

RESOLUTION NO. 2018-393

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS
OBISPO COUNTY SANITATION DISTRICT APPROVING AMENDMENT #1 TO
THE AGREEMENT FOR PROFESSIONAL SERVICES WITH KENNEDY/JENKS
CONSULTANTS, INC. FOR DESIGN OF THE REDUNDANCY PROJECT**

WHEREAS, the South San Luis Obispo County Sanitation District ("District") on April 18, 2016, entered into an Agreement with Kennedy/Jenks Consultants, Inc. ("Consultant") for professional services to design the Redundancy Project; and

WHEREAS, the District has previously approved six (6) Project Change Requests (PCRs) changing Exhibit "A" of said Agreement in scope, price and schedule, as summarized in the Exhibit to this Resolution, entitled Amendment #1 to Agreement for Professional Services; and

WHEREAS, the District Board of Directors desires to formally amend the Agreement to include the details of the changes as summarized in the Exhibit, Amendment #1 to Agreement for Professional Services.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the South San Luis Obispo County Sanitation District as follows:

1. To approve Amendment #1 to the April 18, 2016 Agreement for Professional Services between the District and Consultant; and
2. The Chair of the Board, or her designee, is hereby authorized and directed to execute Amendment #1 to the Agreement for Professional Services.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District held May 16, 2018.

On motion of Director Nicolls, seconded by Director Hill,
and by the following roll call vote:

AYES: Directors Nicolls, Hill, Austin
NOES:
ABSENT:
CONFLICTS:

CERTIFICATION:

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the South San Luis Obispo County Sanitation District held May 16, 2018.

RESOLUTION NO. 2018-393



CHAIR, BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

ATTEST:



DISTRICT SECRETARY

APPROVED AS TO FORM:

BY: 

KEITH F. COLLINS
DISTRICT COUNSEL

BY: 

PAUL J. KARP OR RICHARD SWEET
TECHNICAL CONSULTANTS

Amendment #1 to Agreement for Professional Services

This **Amendment No. 1** (the "Amendment") amends the contract between Kennedy/Jenks Consultants, Inc. (the "Consultant") and South San Luis Obispo County Sanitation District (the "District") dated April 18, 2016 (the "Agreement") to provide services for the project known as Wastewater Treatment Facility (WWTF) Redundancy Project (the "Project"). The work covered by the Amendment will be performed in accordance with the Agreement, its Terms and Conditions and Exhibits attached thereto.

Project Name: WWTF Redundancy Project	Date: 5/8/2018
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00


Description of Amendment No. 1

Six project change requests (PCR) were authorized by the District and are attached. These PCRs include descriptions of out of scope work requested by the District and budget increases to fund the out of scope work. Budget was pulled forward from engineering services during construction (ESDC) to fund the PCRs with authorization from the District. The Amendment increases the budget for the Agreement by the amount of the approved PCRs to fully fund the ESDC work. Budget changes for the approved PCRs are shown in the table below.

PCR	Date	Budget Change (+ increase / - deduction)
1	5/10/16	+ \$30,000
2	8/24/16	+ \$10,000
3	4/19/17	+ \$9,614
4	6/9/17	+ \$28,230
5	12/6/17	+ \$55,000
6	3/8/18	+ \$130,820
APPROVED PCR SUBTOTAL		+ \$263,664
CURRENT CONTRACT VALUE		\$1,837,704
CONTRACT VALUE AFTER AMENDMENT NO. 1		\$2,101,368

The District and the Consultant have agreed to change the contract value in Exhibit B of the Agreement to **\$2,101,368** by having their representatives sign below.

