



PROPOSED CHANGE ORDER REQUEST

Department of Watershed Management

Contract Name: Snapfinger Creek AWTP Expansion - Phase II Construction Management Services Date: 11/28/2022

Contractor: Tetra Tech

Contract Number: 13-902684 Contract Amendment Number: 5

Contract Amendment Category: Cost Schedule Scope Deliverables

Original Contract \$ Amount:	Contract Start Date:	Original Contract Time:(TERM)	Original Contract End Date:
\$10,278,218.00	8/16/2013	1598	12/31/2017

NTP Start Date:	Original Performance Days:(TIME)	Original Performance End Date:
8/20/2013	1594	12/31/2017

Previous Change Order:	Previous Time Extensions (Days):	Previous Changes to \$ Amount:
Change Order No. 1:	1461	\$7,221,351.53
Change Order No. 2:	0	\$0.00
Change Order No. 3:	181	\$9,162,850.00
Change Order No. 4:	519	\$0.00

Current Contract Amount:	Current Performance Time (Days):	Current Performance End Date:	Current Contract End Date:
\$26,662,419.53	3755	11/30/2023	11/30/2023

Description of Proposed Changes: This Amendment 5, requested for your consideration, as it is currently projected that all previously authorized funding will be expended by March 1, 2023. This amendment will provide additional funding to Tetra Tech to continue Construction Management services through December 31, 2023, approximately three (3) months after the Contractor's currently projected project completion date of August 31, 2023.

Justification of Proposed Changes: It is currently projected that all previously authorized funding will be expended by March 1, 2023. This amendment will provide additional funding to Tetra Tech to continue Construction Management services through December 31, 2023, approximately three (3) months after the Contractor's currently projected project completion date of August 31, 2023.

Proposed Additional Performance Days:	Proposed Cumulative Performance Days:	Proposed Performance End Date:	Proposed Contract End Date:
30	3785	12/31/2023	12/31/2023
Proposed Changes to Dollar Amount:	Proposed Cumulative Contract Amount:	Amount Spent To Date as of 11/28/2022:	
\$2,810,450.00	\$29,472,869.53	\$24,552,486.37	

Describe Any Risk Associated With This Change: None

Effect of NOT Approving This Change: No Construction Manager for the remainder of the construction project could result in delays from the Contractor. Construction Management and field inspection are required while the Contractor is working to ensure Work performed meets contractual requirements.

Engineering Manager's Approval:

Accepted

Rejected

Signature: Cassandra Marshall, PMP

Digitally signed by Cassandra Marshall, PMP
Date: 2022.11.30 15:54:55 -0500

Print Name: Cassandra Marshall

Date: 11/30/22

Watershed Director's Approval:

Accepted

Rejected

Signature: David Hayes

Digitally signed by David Hayes
Date: 2023.01.18 15:54:55 -0500

Print Name: David Hayes

Date: 1.18.2023

Chief Operating Officer's Approval:

Accepted

Rejected

Signature: 

Print Name: Zachary L. Williams

Date: 5-11-23

Contract Name: Snapping Creek AWTP Expansion - Phase II Construction Management Services

Contractor: Tetra Tech

Contract Number: 13-902684

Snapfinger AWTP Phase 2 CM Services Request for Approval of: Change Order No. 5

Background

In August 2013, Tetra Tech was contracted by DeKalb County's Department of Watershed Management (DWM) to provide Construction Management Services for the Snapfinger AWTP Phase 2 project. In August 2015 construction began, and Tt was mobilized to the site to oversee construction activities being performed by the selected Contractor, Archer Western, LTD (Archer Western).

Change Order No. 1

In September 2017, Tetra Tech received approval of Change Order No.1 in the amount of \$7,221,351.53 which authorized additional funds for Tetra Tech to continue to provide Construction Management Services for the Snapfinger AWTP Phase 2 project through the projected completion date of October 31, 2020.

Change Order No. 2

In December 2019, Tetra Tech received approval of Changer Order No. 2 which aligned Tetra Tech's contract with that of Archer Western, specifically authorizing Tetra Tech to use the previously authorized funds to bill Dekalb County for overtime hours, at a time and a half rate when applicable, due to Archer Western working twelve-hour workdays, versus the eight-hour workday in Tetra Tech's contract. No additional time or funding was authorized under this Change Order.

