



# The City of Edgewater

**Finance Department**  
104 Riverside Drive  
Edgewater, FL 32132

## REQUEST FOR CHANGE ORDER

|                  |                        |       |         |
|------------------|------------------------|-------|---------|
| REQUESTED BY:    | Jeffrey Lariscy        | DATE: | 5/14/26 |
| DEPT:            | Fire Department        |       |         |
| PURCHASE ORDER # | 11455                  |       |         |
| VENDOR NAME:     | Halff Associates, Inc. |       |         |
| FUNDING SOURCE:  | 001-5555-580.31-10     |       |         |

  

|                                                                       |                            |                |                                 |                             |
|-----------------------------------------------------------------------|----------------------------|----------------|---------------------------------|-----------------------------|
| 1                                                                     | LINE ITEM TO BE CHANGED: 1 | CHANGED QTY: 1 | CHANGED UNIT COST: +\$56,672.00 | EXTENDED COST: \$183,807.00 |
| REASON FOR CHANGE:<br>Cost Increase due to FDOT delaying the project. |                            |                |                                 |                             |

  

|                                                      |                          |      |            |                |
|------------------------------------------------------|--------------------------|------|------------|----------------|
| 2                                                    | LINE ITEM TO BE ADDED: # | QTY: | UNIT COST: | EXTENDED COST: |
| DESCRIPTION:                                         |                          |      |            |                |
| HTE FUND NUMBER (INCLUDING PROJECT # IF APPLICABLE): |                          |      |            |                |
| REASON FOR CHANGE:                                   |                          |      |            |                |

  

|                                                      |                          |      |            |                |
|------------------------------------------------------|--------------------------|------|------------|----------------|
| 3                                                    | LINE ITEM TO BE ADDED: # | QTY: | UNIT COST: | EXTENDED COST: |
| DESCRIPTION:                                         |                          |      |            |                |
| HTE FUND NUMBER (INCLUDING PROJECT # IF APPLICABLE): |                          |      |            |                |
| REASON FOR CHANGE:                                   |                          |      |            |                |

  

|                         |                                                         |
|-------------------------|---------------------------------------------------------|
| Signature of Requestor: | Signed by:<br><i>Jeff Lariscy</i><br>D8E9E94E825B4D5... |
| Signature of Approver   |                                                         |

April 16, 2026

Mr. Joe Mahoney  
City Manager  
City of Edgewater  
104 N. Riverside Drive  
Edgewater, FL 32132  
Via Email: [jmahoney@cityofedgewater.org](mailto:jmahoney@cityofedgewater.org)

**RE: PROPOSAL FOR FIRE STATION #55 EMERGENCY TRAFFIC SIGNAL PLANS UPDATES  
EDGEWATER, FLORIDA, VOLUSIA COUNTY**

Halff Associates, Inc., (CONSULTANT) will provide professional services to the City of Edgewater (CITY) for updating the Final Plans and Documents for the proposed Fire Station #55 Emergency Traffic Signals designed under City of Edgewater Purchase Order No. 011455. The Final Plans were shelved in FDOT Fiscal Year 25 and will be updated to reflect FDOT's governing standards and specifications in place at the time of bid opening. All other Project Documents will be updated and finalized.

**PHASE 100 PROJECT ADMINISTRATION**

This task will be billed on an HOURLY basis at the approved contract rates and will not exceed the task fee without prior written authorization. CONSULTANT will notify the CITY when billings reach 75% of the estimated fee and an Additional Services Request will be provided, if necessary, dependent on the remaining tasks and schedule for project completion. This task will include, but not be limited to, the following:

- A. Administrative services necessary to coordinate all aspects of the project through planning and design.
- B. Coordination and documentation efforts necessary for the LAP agreement requirements.
- C. Coordination with the CITY for design products meeting current FDOT and FHWA BABA requirements.

**FEE: \$15,000.00  
(BUDGET, NOT TO EXCEED, TO BE BILLED HOURLY)**

**PHASE 200 SIGNAL PLANS AND DESIGN DOCUMENTS UPDATES**

- A. Update Signal Plans and Design Documents based on FDOT Governing Standard Plans and Specifications at the time of bid opening.
- B. Submit updated Signal Plans and Design Documents to the CITY and FDOT for review and comments.
- C. Provide Revised Plans and Documents addressing comments from initial submittal review and coordinate with the CITY and FDOT for comment resolution.
- D. Submit Final Signed and Sealed Plans and Design Documents to the CITY and FDOT.

**FEE: \$14,640.00**

## **PHASE 300 ENVIRONMENTAL EVALUATION UPDATES**

### **Natural Resources Evaluation (NRE) Environmental Technical Memorandum Updates**

- A. Site visit to conduct meandering pedestrian transect surveys for State and/or Federal listed plant or animal species on the project site. All habitats within the project boundary will be surveyed in accordance with the Florida Wildlife Conservation Guide (2011) as developed by the US Fish and Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission (FWC), and Florida Natural Area Inventory (FNAI).
- B. Update the Natural Resources Evaluation (NRE) Environmental Technical Memorandum based on results from site evaluation. The NRE Environmental Technical Memorandum is intended to support a Type 1, Categorical Exclusion to meet National Environmental Policy Act (NEPA) compliance.

### **Cultural Resources Desktop Review**

This project is subject to Section 106 of the National Historic Preservation Act (Section 106), with the Florida Department of Transportation (FDOT) serving as the lead federal agency. Section 106 requires federal agencies to identify and address adverse effects to historic properties resulting from federal undertakings. Historic properties in the context of Section 106 include precontact districts, sites, buildings, structures, or objects that are listed in or eligible for listing in the National Register of Historic Places (NRHP).