Acknowledgement/Authorization

<p>CONSULTANT</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>By </p> <p>Signature</p> </div> <div style="width: 45%;"> <p>5/8/2018</p> <p>Date</p> </div> </div> <div style="margin-top: 10px;"> <p>David Seymour</p> <p>Type or Print Name</p> </div> <div style="margin-top: 10px;"> <p>Principal</p> <p>Title</p> </div>	<p>DISTRICT</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>By _____</p> <p>Signature</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div> <div style="margin-top: 10px;"> <p>_____</p> <p>Type or Print Name</p> </div> <div style="margin-top: 10px;"> <p>_____</p> <p>Title</p> </div>
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PCR #1

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTF Redundancy Project	Date: 5/10/2016
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00
Description of Scope Change (refer to correspondence, minutes of meetings, etc.) The level of effort required for as-needed CEQA and permitting assistance for WWTF Redundancy Project is greater than anticipated. A \$30,000 budget was included as a placeholder for CEQA and permitting assistance in the budgeted project, and the scope of services for this work was undefined. The California Coastal Commission (CCC) response to the District's coastal development permit application requested analysis of impacts due to sea level rise. The District requested that ESA assist with this analysis, as a subconsultant to Kennedy/Jenks, under the WWTF Redundancy Project. The estimated level of effort for the sea rise analysis is \$56,012 (\$50,920 plus a 10% markup). We request permission to reallocate \$30,000 of budget from Phase 7 (Office Engineering Services During Construction) to accommodate the additional effort for the sea level rise analysis, and we request that a budget augmentation be issued in the future to re-fund Phase 7 before the project enters the construction phase. <input checked="" type="checkbox"/> Letter describing scope change included as an attachment.	
Assumption(s) <ul style="list-style-type: none">• Please refer to the attachment for assumptions.	
Budget Augmentation Request No project-level budget augmentation is currently being requested. We propose to reallocate budget from Phase 7, and will request a budget augmentation to re-fund Phase 7 before the project enter construction. The proposed budget reallocation from Phase 7 to Phase 2 is \$30,000. <input checked="" type="checkbox"/> Detailed fee estimate included as an attachment.	
Estimated Effect on Deliverable Schedule (if any) Estimated effect on the deliverables schedule is currently unknown for the following reasons: <ul style="list-style-type: none">• Completion of the draft report is anticipated in 2 months of NTP, but this will be dependent on availability and quality of data.• Buy-in by the CCC is outside of the control of Kennedy/Jenks Consultants. At this time we do not see an impact to the project schedule, provided that preliminary design can begin in	

the July 2016 timeframe. We will keep the District apprised of potential schedule impacts as they become known to us.

Effect on Contract/Authorized Budget

- ☒ Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.
- ☐ Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.

Originated by:
David Seymour, Kennedy/Jenks Consultants

Date:
5/10/2016

Approved by (K/J Project Manager):
John Wyckoff, Kennedy/Jenks Consultants

Date:
5/10/2016

Client Acknowledgement/Authorization

- ☐ Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.
- ☒ Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.
- ☐ Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.
- ☐ Scope Change request is not authorized. Do not proceed.
- ☐ Scope Change request is considered to be part of original scope. Follow-up discussion is required.

Authorized by (Client Project Manager):

Date:

Print Name:

