



**Interoffice Memorandum**

May 23, 2024

To: Mayor Jerry L. Demings  
-AND-  
County Commissioners

**From:** Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,  
Procurement Division

**Contract:** Linday Wolfe, P.E. LEED AP, Manager II, Utilities Engineering Division  
407-254-9918

**Subject:** Approval of Amendment No. 2, Task Authorization No. 3, Contract Y20-905D, Pump Station Rebuild/Rehabilitation Package 48 Improvements

**ACTION REQUESTED:**

Approval of Amendment No. 2, Task Authorization No. 3, Contract Y20-905D, Pump Station Rebuild/Rehabilitation Package 48 Improvements, with Tetra Tech, Inc., in the total amount of \$76,761.43, for a revised total award amount of \$533,550.06.

**PROCUREMENT:**

This change order will provide additional unforeseen engineering services outside the original scope to evaluate the relocation of pump station F3048 (Mere Parkway) and a title search and sketch of description for pump station 3313 (High Point #2) services to the consultant's original scope of work. This modification will provide additional preliminary engineering, survey, geotechnical investigation, and ecological investigation services. The amendment will also extend the task authorization duration by 365 days. This project is located in District 4.

**FUNDING:**

Funding is available in account numbers 4420-038-1559-56-6310 and 4420-038-1559-0120-6310.

**APPROVALS:**

The Utilities Engineering and Business Development Divisions concur with this recommendation.

**REMARKS:**

In accordance with the Procurement Procedures Manual, the Procurement Manager is authorized to approve individual task authorizations within the overall scope of the continuing contract up to \$500,000. The procurement committee shall be authorized to

review and provide preliminary approval of individual task authorizations within the overall scope of the continuing contract beyond the procurement manager's approval authority. The Board has final authority for such task authorizations. The procurement committee reviewed and provided preliminary approval of this item on April 17, 2024. Below is a history of the task authorization:

**Task Authorization, C20905D03, Issued Date: 6/4/2021**

**Amount: \$445,615.21**

**Amendment No. 1, Issued Date: 9/1/2021**

**Amount: \$11,173.42**

Additional design and construction administrative services, including electrical services, were required to complete rehabilitation of pump stations F3048, 3313, and 3304.