

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

Rev: 2

Construction Change Order

Owner: Hernando County Board of County Commissioners
Owner's Representative:

Vendor: COASTAL ENGINEERING ASSOCIATES

Change Order No. 5
Contract No. 22001066

Change Order Date: 07-14-2025
Contract Date:

Project Description:

SEPTIC TO SEWER CONVERSION PH 1-ENG SVCS

The Project is Changed as Follows

Justification: 21-RG0045/PH Contract Name: SEPTIC TO SEWER CONVERSION, DISTRICT A,
PHASE 1 ENGINEERING SERVICES

Grant: 472

CO#5: is to add hours to the EOR to assist with Davis Bacon Act reporting
requirements and Domestic Preference compliance review.

Increase Line 3 \$120,857.00 New Line Total \$660,032.00

Old PO Total \$2,376,747.00 New PO Total \$2,497,604.00

Dept 33505 Account 5626322 line#3 \$120,857.00

33505-5626322 3 120857.00 111961

Total Addition/Deduction this Change Order: 120,857.00

The Original Contract Sum was 1,798,678.00

Net Change by previously authorized Change Orders: 578,069.00

The Contract Sum prior to this Change Order was 2,376,747.00

The Net Amount of this Change Order is: 120,857.00

The new Contract Sum including this Change Order will be 2,497,604.00

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: 7/15/2025

Fran Hallet

For Chief Procurement

Office Date: 8/27/25

Distribution:

Vendor - Original
Purchasing & Contracts
Finance
Requisitioning
Contract File

HERNANDO COUNTY

PROCUREMENT REVIEW FORM

Procurement Contact:	Fran Hallet
Contract No. and Project Description (Task Order & GSM #)	21-RG0045/PH – Septic to Sewer Conversion District A, Phase I – Engineering Services
	472
Vendor Name:	Coastal Engineering Associates
Purchase Order No.:	22001066
Change Order No.:	Change Order 5

Procurement Agent Review:	<i>Lindsey Brown</i> Signature	7/22/25 Date	Lindsey Brown Printed Name
Comments:	Change Order # 5 is requested to increase line #3 in the amount of \$120,857 to add hours for the Engineer of Record to assist with David Bacon Act reporting requirements and Domestic Preference compliance review. No Issues		

Grant Review:	<i>Mindy Rivera</i> Signature	07/25/2025 Date	Mindy Rivera Printed Name
Comments: GMS 472	Change order 5 is to increase line 3 by \$120,857.00 for expenses related to the Domestic Preference and Davis Bacon Requirements of the agreement. The new PO total will be \$2,497,604.00. The additional expense is allowable and within the terms of the agreement; 08/25/2022-10/31/2027. An amendment is currently in process to add additional budget to the Project Management Task within the agreement. Email correspondence confirming this was included with the Form 5 submittal. Funds Available: 33505-5626322 - \$1,015,919.12		

For Chief of Procurement Review:	 Digitally signed by Fran Hallet Date: 2025.08.27 07:31:58 -04'00'		
	Signature	Date	Printed Name
Comments:	BOCC Approval 8/26/25 #16246		



EXHIBIT A Scope of Services

Supplemental Engineering Services During Construction (EDSC) and State & Local Fiscal Recovery Funds (SLFRF) for Septic to Sewer District A Phase 1 Contract No. 21-RG0045/PH – Change Order #5 June 30, 2025

INTRODUCTION

At the County's directive, the Coastal/JEA team has been requested to provide a scope and fee to incorporate the American Rescue Plan Act (ARPA) funding and Davis-Bacon Act Wage Determination requirements into the project per the Department of Treasury. This change order will expand the consultant team's role implementing State and Local Fiscal Recovery Funds (SLFRF) related services throughout the construction phase. These updates encompass conducting Davis-Bacon Wage Determination interviews, reviewing wage statements, and documenting compliance with domestic procurement preferences. This proposal is based on the County's Notice To Proceed (NTP) construction contract durations of **582** calendar days to substantial completion and **631** calendar days to final completion.

SCOPE OF SERVICES

TASK 1 CONTRACT ADMINISTRATION

Coastal will provide Contract Administration services for the additional Davis-Bacon Act oversight requirements during construction. This task includes general oversight and documentation associated with the American Rescue Plan Act (ARPA) funding, Davis-Bacon Act Wage Determination requirements and State and Local Fiscal Recovery Funds (SLFRF) related requirements. This task includes the office support required to provide contractual management for the additional services, maintain file systems, coordinate project scheduling and billing, miscellaneous meetings and general contract oversight throughout the duration of the project.