5/11/16

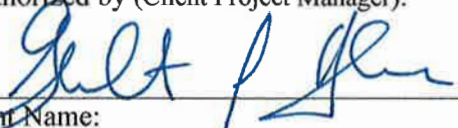
Gerhardt J Huber

PCR #2

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTF Redundancy Project		Date: 8/24/2016									
Client: South San Luis Obispo County Sanitation District		Project No.: 1668009*00									
Description of Scope Change (refer to correspondence, minutes of meetings, etc.) <p>The level of effort required for as-needed CEQA and permitting assistance for WWTF Redundancy Project is greater than anticipated. A budget increase for Phase 2 (As-needed CEQA/Permitting Assistance) is requested for additional effort needed for preparation of a flood mitigation memo and preparation of a new site figure. The effort expended on this work has been small up to this point (less than \$10,000).</p> <p>We request permission to reallocate another \$10,000 of budget from Phase 7 (Office Engineering Services During Construction) to accommodate already expended effort efforts under this Phase. We request that a budget augmentation be issued in the future to re-fund Phase 7 before the project enters the construction phase.</p> <p>Summary of Project Change Requests (PCRs):</p> <table border="1"> <thead> <tr> <th>PCR</th> <th>Date</th> <th>Summary</th> </tr> </thead> <tbody> <tr> <td>1 (Executed)</td> <td>5/10/16</td> <td>Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>2 (Pending)</td> <td>8/24/16</td> <td>Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.</td> </tr> </tbody> </table>			PCR	Date	Summary	1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.	2 (Pending)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.
PCR	Date	Summary									
1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.									
2 (Pending)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.									
<input type="checkbox"/> Letter describing scope change included as an attachment.											
Assumption(s) <ul style="list-style-type: none"> Not applicable 											
Budget Augmentation Request <p>No project-level budget augmentation is currently being requested. We propose to reallocate budget from Phase 7, and will request a budget augmentation to re-fund Phase 7 before the project enter construction. The proposed budget reallocation from Phase 7 to Phase 2 is \$10,000.</p>											
<input type="checkbox"/> Detailed fee estimate included as an attachment.											
Estimated Effect on Deliverable Schedule (if any) <p>Not applicable.</p>											
Effect on Contract/Authorized Budget											


<input checked="" type="checkbox"/> Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.	
<input type="checkbox"/> Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.	
Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 8/24/2016
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 8/24/2016
Client Acknowledgement/Authorization	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.	
<input checked="" type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.	
<input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.	
<input type="checkbox"/> Scope Change request is not authorized. Do not proceed.	
<input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager): 	Date: 8/25/16
Print Name: Gerhard J Hubner	

PCR #3

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTF Redundancy Project	Date: 4/19/2017												
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00												
Description of Scope Change (refer to correspondence, minutes of meetings, etc.) <p>The level of effort required for as-needed CEQA and Coastal Development Permit Application and hearing assistance for WWTF Redundancy Project is greater than anticipated. A budget increase for Phase 2 (As-needed CEQA/Permitting Assistance) is requested for additional effort needed for services as described in the attached proposal from ESA.</p> <p>We request permission to reallocate another \$9,614 of budget from Phase 7 (Office Engineering Services During Construction) to provide support up to and including the Coastal Commission hearing under this Phase. We request that a budget augmentation be issued in the future to re-fund Phase 7 before the project enters the construction phase.</p> <p>Summary of Project Change Requests (PCRs):</p> <table border="1"> <thead> <tr> <th>PCR</th> <th>Date</th> <th>Summary</th> </tr> </thead> <tbody> <tr> <td>1 (Executed)</td> <td>5/10/16</td> <td>Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>2 (Executed)</td> <td>8/24/16</td> <td>Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>3 (Pending)</td> <td>3/15/17</td> <td>Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.</td> </tr> </tbody> </table>		PCR	Date	Summary	1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.	2 (Executed)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.	3 (Pending)	3/15/17	Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.
PCR	Date	Summary											
1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.											
2 (Executed)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.											
3 (Pending)	3/15/17	Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.											
<input checked="" type="checkbox"/> Letter describing scope change included as an attachment.													
Assumption(s) <ul style="list-style-type: none"> Not applicable. 													
Budget Augmentation Request <p>No project-level budget augmentation is currently being requested. We propose to reallocate budget from Phase 7, and will request a budget augmentation to re-fund Phase 7 before the project enter construction. The proposed budget reallocation from Phase 7 to Phase 2 is \$9,614 (\$8,740 + 10% markup).</p> <p><input type="checkbox"/> Detailed fee estimate included as an attachment.</p>													
Estimated Effect on Deliverable Schedule (if any) <p>Not applicable.</p>													

