




TO: Todd Slatin, Director  
Division of Central Purchasing

FROM:   
Charles H. Martin, P.E., Director  
Division of Water Quality

DATE: February 23, 2024

SUBJECT: MS4 Decreasing Change Orders for Agreement Years FY14, FY18 and FY20

**Request**

The Division of Water Quality (DWQ) recommends a decrease to the MS4 Annual Program Management Contracts #286-2014 and #87-2020 for a total savings of \$126,357.15.

**Purpose of Request**

For more than a decade, DWQ has utilized the professional services of Tetra Tech, Inc. for the MS4 Program Management Services, and the approved fiscal year budgets are typically \$816,000; however, sometimes the task orders are completed under budget or task orders for the entire amount were not issued. Under CAO Policy 15, these agreement reductions are less than 10% of the annual agreement amount, and can be approved by the Director of Central Purchasing. Attached is the Contract History Form, signed by the consultant Tetra Tech, agreeing to these contract reductions.

CONTRACT	FISCAL YEAR	CONTRACT AMOUNT	SAVINGS
#286-2014	FY14	\$ 816,000.00	\$ 20,971.68
#286-2014	FY18	\$ 816,000.00	\$ 30,402.29
#87-2020	FY20	\$ 816,000.00	\$ 79,983.18

**Project Costs in FY24 and in Future Budget Years**

The division recommends that the savings from these older agreements be used for MS4 Annual Program Management Agreement renewal in lieu of requesting budget funds in the FY25 Fund 4052 budget.

**Are Funds Budgeted- NA****Director/Commissioner**

Martin/Albright



<b>LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT CONTRACT CHANGE ORDER</b>		DATE:	02.23.24
		Contract Modification:	1
		CONTRACT #:	#286-2014 & #87-2020
PROJECT: MS4 Annual Program Management			
TO: Tetra Tech, Inc.			
Original Contract Amount		\$2,448,000.00	
Cumulative Amount of Previous Contract Modifications		\$0.00	
Percent Change of Previous Contract Modifications		0%	
Existing Contract Amount		\$2,448,000.00	
Net (increase/decrease) in Contract Amount - (From following pages)		-\$126,357.15	
Percent Change of This Contract Modification		-5%	
Original Contract Amount		\$2,448,000.00	
Cumulative Amount of all Contract Modifications		-\$126,357.15	
Percent Change of all Contract Modifications		-5%	
New Contract Amount Including this Change Order		\$2,321,642.85	
Recommended by	<i>Samuel Smith</i>	(Proj. Engr.)	Date <i>3/14/24</i>
Accepted by	<i>Richard W. Walk</i>	(Consultant)	Date <i>3/14/24</i>
Accepted by		(Contractor)	Date _____
Approved by	<i>Richard F. Huff</i>	(Director)	Date <i>3-14-24</i>
Approved by	<i>Stanley Albright</i>	(Commissioner)	Date <i>3/19/24</i>
Approved by		(Mayor or CAO)	Date _____

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT CONTRACT MODIFICATION				DATE:	02.23.24		
				Contract Mod #:	1		
				CONTRACT #:	#286-2014 & #87-2020		
Project: MS4 Program Management Services							
TO: Tetra Tech, Inc.							
You are hereby requested to comply with the following changes from the contract plans and specifications;							
Item No.	ADD / DEL	Description of changes	Units	Quantity	Unit Price	Decrease in contract price	Increase in contract price
1	DEL	FY14 Program Management Services	LS	1	NA	\$ 20,971.68	\$ -
		FY18 Program Management Services			NA	\$ 30,402.29	
1		FY20 Program Management Services			NA	\$ 74,983.18	\$ -
2						\$ -	\$ -
3						\$ -	\$ -
4						\$ -	\$ -
5						\$ -	\$ -
6						\$ -	\$ -
7						\$ -	\$ -
8						\$ -	\$ -
9						\$ -	\$ -
10						\$ -	\$ -
11						\$ -	\$ -
12						\$ -	\$ -
13						\$ -	\$ -
Total decrease						\$ 126,357.15	
Total increase							\$ -
Net (increase) in contract price						\$	\$ (126,357.15)

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**JUSTIFICATION FOR CHANGE**

PROJECT: MS4 Program Management Services

CONTRACT NO. #286-2014 &amp; #87-2020

CHANGE ORDER: 1

1. Necessity for change:
  
2. Is proposed change an alternate bid? \_\_\_Yes \_\_\_X\_\_\_No
3. Will proposed change alter the physical size of the project? \_\_\_Yes \_\_\_X\_\_\_No  
If "Yes", explain.
  
4. Effect of this change on other prime contractors: N/A
  
5. Has consent of surety been obtained? \_\_\_Yes \_\_\_X\_\_\_Not Necessary
6. Will this change affect expiration or extent of insurance coverage? \_\_\_Yes \_\_\_X\_\_\_No  
If "Yes", will the policies be extended? \_\_\_Yes \_\_\_No
7. Effect on operation and maintenance costs: N/A
  
8. Effect on contract completion date: N/A

\_\_\_\_\_  
Mayor\_\_\_\_\_  
Date