TASK 1B SLFRF SERVICES DURING CONSTRUCTION

SLFRF Services during construction include documenting that the construction conforms to the guidelines set forth by the US Department of Treasury for Davis-Bacon and Domestic Preference including Davis-Bacon Employee Interviews, Wage Statement Reviews, Site Inspections, Disbursement Requests, and Construction Document Management.

- **Davis-Bacon Employee Interviews:** The Consultant Team will conduct monthly nonscheduled interviews of non-exempt employees per the Davis-Bacon Federal guidelines, with a 10% or 5 (whichever is greater) of the contractor's or subcontractor's employees (as applicable) required to address compliance with the Davis-Bacon Wage Decisions set forth by the US Department of Treasury for the project. Employees will be randomly selected, and all responses to the US General Services Administration Labor Standards Interview form will be recorded and kept on file.

1. Determine current Davis-Bacon Act, 29 CFR 5.6(a)(6) requirements, coordinate with field staff completing the interviews on these requirements and review completed interview documentation for compliance.
 2. Coordinate and conduct interviews of available CONTRACTOR's and subcontractor's laborers entitled to the Davis-Bacon Act prevailing wage rates. Interviews will be conducted for the employees listed in the weekly payrolls reviewed under Labor Interviews and Field Documentation. It is assumed about 10 individual employee interviews will be conducted at the construction site during normal business hours during each of the twenty-one interview site visits. During the interview, CONSULTANT will verify the CONTRACTOR and subcontractors are paying the appropriate wage rate for each job classification.
 3. Each interview will be conducted in accordance with the Davis-Bacon Act, 29 CFR 5.6(a)(6), and in confidence and documented using the Standard Form 1445. As part of the interview, digital photographs of the interviewee and equipment used to corroborate the assigned laborer's work classification will be taken where appropriate.
 4. For this task, we estimate **twenty-one (21)** on-site interview visits (one site visit per month).
 5. Contractor pay applications will not be approved for payment by the Engineer until all Davis-Bacon compliance issues are resolved by the Contractor/Subcontractor and verified by the Coastal/JEA team.
- Wage Statement Reviews: The Consultant Team will confirm the employment eligibility of each prime contractor and every subcontractor (if applicable) through E-Verify, the System for Award Management (SAM), and Sunbiz. We will receive and review wage classification forms for each employee working on the project site and document that all signatures have been received and that wage amounts meet the requirements of the wage determination included in the Contract Documents.
 - Review all Sub-contractor contracts and agreements for Davis-Bacon required language.
 - Payroll Authorization Form: The Consultant Team will review the Hernando County Payroll Authorization Forms for each employee to confirm completeness. Information will be used throughout the project duration during the Wage Statement Reviews. ***These forms will initially be reviewed at the beginning of the project and anytime a change in employee or compensation takes place throughout the project contract duration.***
 - Payroll and Fringe Benefit Review:
This subtask includes administrative review of payroll and fringe benefits for compliance with the Davis-Bacon Act requirements. Activities under the subtask include the following.
 1. Coordinate with the COUNTY and CONTRACTOR to verify the collecting, tracking, and reporting procedures associated with compliance with the Davis-Bacon Act.
 2. Confirm through a site visit that the Davis-Bacon Act information and prevailing wage rates documentation are posted onsite and visible to all construction workers. Digital photographs of the postings will be taken.
 3. Collect weekly payroll and fringe benefit data from the CONTRACTOR and their associated subcontractors for the duration of the project. This information to be submitted by the CONTRACTOR.

4. Review CONTRACTOR/subcontractors' weekly payrolls for compliance with the Davis-Bacon Act. A total of **ninety-one (91)** reviews are anticipated during the project.
 5. Identify irregularities in the weekly payrolls and notify in writing, the COUNTY and CONTRACTOR.
- Domestic Preference Compliance/Exception Request Form: The Consultant Team will ensure that a letter stating that a product meets Domestic Preference Requirements from the product manufacture or contributor is attached for each submittal. In lieu of the letter a product must have a Hernando County approved Compliance/Exception Request Form must be attached to the reimbursement request from the Contractor.

SCHEDULE

Coastal will complete this Scope of Services in accordance with the original scheduled times included in the Construction Observation Contract. The time frames included in the original Contract are **582** calendar days to substantial completion and **631** calendar days to final completion.