In compliance with Section 106, Halff will review the Florida Master Site File to determine whether any archaeological sites, above-ground historic resources eligible for listing in the NRHP, or cemeteries are documented within or adjacent to the project area. Background research will also include a review of local soil, geologic, and other physiographic data to evaluate the potential for buried and intact archaeological deposits as it pertains to the horizontal and vertical footprint of the project area. Historic topographic maps and aerial photography will be reviewed to identify any potential above-ground historic resources within and adjacent to the project area.

The results of the desktop review will be summarized in a report prepared by Halff and provided to FDOT for review. As the lead federal agency, FDOT will be responsible for submitting the report to the Florida State Historic Preservation Office (SHPO) and coordinating consultation under Section 106. If FDOT and the SHPO determine that additional cultural resources investigations (e.g., archaeological and/or historic resources field surveys) are necessary, these efforts will be considered an additional service and scoped separately.

**FEE: \$12,032.00**

## **PHASE 400 CONSTRUCTION ADMINISTRATION**

This task will be billed on an HOURLY basis at the approved contract rates and will not exceed the task fee without prior written authorization. CONSULTANT will notify the CITY when billings reach 75% of the estimated fee and an Additional Services Request will be provided, if necessary, dependent on the remaining tasks and schedule for project completion. This task will include, but not be limited to, the following:

- A. Attend an On-Site Pre-Construction Meeting. CONSULTANT will provide supporting information or documents as needed to assist the designated Construction Engineering Inspection (CEI) team in preparation of the Pre-Construction Meeting.

- B. CONSULTANT will review Contractor's shop drawings and submittals.
- C. CONSULTANT will review and provide responses to any Requests for Information (RFI) submittals. CONSULTANT will provide plan revisions as necessary.
- D. CONSULTANT will attend Progress Meetings to review the overall construction of the project and address RFI's, plan revisions, and inspections.
- E. CONSULTANT will attend a Substantial Completion Inspection when the project is deemed to be substantially complete. CONSULTANT will submit a report of deficiencies noted in the work with recommendations for corrective actions.
- F. CONSULTANT will attend a Final Inspection to verify deficiencies were corrected and no further deficiencies are noted.
- G. CONSULTANT will review As-Built survey provided by the contractor. CONSULTANT will provide other project closeout documents and certifications as required.

**FEE: \$15,000.00**  
**(BUDGET, NOT TO EXCEED, TO BE BILLED HOURLY)**

## **SCHEDULE**

Upon receipt of a fully executed copy of this Agreement, CONSULTANT will perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as consistent with professional skill and care and the orderly progress of work. We also acknowledge that the CITY is to be regularly and routinely consulted in connection with the performance hereunder.

## **SUPPLEMENTAL SERVICES**

Services authorized in writing by the CITY other than those specifically listed in the services described above, and which are agreed to be performed by CONSULTANT by written addenda to the Agreement, shall be considered Supplemental Services. The CITY shall compensate CONSULTANT at an agreed upon lump sum fee or based on current hourly rates for the actual personnel involved in the tasks (Hourly Services). Hourly Services will be invoiced based on the approved contract rates. Supplemental Services may include, but are not limited to, the following items:

- Design required beyond those described in the scope above, including significant re-design of the signal plans
- Permitting
- Landscape and Hardscape Design
- Lighting Design
- Roadway Design

## **EXCLUDED SERVICES**

The Scope of Services expressly does not include the following services which are the obligation of the CITY.

- Structural or mechanical services
- Proposed Right of Way mapping, including construction, temporary and perpetual easements, and related recording instruments
- Any service related to buildings or vertical construction elements
- Any services not specifically included in this scope

- FDOT and FHWA BABA approval of CITY products and preferences

## COMPENSATION

The CONSULTANT shall invoice monthly for services rendered during the previous month. Phase 100, Project Administration, services will be Hourly, Not to Exceed. Phase 200, Signal Plans and Design Documents Updates, will be Lump Sum based on a percentage of services completed. Phase 300, Environmental Evaluation Updates, will be Lump Sum based on a percentage of services completed. Phase 400, Construction Administration, services will be Hourly, Not to Exceed. CONSULTANT's fees for the described services are outlined in the following list.

|                                                        |                    |
|--------------------------------------------------------|--------------------|
| A. PHASE 100 PROJECT ADMINISTRATION                    | \$15,000.00 (NTE)  |
| B. PHASE 200 SIGNAL PLANS AND DESIGN DOCUMENTS UPDATES | \$14,640.00 (LS)   |
| C. PHASE 300 ENVIRONMENTAL EVALUATION UPDATES          | \$12,032.00 (LS)   |
| D. PHASE 400 CONSTRUCTION ADMINISTRATION               | \$15,000.00 (NTE)  |
| <b>TOTAL</b>                                           | <b>\$56,672.00</b> |

**Representation on Authority of Parties/Signatories.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

### APPROVED:

Consultant: **HALFF ASSOCIATES, INC.**  
 Signature: **Matthew Thibault**  
Digitally signed by Matthew Thibault  
 DN: cn=Matthew Thibault, c=US, ou=106, email=mthibault@halff.com  
 Date: 2026.05.14 08:02:06 -04'00'  
 Name: Matthew Thibault  
 Title: Senior Team Leader  
 Date: 4/16/2026

### APPROVED:

Client: **CITY OF EDGEWATER**  
 Signature: **Matthew A. Creel**  
Digitally signed by Matthew A. Creel  
 DN: E=105, cn=matthew.a.creel@cityofedgewater.org, cn=Matthew A. Creel  
 Date: 2026.05.13 16:04:35 -04'00'  
 Name: Matthew Creel PE  
 Title: City Engineer  
 Date: 5/13/2026