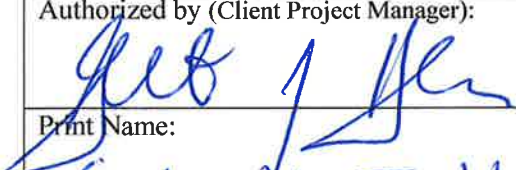
Effect on Contract/Authorized Budget	
<input checked="" type="checkbox"/> Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.	
<input type="checkbox"/> Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.	
Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 4/19/2017
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 4/19/2017
Client Acknowledgement/Authorization	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.	
<input checked="" type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.	
<input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.	
<input type="checkbox"/> Scope Change request is not authorized. Do not proceed.	
<input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager): 	Date: 4/19/17
Print Name: Gerhardt Hubner	

PCR #4

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes, or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTF Redundancy Project	Date: 6/9/2017															
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00															
Description of Scope Change (refer to correspondence, minutes of meetings, etc.)																
<p>This project change request (PCR) addresses the following proposed scope changes:</p> <p>1) Preparation of TM7 – Alternatives for Production Recycled Water Production</p> <p><u>Alternatives for Production of Recycled Water (Task 1.4A)</u></p> <p>The District is contemplating a partnership with the City of Pismo Beach, the Oceano Community Services District, the City of Arroyo Grande, and the City of Grover Beach in a regional groundwater sustainability project. A goal of the project is to contribute to developing a resilient water supply portfolio for southern San Luis Obispo County. This scope element (Task 1.4A) will present conceptual alternatives for how the District's WWTP could be upgraded for production of recycled water, such that effluent from the WWTP could be more easily used in a regional groundwater project. Task 1.4A is described as an optional item in the scope of work for the Redundancy Project, and was left as an unfunded scope item. This work would be completed during the course of preliminary design, to inform a path forward during final design of the facility improvements.</p> <p>Summary of Project Change Requests (PCRs):</p> <table border="1"> <thead> <tr> <th>PCR</th> <th>Date</th> <th>Summary</th> </tr> </thead> <tbody> <tr> <td>1 (Executed)</td> <td>5/10/16</td> <td>Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>2 (Executed)</td> <td>8/24/16</td> <td>Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>3 (Executed)</td> <td>4/19/17</td> <td>Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.</td> </tr> <tr> <td>4 (Pending)</td> <td>6/9/17</td> <td>Increase Phase 1 budget to \$437,063 (+\$28,230 for Task 1.4A) by shifting budget from Phase 7.</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Letter describing scope change included as an attachment.</p> <p>Assumption(s)</p> <ul style="list-style-type: none"> Not applicable. <p>Budget Augmentation Request</p> <p>No project-level budget augmentation is currently being requested. We propose to reallocate budget from Phase 7, and will request a budget augmentation to re-fund Phase 7 before the project enter construction.</p>		PCR	Date	Summary	1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.	2 (Executed)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.	3 (Executed)	4/19/17	Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.	4 (Pending)	6/9/17	Increase Phase 1 budget to \$437,063 (+\$28,230 for Task 1.4A) by shifting budget from Phase 7.
PCR	Date	Summary														
1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.														
2 (Executed)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.														
3 (Executed)	4/19/17	Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.														
4 (Pending)	6/9/17	Increase Phase 1 budget to \$437,063 (+\$28,230 for Task 1.4A) by shifting budget from Phase 7.														

<input type="checkbox"/> Detailed fee estimate included as an attachment.	
Estimated Effect on Deliverable Schedule (if any) Not applicable.	
Effect on Contract/Authorized Budget <input checked="" type="checkbox"/> Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date. <input type="checkbox"/> Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.	
Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 6/9/2017
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 6/9/2017
Client Acknowledgement/Authorization <input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work. <input checked="" type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost. <input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized. <input type="checkbox"/> Scope Change request is not authorized. Do not proceed. <input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager): 	Date: 7/6/17
Print Name: Gerhard J Hubner	

Scope Change/Budget Augmentation Request

PCR #5

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes, or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTF Redundancy Project	Date: 12/6/2017
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00

Description of Scope Change (refer to correspondence, minutes of meetings, etc.)

This project change request (PCR) addresses the following proposed scope changes:

- 1) **PCR 5** - Kennedy/Jenks has incurred additional costs resulting from an 18-month delay in starting design of the Redundancy Improvements. This PCR will fund additional costs resulting from increased project management efforts and escalation due to the extended schedule.