COMPENSATION

The compensation for Professional Services described in this Scope of Services will be on a lump sum basis for **\$120,857.00**. The Fee Schedule in Exhibit B includes the level of effort and the corresponding costs for this authorization.

Hernando County shall be responsible for the following grant funding related items:

- Record Keeping: Hernando County shall provide the office record keeping for the grant as defined in Attached 1 (26) of the grant agreement. The consultant shall maintain records per their signed agreement with the County however, the official grant records shall be maintained by Hernando County.
- Audit Reporting: Hernando County shall supply all forms and documents required for the audit submittals listed in Attached 5 of the grant agreement.
- Civil Rights Compliance: Hernando County shall coordinate the annual submittal confirming compliance with the Title VI of the Civil Rights Act of 1964 per Attachment 8 of the grant agreement.
- SLFRF Water and Sewer Project Information: Hernando County shall provide the SLFRF information listed in Attachment 8 of the grant application on the project starts.
 - i. National Pollutant Discharge Elimination System (NPDES) Permit Number (provided by Contractor.
 - ii. Public Water System (PWS) ID number
 - iii. Median Household Income of service area
 - iv. Lowest Quintile Income of the service area

ATTACHMENTS



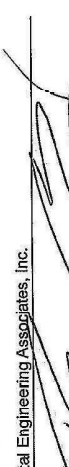
TASK	PROJECT ACTIVITY	Coastal			Coastal			JEA			JEA			JEA			Basic Activity \$AMOUNT	Man Hrs by Activity	Avg Hly Rate
		Christina Malmberg, PE Project Manager Man Hrs	Cost	Man Hrs	Rocan Hissom Project Engineer Man Hrs	Cost	Man Hrs	Senior Project Manager Man Hrs	Cost	Construction Admin. Man Hrs	Cost	Construction Project Coordinator Man Hrs	Cost	Man Hrs					
1	Contract Administration Contract Administration	21	\$ 195.00		42	\$ 124.00			\$ 180.00			\$ 150.00			\$ 115.00	\$ 9,303.00	63	\$147.67	
1B	SLFRF Services During Construction																		
	Davis-Bacon Interviews (assume 21 sets of interviews)	10	\$ 195.00		21	\$ 124.00		12	\$ 180.00	84	\$ 150.00	24	\$ 115.00	\$ 22,074.00	151		\$146.19		
	Wage Statement Reviews	4	\$ 195.00		24	\$ 124.00			\$ 180.00		\$ 150.00	80	\$ 115.00	\$ 10,686.00	88		\$121.09		
	Subcontractor Davis-Bacon Contract Review	4	\$ 195.00		16	\$ 124.00		2	\$ 180.00	8	\$ 150.00		\$ 115.00	\$ 4,324.00	30		\$144.13		
	Payroll Authorization Form Review	2	\$ 195.00		12	\$ 124.00		4	\$ 180.00	24	\$ 150.00	10	\$ 115.00	\$ 7,348.00	52		\$141.31		
	Payroll & Filing Benefit Review (assume 91 weekly reviews)	6	\$ 195.00		91	\$ 124.00		22	\$ 180.00	94	\$ 150.00	82	\$ 115.00	\$ 39,944.00	295		\$135.40		
	Domestic Preference Compliance/Exception Review	4	\$ 195.00		12	\$ 124.00		20	\$ 180.00	78	\$ 150.00	36	\$ 115.00	\$ 21,708.00	150		\$144.72		

SUB-TOTAL HOURLY COSTS: \$ 115,357.00

Out-of-Pocket Expenses (actual cost - not to exceed):	\$	5,500.00
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Subconsultant: \$

NOT TO EXCEED TOTAL LUMP SUM COST \$ 120,857.00

Firm Name: Coastal Engineering Associates, Inc. Signature:  Brian Malmberg, P.E., MBA, Director of Engineering (Printed Name and Title)	HERNANDO COUNTY Re 6/20/2025 Department Name: HCD Authorized Signature:  6/20/25 (Printed Name and Title): Brian Malmberg (Date)
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From: [Revis, Kyleigh](#)
To: [Brad Smith](#)
Cc: [Fran Hallet](#); [Mindy Rivera](#); [Erin Briggs](#); [Grace Sheppard](#); [Katrina Tejera](#)
Subject: RE: Grant Agreement WG049 -
Date: Tuesday, August 19, 2025 4:10:13 PM
Attachments: [image003.png](#)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Brad,

The budget reallocation and task timelines look acceptable to me. I will try to finish the review of the project description changes first thing tomorrow and let you know if I had any questions regarding those updates.

