

---

**MEMORANDUM**

TO: Patty Hall, Purchasing Coordinator, Purchasing and Contracts Dept.

THROUGH: Diane Kafriksen, Purchasing Agent II, Purchasing and Contracts Dept.

THROUGH: J. Scott Herring, Director, Department of Public Works  
Marie Warren, Finance Specialist, Department of Public Works

FROM: Keith Kolasa, Waterways and Aquatics Services Manager, Department of Public Works

DATE: May 16, 2022

SUBJECT: Change Order Request – Purchase Order 21000933

---

I am recommending that the Purchasing Department process a Change Order to Purchase Order #21000933 to perform additional consultant services outlined within the attached Scope of Services. The additional field work and associated reports were deemed necessary during review meetings with the US Corps of Engineers (USACE) with the goal to obtain the release from future monitoring and closure of the dredge permit mitigation monitoring.

A similar process was followed to obtain the release from the Florida Department of Environmental Protection (FDEP) earlier in 2021, with a supplemental report required to address additional questions from agency staff. Once completed the release was obtained from FDEP.

A scope of work for these additional services needed to address the request from USACE is attached. This change order will result in a budget increase of \$19,220. Additionally, more time is needed to complete these services, and a time extension of 5 months is needed with the new project completion to be November 30, 2022.

If you have any questions, please free to contact me.