP Grant Management Assistance & Coordination

- A. Track FDEP budget and maintain compliance with Grant Agreement.
- B. Provide oversight of the overall project schedule and compliance for FDEP projects, programs, and activities.
- C. Assist in development of County requests for reimbursement to FDEP.
- D. Prepare and deliver required quarterly reports per the Grant Agreement.
- E. Prepare and deliver FDEP No LPF2701 Grant Administration Deliverables Request
- F. Prepare documents for financial close-out of the grant.
- G. Assist the County, as applicable, with subsequent audits or investigations related to the Grant Agreement and use of FDEP funds.

**Contract 21-RG0045/PH Change Order #2
Hernando County Septic Upgrade Incentive Program
EXHIBIT "B" FEE SCHEDULE**

TASK	PROJECT ACTIVITY	Coastal		Coastal		Coastal		GSG, Inc.		GSG, Inc.		GSG, Inc.		Man Hrs	Cost	Man Hrs	Cost	Basic Activity \$ AMOUNT	Man Hrs by Activity	Avg Hrly Rate
		Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost							
1	Project Management System	12	\$ 185.00	52	\$ 132.00		\$ 125.00		\$ 170.00		\$ 160.00		\$ 125.00					\$ 9,084.00	64	\$141.94
2	Application Management & Processing																			
2A	Eligibility Review		\$ 185.00		\$ 132.00		\$ 125.00	16	\$ 170.00	18	\$ 160.00	90	\$ 125.00					\$ 16,850.00	124	\$135.89
2B	Process Approved Applications		\$ 185.00		\$ 132.00		\$ 125.00	18	\$ 170.00	60	\$ 160.00	215	\$ 125.00					\$ 38,535.00	293	\$134.93
2C	Field Review & Inspection	32	\$ 185.00	90	\$ 132.00	148	\$ 125.00		\$ 170.00		\$ 160.00		\$ 125.00					\$ 36,300.00	270	\$134.44
3	FDEP Grant Management Assist. & Cord.	12	\$ 185.00	36	\$ 132.00		\$ 125.00	12	\$ 170.00	12	\$ 160.00	24	\$ 125.00					\$ 13,932.00	96	\$145.13

* Contract pricing based on an estimated 150 eligibility review applications, 132 funded applications and a 12 month project duration

SUB-TOTAL HOURLY COSTS \$ \$ _____ \$ 115,701.00

Out-of-Pocket Expenses (actual cost - not to exceed) \$ \$ _____

NOT TO EXCEED TOTAL LUMP SUM COST \$ \$ _____ \$115,701.00

Firm Name: Coastal Engineering Associates, Inc.		HERNANDO COUNTY	
Signature: 	Department Name: <u>HCUD</u>	Authorized Signature: 	Erin L Kluis Digitally signed by <small>Chief Procurement Officer</small> Erin L Kluis Briggs Briggs Date: 2025.02.17 <small>(Date)</small> 11:11:36 -05'00'
Brian Malmberg, P.E., MBA <small>(Printed Name and Title)</small>	11/14/24 <small>(Date)</small>	GORDON OUBREKONK <small>(Printed Name and Title)</small>	
Date: <u>November 7, 2024</u>			