



**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR  
BROOKSVILLE, FL 34604

**PURCHASE ORDER-CHANGE NO. 21000324-1**

PAGE NO. 1

alan.schaffer@cardno.com

5268  
CARDNO INC  
20215 CORTEZ BLVD  
BROOKSVILLE FL 34601

**PDF**

**COPY**

ADMINISTRATION  
1525 EAST JEFFERSON STREET  
BUILDING A  
BROOKSVILLE FL 34601

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ORDER DATE: 11/05/20		BUYER: MWARREN		REQ. NO.: RQ210391	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: LAKE TOWNSEN BOAT RAMP PR	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
<p>This Purchase is in accordance with Hernando County Contract No. 20-RG0002/PH Entitled: Engineering Services for Lake Townsen Boat Ramp Project, BOCC Approved on: 10/13/2020, Doc ID No.17500.</p> <p>The Contract 20-RG0002/PH Terms and Conditions apply, and the Purchase Order Terms and Conditions do not apply to this purchase. This Contract will expire on: October 12, 2022.</p> <p>The County will issue a Notice to Proceed (NTP) for the work to begin. Work should not begin until the Notice to Proceed (NTP) has been issued to the Contractor. The Period of Performance is twenty-four (24) months or through construction completion, whichever is greater from the issuance of the Notice to Proceed (NTP) identifying the commencement date.</p> <p>County Contact Person is: Keith Kolasa, (352) 754-4060 Contractor Contact is: Douglas Stoker, (352) 754-4551</p> <p>Dept Note: FWC funded project/Lake Townsen Boat Ramp Improvements Agreement No. 18075, Agreement Executed: 04/26/2019 GMS-275. 8/6/2021 Change Order 1 TM Engineering Services for Lake Townsen Boat Ramp Imp Contract #20-RG0002</p>					

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$
				<b>TOTAL \$</b>

**PDF COPY**

**\*\*SEE TERMS AND CONDITIONS ON REVERSE SIDE\*\***

**APPROVED BY:**

CHIEF PROCUREMENT OFFICER

**HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS**

**GENERAL**

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

**QUALITY**

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

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**INDEMNITY AND INSURANCE**

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

**PACKING**

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

**DELIVERY**

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

**PAYMENT**

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**MATERIAL SAFETY DATA SHEET**

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

**OSHA REQUIREMENT**

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

**LEGALLY AUTHORIZED WORKFORCE**

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at [www.hernandocounty.us/pur/](http://www.hernandocounty.us/pur/).

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Unless otherwise specified, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless limits have been lowered) and with insurers and under forms of policies satisfactory to COUNTY.

<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation	Statutory requirements at location of work
Employer's Liability	\$ 100,000 each accident
	\$ 100,000 by employee
	\$ 500,000 policy limit
(b) Commercial General Liability	\$ 2,000,000 General Aggregate
(Additional Insured & Waiver	\$ 2,000,000 Products-Comp. Ops Agg.
Of Subrogation)	\$ 1,000,000 Each Occurrence
	\$ 5,000 Medical Expense
(c) Automobile Liability	\$ 1,000,000 Combined Single Limit (owned, hired and non-owned)
Option of Split Limits:	
(1.) Bodily Injury	\$ 1,000,000 Per Person or \$1,000,000 Per Accident



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<p>CO 1: Additional funding for required additional permitting for boat ramp modifications and enhancements. Add to Task 1: Permitting: \$9,950.00</p> <p>Additional Time to complete the required permitting estimated at 4 months (120 Days). Add to line 01) 37201-5606378 Project Code: 111260 \$9,950.00 Revised Line 01 Amount: \$65,465.00 Revised PO Total: \$65,465.00</p> <p>Time extension to add 4 months (120 Days) for a revised final completion date of March 5, 2023.</p>					
01	65465.00	JOB	ENGINEERING SERVICES, LAKE TOWNSEN BOAT RAMP IMP, TO PERFORM SURVEYING, GEOTECHNICAL ANALYSIS, ENGINEERING, DESIGN, PERMITTING AND CONSTRUCTION.	1.0000	65,465.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	65,465.00
01	37201 5606378	65,465.00	111260	<b>TOTAL \$</b>	<b>65,465.00</b>

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**APPROVED BY:**

CHIEF PROCUREMENT OFFICER

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CHANGE DATE: 08/06/21

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ORDER DATE: 11/05/20		BUYER: MWARREN		REQ. NO.: RQ210391	REQ. DATE: 10/23/20
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CHANGE ORDER - 1	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
<p>8/6/2021 Change Order 1 TM Engineering Services for Lake Townsen Boat Ramp Imp Contract #20-RG0002 CO 1: Additional funding for required additional permitting for boat ramp modifications and enhancements. Add to Task 1: Permitting: \$9,950.00</p> <p>Additional Time to complete the required permitting estimated at 4 months (120 Days). Add to line 01) 37201-5606378 Project Code: 111260 \$9,950.00 Revised Line 01 Amount: \$65,465.00 Revised PO Total: \$65,465.00</p> <p>Time extension to add 4 months (120 Days) for a revised final completion date of March 5, 2023.</p>					
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ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	9,950.00
01	37201 5606378	9,950.00	111260	<b>TOTAL \$</b>	<b>9,950.00</b>

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(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident



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:** CARDNO INC

**Change Order No.** 1  
**Contract No.** 21000324

**Change Order Date:** 08/05/2021  
**Contract Date:**

**Project Description:**

Eng Svcs Lake Townsen Boat Ramp Imp

**The Project is Changed as Follows**

Justification: Engineering Services for Lake Townsen Boat Ramp Imp Contract #20-RG0002

CO 1: Additional funding for required additional permitting for boat ramp modifications and enhancements. Add to Task 1: Permitting: \$9,950.00

Additional Time to complete the required permitting estimated at 4 months (120 Days). Add to line 01) 37201-5606378 Project Code: 111260 \$9,950.00

Revised Line 01 Amount: \$65,465.00

Revised PO Total: \$65,465.00

Time extension to add 4 months (120 Days) for a revised final completion date of March 5, 2023.