Change Order No. 3

In August 2020, Tetra Tech received approval of Change Order No.3, in the amount of \$9,162,850.00 which provided additional funding to reimburse Tetra Tech for funds expended covering Archer Western's Saturday work hours which began in February 2020; funding for Tetra Tech to review Archer Western's submission of Time Impact Analysis (TIA's) submitted by the Contractor in accordance with the Executive Level Agreement established between all parties in September 2018 and the recovery of expended funds related to additional services needed to process the high number of Potential Change Orders (PCOs) received on the project. Change Order No. 3 also extended Tetra Tech's contract to June 30, 2022, which at the time was approximately one (1) month after Archer Western's projected completion date for the project.

Change Order No. 4

In June 2022, Tetra Tech received BOC approval of Change Order No. 4 which extended Tetra Tech's contract from June 30, 2022 to November 30, 2023 to align with Archer Western's projected completion date for the project at the time. This increase was for time only as Tetra Tech was still determining the anticipated date that existing funds would expire (see Tetra Tech's April 2022 letter, **Attachment 1**).

Amendment Basis

At the request of DeKalb County, Tetra Tech is hereby submitting Change Order No. 5, as it is currently projected that all previously authorized funding will be expended by March 1, 2023. This amendment will provide additional funding to Tetra Tech to continue Construction Management services through December 31, 2023, approximately three (3) months after Archer Western's currently projected project completion date of August 31, 2023. In 2021 Tetra Tech began reducing staff to align with Archer Western's rate of progress on the project, Changer Order 5 will include funding for the following remaining staff on the project:

- **Project Manager (Tt)**
- **Resident Engineer (Tt)**
- **Construction Manager (Tt)**
- **Deputy Construction Manager (LSBE)**
- Process/Mechanical Inspector (LSBE) – *Removal effective 12/31/2022*
- **Electrical Inspector (LSBE)**
- **Site/Civil Inspector (LSBE)**
- Structural Inspector (LSBE) – *Removal effective 12/31/2021*
- Field Technician (LSBE) – *Removal effective 5/13/2022*
- **Construction Documents Administrator (LSBE)**
- **Assistant Construction Documents Administrator (LSBE)** – Part Time only, effective 5/31/2022
- **Construction Schedulers**

As noted above and summarized in **Table 1** below this amendment will provide Construction Management services, Monday to Friday, for 40 hours per week for staff as shown; overtime hours for two (2) Construction Managers and one (1) Field Inspector Monday to Friday and one (1) Saturday per month. Please note that these proposed hours are based upon Tetra Tech's observations of Archer Western's construction progress at the writing of this amendment and does not align with 60 hour/ week timeframe allowed for field construction activities included in Archer Western's Contract. Construction Management activities beyond the proposed Amendment hours estimate may not be performed by Tetra Tech if we are unable to make staffing adjustments to sufficiently align with Archer Western's on-going field activities over the duration of this amendment period.

Table 1: Field Staff Estimated Hours per Week

Position	Estimated Hours per Week	Total Overtime M to F (hrs./week)	Total Overtime Saturday (1 Saturday per Month)
Project Manager	24	-	-
Resident Engineer	40	-	-
Construction Manager	40	10	8
Deputy Construction Manager	40	10	8
Electrical Inspector	40	10	8
Site/Civil Inspector	40		
Construction Documents Administrator	40	-	-
Assistant Construction Document Administrator	24	-	-

Note: Time and Half compensation will only be granted for hourly employees in alignment with Change Order No.2

In September 2018, Tetra Tech was directed by DWM to begin the monthly analysis of additional TIA's submitted by Archer Western which exceed the one (1) TIA included in Tetra Tech's base scope of work. This amendment includes funding for Tetra Tech staff to analyze up to three (3) TIA's per month in accordance with DeKalb County's previous direction for the duration of the amendment period.

Please note that this amendment assumes a nominal amount of hours for processing Field Orders and Potential Change Orders (PCOs) to complete the remaining construction through December 31, 2023 as summarized above and outlined in attached Fee Summary. This amendment does not include extensive assistance to Dekalb County for legal purposes, disputed claim resolution, "global" claims, arbitration, or any other type of claim related services beyond the estimated hours summarized herein.