Thank you for your patience!

Best,



Kyleigh Revis

Environmental Administrator
Florida Department of Environmental Protection
Division of Water Restoration Assistance
3900 Commonwealth Blvd.
Tallahassee, FL 32399
Douglas Building #438H
Kyleigh.Revis@FloridaDEP.gov
Office: 850-245-2198 ext: 52198

From: Brad Smith <BSmith@hernandocounty.us>
Sent: Tuesday, August 19, 2025 11:51 AM
To: Revis, Kyleigh <Kyleigh.Revis@FloridaDEP.gov>
Cc: Fran Hallet <FHallet@co.hernando.fl.us>; Mindy Rivera <msrivera@co.hernando.fl.us>; Erin Briggs <ebriggs@co.hernando.fl.us>; Grace Sheppard <GSheppard@co.hernando.fl.us>; Katrina Tejera <KTejera@co.hernando.fl.us>
Subject: RE: Grant Agreement WG049 -

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Hey Kyleigh,
Please disregard my question about a separate grant I received more clarity on why it was done this way.

Also once you have had time to review the comments, we are looking for an email confirmation from you that the budget splits look good and the amendment can continue being processed. Specifically concerned with Task 4 since we are trying to issue a CO and need additional funds allocated for reimbursements in the coming months.

Appreciate you taking my call this morning.

Thanks

Brad Smith
Capital Program Manager
Hernando County Utilities Engineering
15365 Cortez Boulevard
Brooksville, FL 34613
P: 352.540.4368 x 35166
bsmith@hernandocounty.us

From: Brad Smith
Sent: Tuesday, August 19, 2025 9:04 AM
To: Revis, Kyleigh <kyleigh.revis@floridadep.gov>
Cc: Fran Hallet <FHallet@co.hernando.fl.us>; Mindy Rivera <msrivera@co.hernando.fl.us>; Erin Briggs <ebriggs@co.hernando.fl.us>; Grace Sheppard <GSheppard@co.hernando.fl.us>; Katrina Tejera <KTejera@co.hernando.fl.us>
Subject: RE: Grant Agreement WG049 -

Hey Kyleigh,

Please see attached comments on the grant work plan. I only commented on the work plan. Based on the proposed dates the end date of the entire agreement should be extended to an agreed upon date. I dispersed the new money between tasks 2 - 4. Please let me know if there is anything else you need from me at this time.

I want to ask if it is possible to do a new grant agreement for Sewer Shed 5? I think it would be easier going forward if it was separate.

Thanks

Brad Smith
Capital Program Manager
Hernando County Utilities Engineering
15365 Cortez Boulevard
Brooksville, FL 34613
P: 352.540.4368 x 35166
bsmith@hernandocounty.us

From: Erin Briggs <ebriggs@co.hernando.fl.us>
Sent: Wednesday, August 13, 2025 5:06 PM
To: Brad Smith <BSmith@hernandocounty.us>; Grace Sheppard <GSheppard@co.hernando.fl.us>; Katrina Tejera <KTejera@co.hernando.fl.us>
Cc: Fran Hallet <FHallet@co.hernando.fl.us>; Mindy Rivera <msrivera@co.hernando.fl.us>
Subject: FW: Grant Agreement WG049 -
Importance: High

Brad,

Please see the email below from Kyleigh.

data collection tool, confirming that data for the project has been submitted; and 3) one copy of a notification letter and a signed statement by the grant manager that notifications to all parcels for which sewer is available, but not yet connected, was sent. Upon request by the Department's Grant Manager, the Grantee will provide additional supporting documentation relating to this task.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

Task 4: Project Management

Deliverables: The Grantee will provide project management services related to *Septic to Sewer Conversion for District A Phase 1*, to include review of documents and forms, budget oversight, preparation and submittal of quarterly progress reports, processing of payment requests and related documentation, field engineering services, construction observation, site meetings with construction contractor(s) and design professionals, and overall project coordination and supervision.

Documentation: The Grantee will submit a signed summary of activities completed for the period of work covered in the payment request, using the format provided by the Department's Grant Manager. Upon request by the Department's Grant Manager, the Grantee will provide additional supporting documentation relating to this task.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL:

The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below. Match funding shall be provided at minimum in the categories indicated below.

