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Sent: Thursday, September 28, 2023 3:46 PM
To: Simmons, Caroline <CSimmons@StamfordCT.gov>
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<EMcKenna@StamfordCT.gov>; Larson, Erik <ELarson@StamfordCT.gov>
Subject: Change Order No. 2 to Stantec-Stamford Contract for Cummings Park & West Beach Master Plan Design (RFP 609)

Good afternoon Your Honor,

Attached is a proposed Change Order No. 2 to the City's Contract with Stantec Consulting Services, Inc. for Cummings Park and West Beach Master Plan and Design Services. If agreeable, ***please forward this email and its attachments to the City's Board of Finance and Board of Representatives for consideration/approval.***

At the time of the original contract (October 2015), Phase 1 renovations were conceived of as a single project and Stantec's fees for design and construction administration services were set at \$218,300.00 (original Agreement/Exhibits attached). Due to lack of funding at the onset, the work of Phase 1 was broken up into sub-phases to be constructed as funding became available over time. This approach required design revisions and additional time for construction administration services. As a result, the City and Stantec entered into Change Order No. 1, in December 2022, to increase Stantec's compensation by \$32,000.00 (copy attached). The next sub-phase is the construction of the east and west beach promenades, which can begin as early as next month. The proposed Change Order No. 2 increases Stantec's compensation by \$30,225.00 for construction administration services for this sub-phase. The original \$36,000.00 allotment for those services was paid out during the construction of the exterior of the pavilion and demolition of the concession stand. Board approvals are required for Change Order No. 2, per City Code Sec. 23-18.4.C.(2), because it will increase the total contract price to \$280,525.00, which exceeds the original contract price by more than 15%. Please know that we'll likely need additional change orders in the future for Stantec's continued services as money becomes available to fund the remaining sub-phases of this project.

Please contact Erin McKenna, Senior Planner, directly if you have specific questions regarding the services of proposed Change Order No. 2, the associated fees, or the Cummings Park project in general. You may, of course, contact me at your convenience if I may be of any further assistance to you in this matter.

Thank you,

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