PCR 5 - Time Extension

Project management costs and escalation costs were estimated assuming a 16-month duration for CEQA/permitting, design, and bid period services from April 2016 to August 2017 (see executed Agreement, Exhibit A, Assumption 1 on page 15 of 16). The duration of CEQA/permitting, design, and bid period services has been extended by approximately 18 months as seen in the attached project schedule. Escalation costs were calculated using the Consumer Price Index (CPI) published by the Bureau of Labor Statistics. The National CPI-U Index (Series CUUR0000SA0) in April 2016 was 239.61 and in October 2017 was 246.663. Inflation over this period averaged 3 percent; 3 percent of the remaining contract value (approximately \$1.5 million) is \$45,000. Increased project management costs during the 18-month period are estimated at approximately \$10,000 based on earned value analyses (roughly 2-2.5 hours/month of additional PM time).

This delay occurred because of a prolonged Coastal Development Permitting process, which was outside of the control of both Kennedy/Jenks and the District, and also as a result of an alternatives evaluation that looked at implementation of the Redundancy Project as a membrane bioreactor (MBR). Kennedy/Jenks was directed by the District to hold off on beginning design work while the CDP was in process and during the development of a technical memorandum that evaluated the MBR alternative (Recycled Water Alternatives TM – TM 7). The direction to hold off on work was provided with the intent of reducing expenditures on developing a design that could have been obsolete should the CDP have been rejected or should the District have decided to proceed with the MBR alternative presented in TM7. The District provided notice to proceed on preliminary and final design on 11/16/2017 and design work is currently underway.

Summary of Project Change Requests (PCRs):

PCR	Date	Summary
1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.
2 (Executed)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.
3 (Executed)	4/19/17	Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.
4 (Executed)	6/9/17	Increase Phase 1 budget to \$437,063 (+\$28,230) by shifting budget from Phase 7.
5 (Pending)	12/6/17	Increase Phase 1-6 budget to \$1,410,771 (+\$55,000) by shifting budget from Phase 7.

☐ Letter describing scope change included as an attachment.

Assumption(s)

- Not applicable.

Budget Augmentation Request

No project-level budget augmentation is currently being requested. We propose to reallocate budget from Phase 7, and will request a budget augmentation to re-fund Phase 7 before the project enter construction.


☐ Detailed fee estimate included as an attachment.

Estimated Effect on Deliverable Schedule (if any)

Not applicable.

Effect on Contract/Authorized Budget

- ☒ Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.
- ☐ Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.

Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 12/6/2017
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 12/6/2017
Client Acknowledgement/Authorization	
<p><i>This is your NTP</i></p> <p><input checked="" type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.</p> <p><input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.</p> <p><input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.</p> <p><input type="checkbox"/> Scope Change request is not authorized. Do not proceed.</p> <p><input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required.</p>	
Authorized by (Client Project Manager): 	Date: <i>4-4-2018</i>
Print Name: <i>Paul J Karp</i>	