Schedule

It is seeking additional funding for the period between March 1, 2023 (the projected expiration date of existing contracts funds) to December 31, 2023 (approximately three months after the currently projected completion date per Archer Western's latest approved Project Schedule Update -September 2022).

Proposed Fee

The proposed fee for the above Scope of Work is **\$2,810,450** to be billed on a Time and Materials basis (**Attachment 2**). Please note that the presented billing rates between March 1, 2023 and August 19, 2023 represent Tetra Tech's billing rates for Year 11 of our contract (10th Renewal Year, 2022 - 2023) began on August 20, 2022, with the remaining rates showing and escalation of 3% per year, in agreement with the Contract.

Attachment 1



April 27, 2022

Mr. Wendell Brown
DeKalb County, Georgia
Department of Watershed Management
Engineering and Construction Services
4572 Memorial Drive
Decatur, Georgia 30032

**RE: Tetra Tech Contract # 13-902684
Snapfinger AWTP Phase II – Change Order #4**

Dear Mr. Brown:

Tetra Tech is aware that DeKalb County will be extending Archer Western's Contract Term from June 30, 2022 to November 30, 2023. As such, we are hereby requesting an extension of Tetra Tech's Scope of Services to November 30, 2023 to allow for Tetra Tech to continue to provide Construction Management Services for the Snapfinger AWTP Phase II project. At this time, we are not seeking an increase to our Contract Fee as we currently have approximately \$3.6 Million remaining in our Contract as shown on this month's invoice.

Please note that Tetra Tech does not expect the remaining \$3.6 Million to be sufficient funding for our team to continue to provide Construction Management services until the November 30, 2023 date as our current project spend rate shows a depletion of these funds by the end of 2022 or early 2023. However, per the request of the County, we will submit a detailed amendment request at a later time when the final depletion date of our funds is better known as we are currently reducing staff on the project to better align with the on-going field activities at this stage of the project.

Please let me know if you have any questions or would like to discuss this matter further.

