

## EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(4) April 27, 2016

### ITEM:

Consideration of approving an increase to the following CH2M Hill Engineers Inc. engineering purchase orders for General Engineering Services for the remainder Fiscal Year 16 Budget for a total NTE \$55,000. (Crowe)

- P17866 – Operations Support for \$25,000
- P17931 – Real Property Support for \$25,000
- P17924 – Building Department Support for \$5,000

### EXPLANATION:

CH2M Hill Engineers was awarded an Engineering Continuing Contract on June 18, 2014 for support services on engineering, operations, real property and building department. Each year new purchase orders are issued to perform services required as part of the department budgets. Each project is quoted as a not to exceed price based on allowable rates for services required. CH2M Hill Engineers has provided quality support and staffing to meet the Port's routine day-to-day needs. The requested amounts are based on a year of expenditures in FY15 and do not represent any increase in fees.

The requested purchase orders include the following tasks:

#### ENGINEERING DEPARTMENT

##### Operations Support Tasks:

- Crane Requests
- Crane Data Base
- Mooring Layouts
- Gangway Support
- Maps & Site Plans

#### TENANT RELATIONS AND DEVELOPMENT

##### Real Property Support:

- Lease File and Maps
- Legals & Site Plans
- Displays for CPA

##### Building Department Support:

- Tenant Reviews
- Tenant Files
- Misc. Support
- Displays for CPA

#### **Funding Review by Finance (Pat Poston):**

The total amount of \$55,000 is an operational expense and is included in the FY16 Operating Budget. While the increase in engineering expense does not have adequate budget to cover these items, there are other areas within the engineering department which are under budget and can be reallocated. This will be done at the midyear budget revision, so there is no overall change to the operating budget.

#### **Staff Recommends Approval**

**Prepared by: Bill Crowe, P.E.**



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April 7, 2016

Canaveral Port Authority  
445 Challenger Road, Suite 301  
Cape Canaveral, FL 32920

Attn: Mr. Bill Crowe, P.E., Senior Director,  
Facilities, Construction & Engineering

RE: Request for Budget Increase for CPA 2016-02, Operations Support, PO# P17866

Dear Bill,

We request that the budget for the subject General Engineering Services - Operations Support, be increased by \$25,00.00. It is anticipated that the increase will be needed for mooring layouts and crane request evaluations at CT1 and the renovated CT5 and CT10. Please note that this budget will be used only when requested by CPA staff.

Regards,

A handwritten signature in blue ink, appearing to read "Gary D. Ledford".

Gary D. Ledford, P.E.  
Project Director  
CH2M

GDL/dlo

666733/Contracts/Request for Budget Increase CPA 2016-02.PO#17866

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Attn: Mr. Bill Crowe, P.E., Senior Director,  
Facilities, Construction & Engineering

RE: Request for Budget Increase for CPA 2016-03, Real Property Support, PO# P17931

Dear Bill,

We request that the budget for the subject General Engineering Services – Real Property Support, be increased by \$25,000.00. Based on discussions with CPA staff, we anticipate that the increase will be needed to assist staff with detailed evaluations of property acreage, lease surveys, and property usage maps. Please note that this budget will be used only when requested by CPA staff.

Regards,

A handwritten signature in blue ink, appearing to read "Gary D. Ledford".

Gary D. Ledford, P.E.  
Project Director  
CH2M

GDL/dlo

666735/Contracts/Request for Budget Increase CPA 2016-03.PO#17931

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Facilities, Construction & Engineering

RE: Request for Budget Increase for CPA 2016-04, Building Department, PO# P17924

Dear Bill,

We request that the budget for the subject General Engineering Services – Building Department Support, be increased by \$5,000.00. Tenant development projects are anticipated to require our assistance with the CPA Building Department. Please note that this budget will be used only when requested by the CPA Building Department.

Regards,

A handwritten signature in blue ink, appearing to read "Gary D. Ledford".

Gary D. Ledford, P.E.  
Project Director  
CH2M

GDL/dlo

666739/Contracts/Request for Budget Increase CPA 2016-04.PO#17924