Task No.	Task Title	Budget Category	Grant Amount	Match Amount	Task Start Date	Task End Date
1	Commitment to Basin Management Action Plan (BMAP)	No-Cost Deliverable	\$0	\$0	07/01/2022	12/31/2023
2	Preconstruction Activities	Contractual Services	\$1,305,000 <u>\$1,500,000</u>	\$665,000	07/01/2022	08/31/2025 <u>10-31-2028</u>

		Miscellaneous/ Other Expenses	\$30,000			
3	Construction	Contractual Services	\$10,315,000 <u>\$15,849,613</u>	\$1,279,490	07/01/2022	04/30/2027 <u>04/30/2028</u>
4	Project Management	Contractual Services	\$600,000 <u>\$985,387</u>	\$0	07/01/2022	04/30/2027 <u>04/30/28</u>
Total:			\$12,250,000	\$1,944,490		

Note that, per Section 8 of Attachment 1 in the Agreement, authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. Extending the contract end date carries the risk that funds for this project may become unavailable in the future. This should be a consideration for the Grantee with this and future requests for extension.



Board of County Commissioners

AGENDA ITEM

Meeting: 08/26/2025
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 16246
Legal Request Number:
Bid/Contract Number: 21-RG0045

TITLE

Change Order No. 5 to Purchase Order With Coastal Engineering Associates, Inc., for Engineering Services for Septic to Sewer Conversion, District A Project and Development of Septic Upgrade Incentive Program for Utilities Department (Contract No. 21-RG0045; Amount: \$120,857.00)

BRIEF OVERVIEW

On August 23, 2022, the BOCC approved award of Contract No. 21-RG0045 to Coastal Engineering Associates, Inc., for the Engineering Services for Septic to Sewer Conversion, District A for \$2,097,218.00.

The purchase order was originally issued for \$1,798,678. Change Order No. 5 in the amount of \$120,857.00, would increase the purchase order to \$2,497,604.00.

Change Order No. 1 in the amount of \$2,000.00 was approved by the Chief Procurement Officer (CPO) on February 23, 2023, for additional landowner letter mailings and increased postal costs.

Change Order No. 2 in the amount of \$8,584.00 was approved by the CPO on August 9, 2023, for a relocated Force Main connection at Winn Dixie which required additional surveying not included in original scope.

Change Order No. 3 in the amount of \$28,310.00 was approved by the CPO on April 15, 2024, for modifying plans to allow for less intrusive construction method.

Change Order No. 4 in the amount of \$539,175.00 was approved by the Board on November 19, 2024, to allow for construction engineering services to be completed by engineer for the duration of the construction project which was extended to 474 days.

Hernando County Utilities Department has requested an increase to Purchase Order No. 22001066 to add hours for Engineer for Record to assist with Davis Bacon Act reporting requirements and Domestic Preference compliance review.

FINANCIAL IMPACT

Funding in the amount of \$120,857.00 is available in:

Fund: 4144 - HCUD - Capital, Department: 33505 - HCUD-Septic to Sewer PH1, Account: 5626322 - Improv-Sewer Line Upgrade

LEGAL NOTE

The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve Change Order No. 5 in the amount of \$120,857.00 to Coastal Engineering Associates, Inc., for Purchase Order No. 22001066, bringing the total purchase order amount to \$2,497,604.00.

REVIEW PROCESS

Katrina Tejera	Approved	07/29/2025 1:53 PM
Grace Sheppard	Approved	07/29/2025 4:45 PM
Gordon Onderdonk	Approved	07/30/2025 8:47 AM
Erin Briggs	Approved	08/04/2025 11:49 AM
Erin Dohren	Delegated	08/07/2025 9:00 AM
Jodi Florio	Approved	08/07/2025 9:18 AM
Albert Bertram	Approved	08/07/2025 10:54 AM
Carla Rossiter-Smith	Approved	08/20/2025 11:05 AM
Pamela Hare	Approved	08/20/2025 12:02 PM
Jon Jouben	Approved	08/20/2025 1:23 PM
Heidi Prouse	Approved	08/20/2025 1:50 PM
Toni Brady	Approved	08/20/2025 7:54 PM
Jeffrey Rogers	Approved	08/21/2025 7:30 AM
Colleen Conko	Approved	08/21/2025 7:59 AM

RESULT: **ADOPTED**

MOVER: Steve Champion

SECONDER: John Allocco

AYES: Hawkins, Campbell, Allocco, Amsler and Champion