37201-5606378 1 9950.00 111260

**Total Addition/Deduction this Change Order:** 9,950.00

**The Original Contract Sum was** 55,515.00

**Net Change by previously authorized Change Orders:** .00

**The Contract Sum prior to this Change Order was** 55,515.00

**The Net Amount of this Change Order is:** 9,950.00

**The new Contract Sum including this Change Order will be** 65,465.00

**The Contract Time will be changed by this Change Order (Days):** 120

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

**Vendor Name/Address:**

CARDNO INC  
20215 CORTEZ BLVD  
BROOKSVILLE, FL 34601

**Owner or Owner's Representative:**

Hernando County Commission  
20 N. Main St., Rm 266  
Brooksville, FL 34601



Authorized Signature

Date: 05 August 2021



for Chief Procurement Office

Date: 8/06/21

**Distribution:**

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

## Task 1 – Permitting Support - Florida Department of Environmental Protection(FDEP)

The proposed boat ramp modifications and enhancements will require review and authorizations from the Florida Department of Environmental Protection (FDEP) under the State 404 Program and the Environmental Resource Permit (ERP) Program. Following a pre-application meeting with FDEP on April 27, 2021, Cardno was directed to include submittal of a Joint Permit Application (JPA) to FDEP as this project will not qualify for an exemption. Cardno anticipates that the proposed restoration activities would be permitted via a General Permit pursuant to Chapter 62-330.052 FAC, a *de minimus* exemption for dredge and fill material per Chapter 62-330.054 FAC and a State 404 General Permit application pursuant to Chapter 62-331.233 FAC. Cardno will submit a single JPA to the FDEP for review under the State 404 Program and ERP Program, and a separate submittal for a *de minimus* exemption if necessary. It is anticipated the FDEP will review the JPA and issue the State 404 Program authorization and the ERP and confirm the *de minimus* exemption (if necessary).

Cardno will compile and submit all required permit documentation necessary for the boat ramp improvements, Cardno will strive to submit this at the lowest permitting level required. Cardno will respond to one Request for Additional Information (RAI) from the permitting agencies if required during the permitting process.

### Deliverables

- Joint Permit Application
- De minimus exemption verification request for dredge and fill material (if necessary)

### Assumptions

- This Scope of Services does not include the payment of any agency application fees.
- The agencies requiring permits will only request information considered normal and necessary for this type of permit. This proposal considers quantitative sampling for water quality, benthos, sediment, flora or fauna to be examples of extraordinary work beyond our proposed Scope of Services.
- Topographic and bathymetric surveys are not included in this Scope.
- Permitting and relocation of gopher tortoises is not included as part of this Scope of Services
- This Scope of Services does not include agency coordination for wildlife related matters.
- This Scope of Services assumes a general permit under the State 404 Program and a general permit under the ERP and exemption verification from the SWFWMD.
- Scope of Services assumes one request for additional information from the agencies.
- This Scope of Services assumes the agencies will not request a field visit.
- This Scope of Services does not include consultation or submittals to the USACE.

### Compensation (Time and Materials)


This scope of services will be performed on a Time and Materials basis not to exceed:


Task 1 – Permitting	<input type="radio"/> A. Prices have been determined to be fair and reasonable based on prices submitted with bid; and/or	\$9,950
Total	<input checked="" type="radio"/> B. Prices have been determined to be fair and reasonable based on negotiations with the contractor and the attached supporting documents	\$9,950

Signature \_\_\_\_\_

# HERNANDO COUNTY PURCHASING REVIEW FORM

Purchasing Contact:	Patty Hall
Contract purpose: (briefly describe)	Engineering Services for Lake Townsen Park Boat Ramp
Vendor Name:	Cardno, Inc.
REQ No./ITB/ RFP/O No.:	Contract 20-RG0002, PO 21000324, Change Order 1
Received Document	

Contract Compliance Officer Review:		8/05/21	Patty Hall
	Signature	Date	Printed Name
Comments:	Please review for grant compliance.		

Grant Review:		8-5-2021	Helen Gornes
	Signature	Date	Printed Name
Comments:	<u>Terms 4-26-19 to 3-31-22, extension exceeds expiration of grant agreement. Will need Grantor approval for grant reimbursement after expiration date. Sufficient funding available for Increase. Expense increase appears to be reasonable &amp; allocable and in conformance with contract. I recommend FWC approval for time extension if grant funds are to be used after 3-31-22. Grant Compliance review completed, 1 issue found. OK to process.</u>		
	<u>GMS #275</u>		

Chief of Procurement Review:			
	Signature	Date	Printed Name
Comments:			

Recommendation:	

**From:** [Patty Hall](#)  
**To:** [Taryn Manser](#)  
**Subject:** PO 21000324, Change Order 1  
**Date:** Friday, August 6, 2021 8:27:30 AM  
**Attachments:** [CO 1 - PO 21000324\\_cardno executed.pdf](#)  
[image001.png](#)

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This one is OK to process, thanks.

Patty Hall, CPPB  
Purchasing Coordinator  
Purchasing and Contracts Dept.  
Hernando County BOCC  
15470 Flight Path Drive  
Brooksville, FL 34604  
(352) 540-6626



Sign up to receive the [Hernando Highlights](#) monthly newsletter!  
<https://lp.constantcontact.com/su/0Kdaaxq/HernandoHighlights>