



## Cover Memorandum/Staff Report

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**File #:** 24-1666

**Agenda Date:** 1/7/2025

**Item #:** 6.E.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, City Manager  
**DATE:** January 7, 2025

APPROVAL OF AN ADDITIONAL SPENDING REQUEST TO AGREEMENT RFQ 2019-051 WITH BAXTER & WOODMAN, INC. FOR ADDITIONAL CONSTRUCTION, ENGINEERING, AND INSPECTION SERVICES (CEI) FOR THE OSCEOLA PARK NEIGHBORHOOD IMPROVEMENT PROJECT IN THE AMOUNT OF \$62,000 FOR A REVISED TOTAL OF \$1,407,865

**Recommended Action:**

Motion to Approve an Additional Spending Request to Agreement RFQ 2019-051 with Baxter & Woodman, Inc. for Additional Construction, Engineering, and Inspection Services (CEI) for the Osceola Park Project, in the amount of \$62,000 for a revised total of \$1,407,865.

**Background:**

On March 3, 2020, City Commission (City) approved Resolution No. 40-20 to award an agreement to Baxter & Woodman, Inc. (BWI) for Professional Construction, Engineering, and Inspection Services (CEI) for Phase 1 of the Osceola Park Neighborhood Improvement Project (P/N. 16-095) in the amount of \$495,953.

On January 5, 2021, the City approved Amendment No. 1 to the agreement in the amount of \$487,912 to implement Phase II CEI Services for a revised total of \$983,865.

On August 10, 2021, the City approved Amendment No. 2 to the agreement in the amount of \$172,000 for additional CEI Services for Phase 1 due to construction delays, for a revised total of \$1,115,865.

On July 11, 2023, the City approved Amendment No. 3 to the agreement in the amount of \$190,000 for additional CEI services due to delays caused by limited availability of construction materials, for a revised total of \$1,345,865.

The Contractor is still working to supply all project close-out documents, which includes as-built drawings that are acceptable to the City. Additional CEI services are needed to facilitate project close-out and approval of as-built drawings.

This motion is in accordance with the City Code of Ordinances, Section 36.02 and City Policies and Procedures, Change Orders and Amendments.

**Attachments:**

1. Proposal for Additional Spending Request
2. Amendment No. 3
3. Amendment No. 2
4. Amendment No. 1

5. Agreement RFQ 2019-051

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

Funding will become available from 334-41-340-541.63-20 (Capital Outlay Osceola Pk. / Other Landscp. Beaut.) following a budget amendment, pursuant to approval of the FY24 CRA ILA for Constructions and Professional Services.

**Timing of Request:**

Approval of this amendment is time sensitive.