Sincerely

Jillian Jack, P.E.
Tetra Tech
Vice President

Attachment 2



Price Proposal

DeKalb Snapfinger CM

Revision Date:
Nov 07, 2022

Labor Plan

Change Order No. 5

Submitted to: DeKalb County

Contract Type: T&M

Project Phases / Tasks	Schedule		Total Labor Hrs	Bill Rate (\$/hr)	Labor Plan							Task Pricing Totals	Task Pricing Totals	
	From	Thru			Resident Engineer	Deputy Project Manager	Construction Manager	Construction Admin 1	Yr-1 Bill Rates	Resident Engineer	Deputy Project Manager			Construction Manager
Construction Management Svcs Year 10			4,950		\$244.78	\$226.87	\$202.99	\$95.52	\$252.12	\$233.68	\$209.08	\$98.39		0
Project Management	03/01/23	08/19/23	2,496		960	576	1,224	960	760	456	974	-	-	-
Resident Engineer	03/01/23	08/19/23	576		960	576	960	-	-	-	-	-	-	-
Construction Manager	03/01/23	08/19/23	960		960	960	960	-	-	-	-	-	-	-
Field Supplies	03/01/23	08/19/23	264		-	-	264	-	-	-	-	-	-	-
CM Weekly Overtime & Saturdays Yr10			264		-	-	264	-	-	-	-	-	-	-
Construction Management	03/01/23	08/19/23	264		-	-	264	-	-	-	-	-	-	-
TT-Schedulers Year 10			264		-	-	264	-	-	-	-	-	-	-
CPM Scheduler (Brian Delaney)	03/01/23	08/19/23	264		-	-	264	-	-	-	-	-	-	-
CPM Scheduler (Dan M.)	03/01/23	08/19/23	264		-	-	264	-	-	-	-	-	-	-
Benchmark Year 10			177,663		-	-	-	-	-	-	-	-	-	-
Deputy Construction Manager	03/01/23	08/19/23	177,663		-	-	-	-	-	-	-	-	-	-
Benchmark Year 10 Weekly Overtime & Saturday			73,284		-	-	-	-	-	-	-	-	-	-
Deputy Construction Manager	03/01/23	08/19/23	73,284		-	-	-	-	-	-	-	-	-	-
Sub-CERM Year 10			139,854		-	-	-	-	-	-	-	-	-	-
Site/Civil Inspector	03/01/23	08/19/23	139,854		-	-	-	-	-	-	-	-	-	-
CERM Year 10 Overtime - Saturday			5,245		-	-	-	-	-	-	-	-	-	-
Site/Civil Inspector	03/01/23	08/19/23	5,245		-	-	-	-	-	-	-	-	-	-
Graham & Assoc Year 10			372,630		-	-	-	-	-	-	-	-	-	-
Electrical/Controls Inspector	03/01/23	08/19/23	177,703		-	-	-	-	-	-	-	-	-	-
Construction Documents Administrator	03/01/23	08/19/23	139,886		-	-	-	-	-	-	-	-	-	-
Admin Asst	03/01/23	08/19/23	55,041		-	-	-	-	-	-	-	-	-	-
G&A Year 10 Weekly Overtime + Saturday			73,301		-	-	-	-	-	-	-	-	-	-
Electrical/Controls Inspector	03/01/23	08/19/23	73,301		-	-	-	-	-	-	-	-	-	-
Construction Management Svcs Year 11			1,976		-	-	-	-	-	-	-	-	-	-
Project Management	08/20/23	12/31/23	456		-	-	-	-	760	456	760	-	-	-
Resident Engineer	08/20/23	12/31/23	760		-	-	-	-	760	-	-	-	-	-
Construction Manager	08/20/23	12/31/23	760		-	-	-	-	-	-	760	-	-	-
Field Supplies	08/20/23	12/31/23	214		-	-	-	-	-	-	-	-	-	-
Plangrid Software	08/20/23	12/31/23	214		-	-	-	-	-	-	-	-	-	-
CM Yr 11 Weekly Overtime & Saturdays			214		-	-	-	-	-	-	-	-	-	-
Construction Management	08/20/23	12/31/23	214		-	-	-	-	-	-	214	-	-	-
TT-Schedulers Year 11			25,012		-	-	-	-	-	-	-	-	-	-
CPM Scheduler (Brian Delaney)	08/20/23	12/31/23	25,012		-	-	-	-	-	-	-	-	-	-
CPM Scheduler (Dan M.)	08/20/23	12/31/23	37,519		-	-	-	-	-	-	-	-	-	-
Benchmark Year 11			144,872		-	-	-	-	-	-	-	-	-	-
Deputy Construction Manager	08/20/23	12/31/23	144,872		-	-	-	-	-	-	-	-	-	-
Benchmark Year 11 - Overtime & Saturdays			61,188		-	-	-	-	-	-	-	-	-	-
Deputy Construction Manager	08/20/23	12/31/23	61,188		-	-	-	-	-	-	-	-	-	-
Sub-CERM Year 11			114,041		-	-	-	-	-	-	-	-	-	-
Site/Civil Inspector	08/20/23	12/31/23	114,041		-	-	-	-	-	-	-	-	-	-
CERM Year 11 - Overtime - Saturday			5,402		-	-	-	-	-	-	-	-	-	-
Site/Civil Inspector	08/20/23	12/31/23	5,402		-	-	-	-	-	-	-	-	-	-
Graham & Assoc Year 11			303,850		-	-	-	-	-	-	-	-	-	-
Electrical/Controls Inspector	08/20/23	12/31/23	144,900		-	-	-	-	-	-	-	-	-	-
Construction Documents Administrator	08/20/23	12/31/23	114,070		-	-	-	-	-	-	-	-	-	-
Admin Asst	08/20/23	12/31/23	44,881		-	-	-	-	-	-	-	-	-	-
G&A Year 11 - Weekly Overtime & Saturday			61,201		-	-	-	-	-	-	-	-	-	-
Electrical/Controls Inspector	08/20/23	12/31/23	61,201		-	-	-	-	-	-	-	-	-	-
Totals	03/01/23	12/31/23	4,950		960	576	1,224		760	456	974		\$2,810,450	\$2,810,450