Scope Change/Budget Augmentation Request

PCR #6

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes, or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTF Redundancy Project	Date: 3/8/2018																					
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00																					
Description of Scope Change (refer to correspondence, minutes of meetings, etc.)																						
<p>This project change request (PCR) addresses the following proposed scope changes:</p> <ol style="list-style-type: none"> PCR 6 – This PCR will fund design of the flood mitigation measures as defined in Technical Memo No. 5 (TM5). The funding of the design of the flood mitigation measures was not initially included in the original project agreement as the scope of the required improvements had not been defined at the time of the execution of the agreement. This PCR will also fund potholing of yard piping in support of the Redundancy Project design. <p><u>PCR 6 – Design of Flood Mitigation Measures</u></p> <p>Flood mitigation measures were anticipated at the time of the project conception, but the scope of the measures was uncertain. Therefore, a preliminary design effort was budgeted when the current agreement was executed with the anticipation that final design budget would be added to the contract when the scope of the measures was agreed to by the District. Potholing was initially to be self-performed by the District, but since the Agreement was executed the District's capacity to self-perform this work has changed. This PCR amends the contract to include up to \$39,930 of potholing work within the Consultant's scope on a time and materials basis.</p> <p>TM5 contains the flood elevation data and recommendation for providing necessary flood protection for the critical portions of the Facility. District staff has reviewed TM5 and provided direction on their preferences for proceeding with the flood mitigation measures. The work covered by this PCR includes design of the approved flood mitigation measures to be incorporated into the design of the Redundancy Project. Flood mitigation measures are comprised of design of stem walls and flood plates around the following structures: the primary transformer (Area 1 in TM5), standby power building (Area 2 in TM3), the side of the Power Generation Station that contains the MCC (Area 3 in TM5), and the Fixed Film Reactor (Area 4 in TM5).</p> <p><u>Summary of Project Change Requests (PCRs):</u></p> <table border="1"> <thead> <tr> <th>PCR</th> <th>Date</th> <th>Summary</th> </tr> </thead> <tbody> <tr> <td>1 (Executed)</td> <td>5/10/16</td> <td>Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>2 (Executed)</td> <td>8/24/16</td> <td>Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>3 (Executed)</td> <td>4/19/17</td> <td>Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.</td> </tr> <tr> <td>4 (Executed)</td> <td>6/9/17</td> <td>Increase Phase 1 budget to \$437,063 (+\$28,230) by shifting budget from Phase 7.</td> </tr> <tr> <td>5 (Pending)</td> <td>12/6/17</td> <td>Increase Phases 1-6 budget to \$1,410,771 (+\$55,000) by shifting budget from Phase 7.</td> </tr> <tr> <td>6 (Pending)</td> <td>3/8/18</td> <td>Increase Phases 1, 3, 4, 5, and 6 budgets to \$1,541,591 (+\$130,820) by shifting budget from Phase 7.</td> </tr> </tbody> </table>		PCR	Date	Summary	1 (Executed)	5/10/16	Increase Phase 2 budget to \$60,000 (+\$30,000) by shifting budget from Phase 7.	2 (Executed)	8/24/16	Increase Phase 2 budget to \$70,000 (+\$10,000) by shifting budget from Phase 7.	3 (Executed)	4/19/17	Increase Phase 2 budget to \$79,614 (+\$9,614) by shifting budget from Phase 7.	4 (Executed)	6/9/17	Increase Phase 1 budget to \$437,063 (+\$28,230) by shifting budget from Phase 7.	5 (Pending)	12/6/17	Increase Phases 1-6 budget to \$1,410,771 (+\$55,000) by shifting budget from Phase 7.	6 (Pending)	3/8/18	Increase Phases 1, 3, 4, 5, and 6 budgets to \$1,541,591 (+\$130,820) by shifting budget from Phase 7.
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<input type="checkbox"/> Letter describing scope change included as an attachment.	
Assumption(s) <ul style="list-style-type: none"> Not applicable. 	
Budget Augmentation Request <p>No project-level budget augmentation is currently being requested. We propose to reallocate budget from Phase 7, and will request a budget augmentation to re-fund Phase 7 before the project enters construction. Kennedy/Jenks cannot provide all of the scoped Phase 7 services until this budget is refunded.</p> <input checked="" type="checkbox"/> Detailed fee estimate included as an attachment.	
Estimated Effect on Deliverable Schedule (if any) Not applicable.	
Effect on Contract/Authorized Budget <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work. </div>	
Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 3/8/2018
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 3/8/2018
Client Acknowledgement/Authorization <div style="text-align: right; color: blue; font-style: italic; font-size: 1.2em; margin-bottom: 10px;"> This is your NTD JJC </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work. </div> <div> <input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Scope Change request is not authorized. Do not proceed. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required. </div>	
Authorized by (Client Project Manager):	Date: 4-4-2018
Print Name: Paul J. Kemp	