



MEMORANDUM ACQUISITION APPROVAL

☐ Quote (\$2,500 - \$65,000) ☐ City Standard ☐ Sole Source ☐ Government Contract

TO: Mark Lauzier, City Manager

FROM: Missie Barletto, Deputy Director Program and Project Management

THROUGH: Caryn Gardner-Young, Assistant City Manager

SUBJECT: Change Order No. 1 to Baxter & Woodman, Inc. DBA Mathews Consulting, a Baxter & Woodman Company for the design of Reclaimed Watermain (RFQ No. 2017-032/Project No. 16-500)

DATE: February 6, 2018

Background:

On September 26, 2017 the City of Delray Beach (City) City Commission approved the award of a design agreement with Baxter & Woodman, Inc. DBA Mathews Consulting, a Baxter & Woodman Company for professional services in the engineering design services of SW 4th Street, SW 6th Street, and SW 7th Avenue project for amount \$579,257.00.

Change Order No. 1: in the amount of \$48,988.00 is requested by Baxter & Woodman, Inc. DBA Mathews Consulting for This Change Order to RFQ No. 2017-032 is for professional engineering services to design of Reclaimed Watermain. Services under this authorization include final engineering design, surveying, geotechnical services, field verifications of existing utilities, permitting, and bidding services required in preparing a bid package for of Reclaimed Watermain. The additional work will be added to the overall on-going SW 4th Street, SW 6th Street, and SW 7th Avenue project.

Purchasing Policy:

This request complies with Code of Ordinance No. 21-17.

Funding Account Number:

Funding is available from account number Funding is available from account 334-41-340-541.68-86, Capital Outlay-Improvements.

_____ Supervisor/Manager	_____ Date	_____ Asst. City Mgr. (ACM), if applicable	_____ Date
_____ Department Head	_____ Date	_____ Information Technology (IT) Director	_____ Date
_____ Purchasing Director	_____ Date	_____ City Manager (CM)	_____ Date

INSTRUCTIONS: If a Commission approved contract is in place, a Memo is NOT required; just create a requisition and attach the Commission's approval and other backup documentation. **Requests between \$2,501 and \$10,000 in which three quotes are obtained only requires approval from a Department Head.** All requests in which three quotes were not obtained, sole source, City standard, utilizing other government contracts, AND all requests between \$10,000 and \$65,000 require CPO and CM approval. Additionally, if technology related, IT Director approval is required. ACM approval should be obtained if required by the ACM. Attach all corresponding quotes and backup documentation to this Acquisition Approval Memo. Additionally, ensure that all who are listed on the "FROM" and "THROUGH" have initialed by their names confirming they have reviewed the request. NOTE: DELETE INSTRUCTIONS BEFORE PRINTING.