



# Memorandum

**Meeting Details:** March 26, 2025

**Prepared For:** Mayor & Board of Commissioners

**From:** Megan Wepfer, Public Works Director

**Subject:** Public Works / Satellite Building Change order

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## Background

The public works department is bringing a proposal to the Board of Commissioners for the design of a new public works facility that will incorporate a satellite office for the building department and the possibility of adding training facilities for the fire department. Currently the Public Works department is working out of a shed that was constructed over 20 years ago and is open to all elements and the mechanic and sanitation employees are housed off the island. The proposed new building will be 135ft by 55ft and will have a second story office and break area and multiple bays which will bring the mechanic back to the island and allow us to downsize on rental space.

The proposal for engineering services is broken down into two tasks. Task one covers all geotechnical investigation which includes boring samples to check the soil type for which foundation will be needed. Task two covers all construction documents, permitting services, Construction administration services, and project certifications. Items that will not be covered by task two are Boundary and topographic survey, traffic studies, design of roadway improvements, Lift station design, FDOT permitting, and public hearings.

An error in communication occurred and the Architectural Services and Structural Engineering services were not included in the original approval. Staff has discussed with Pennoni and they have provided a breakdown for task 3 and 4 to include both services for an additional \$88,610.00. Funds are available to cover the change order cost.

### **Fiscal Impact**

The fiscal impact for the engineering services is \$62,050.00 (approved) plus change order \$88,610.00 for a total of \$150,660.00. Between the Public Works Department and the building department FY25 has \$1.5 million budgeted towards the design and construction of the new facility.

### **Recommendation(s)**

Staff recommends the Board of Commissioners approve the change order with Pennoni for the Public Works building to include task 3 and 4 for an additional \$88,610.00.

### **Attachments**

- Pennoni change order