

19**AGENDA ITEM
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS***Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting***10/6/2026****BCC MEETING DATE****TO: Joy Andrews, County Administrator****DATE: August 24, 2026****FROM: Jaime Locklear, Director, Purchasing****PHONE: 904 209-0158****SUBJECT OR TITLE:** **Change Order No. 02 to Task Order No. 07 – Re-Design of North Beach WTP with Mott Macdonald Florida, LLC under RFQ No. 22-01; Continuing Contracts for As Needed Professional Services.****AGENDA TYPE: Consent Agenda, Contract, Resolution****BACKGROUND INFORMATION:**

On March 15, 2022, the County issued a Task Order based contract with Mott Macdonald Florida, LLC, under RFQ No. 22-01; Continuing Contracts for As Needed Professional Services. On July 03, 2025, Task Order No. 07 was issued to provide design services for the Re-Design of North Beach WTP project in the amount of \$399,895.00. On January 29, 2026, Change Order No. 01 was issued in the amount of \$18,920.00 for additional surveying and subsurface investigation services, bringing the cumulative not-to-exceed amount of the Task Order to \$418,815.00. Mott Macdonald Florida, LLC submitted Change Order No. 02 to increase the not-to-exceed amount by \$300,000.00, for construction administration services. This includes attending meetings, site visits, shop drawing reviews, Request for Information review, O&M manual review, startup assistance, substantial and final completion walkthrough, record drawings, and project closeout, through the end of the completion of construction. This increases the total cost for Task Order No. 07 to \$718,815. The SJC Purchasing Policy requires BOCC approval for any Change Order that results in a Contract and/or Task Order previously not approved by the BOCC, to exceed a total value of \$500,000 or more. Staff recommends Board approval to execute Change Order No. 02 to Task Order No. 07 to Mott Macdonald LLC to complete the work as specified in accordance with the Change Order, Task Order, and Master Contract. Due to the size of the Exhibits and Attachments, they are available upon request from Jaime Locklear.

1. IS FUNDING REQUIRED? Yes**2. IF YES, INDICATE IF BUDGETED.** Yes**IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:****INDICATE FUNDING SOURCE:** Utility Services Capital Projects Unrestricted-System Improvements-North Beach Utility GST and Aerator (4488-56302-6284)**SUGGESTED MOTION/RECOMMENDATION/ACTION:**

Motion to adopt Resolution 2026-_____, authorizing the County Administrator, or designee, to execute and issue Change Order No. 02 to Task Order No. 07 with Mott Macdonald Florida, LLC, for construction administration services for the Re-Design of North Beach WTP project for an amount not to exceed \$300,000.00 under RFQ No. 22-01; Continuing Contracts for As Needed Professional Services, Master Contract No: 22-PSA-MOT-15832.

For Administration Use Only:**Legal: Jalisa Ferguson 9/21/2026****OMB: CR 9/21/2026****Admin: Brad Bradley 9/21/2026**

RESOLUTION NO. 2026 - _____

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO EXECUTE CHANGE ORDER NO. 02 TO TASK ORDER NO. 07, MASTER CONTRACT NO: 22-PSA-MOT-15832, TO MOTT MACDONALD FLORIDA, LLC., UNDER RFQ NO. 22-01; CONTINUING CONTRACTS FOR AS NEEDED PROFESSIONAL SERVICES.

RECITALS

WHEREAS, On March 15, 2022, the County entered into a task order based multi-year contract with Mott Macdonald Florida, LLC., under RFQ No. 22-01; Continuing Contracts for as needed professional services; and

WHEREAS, On July 03, 2025, Task Order No. 07 was issued to provide professional design services for the expansion of the North Beach Water Treatment Plant project in the amount of \$399,895.00. On January 29, 2026, Change Order No. 01 was issued in the amount of \$18,920.00 for additional surveying and subsurface investigation services, bringing the cumulative not-to-exceed amount of the Task Order to \$418,815.00; and

WHEREAS, Mott Macdonald Florida, LLC., submitted Change Order No. 02 to increase the not-to-exceed amount by \$300,000.00 for construction administration services. This includes the following tasks: attending meetings, site visits, shop drawing review, Request for Information review, O&M manual review, startup assistance, substantial and final completion walkthroughs, record drawings, and project closeout through the end of construction. Change No. 02 increases the total cost for Task Order No. 07 to \$718,815; and

WHEREAS, the SJC Purchasing Policy requires BOCC approval for any Change Order that results in a Contract and/or Task Order previously not approved by the BOCC, to exceed a total value of \$500,000 or more; and

WHEREAS, the County finds that issuing the Change Order serves a public purpose; and

WHEREAS, the project will be funded by the Utilities Department.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. Upon approval by the Board of County Commissioners, the County Administrator, or designee, is further authorized to execute Change Order No. 02 in substantially the same form and format as the attached draft for the completion of the project for a not-to-exceed amount of \$300,000.00.

Section 3. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this ____ day of _____, 2026.

**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

**ATTEST: Brandon J. Patty,
Clerk of the Circuit Court & Comptroller**

By: _____
Clay Murphy, Chair

By: _____
Deputy Clerk



CONTRACT CHANGE ORDER NO: 02 to TASK ORDER NO. 07

RFQ No: 22-01; Continuing Contracts for As Needed Professional Services
Category 9 – Utility Engineering – Water Treatment & Wastewater Reclamation Facilities and Pump
Station Services

Master Contract No: 22-PSA-MOT-15832

Original Task Order Date: July 03, 2025

Consultant: **Mott Macdonald Florida, LLC**
10245 Centurion Parkway N., Suite 320
Jacksonville, FL 32256

Date: September 15, 2026
Project: Construction Administration Services

SCOPE OF WORK: Change Order #02 is hereby issued to increase the Not-To-Exceed Amount of Task Order No. 07 by three hundred thousand dollars (\$300,000.00) for the addition of construction administration services, as provided in the Consultant's proposal dated July 16, 2026, attached hereto. This includes the following tasks: attending meetings, site visits, shop drawing review, Request for Information review, O&M manual review, startup assistance, substantial and final completion walkthroughs, record drawings, and project closeout through the end of construction.

PAYMENT TERMS:

Original Not-to-Exceed Amount	\$ 399,895.00
Net Change by previously authorized Change Orders	\$ 18,920.00
Not-to-Exceed Amount prior to this Change Order.....	\$ 418,815.00
Not-to-Exceed Amount is hereby increased in the amount of	\$ 300,000.00
Revised Not-to-Exceed Amount including this Change Order	\$ 718,815.00

SCHEDULE: The Completion Time is hereby extended, as provided below:

Original NTP: 07/03/225 + 240 consecutive calendar days= 02/28/2026 + 90 consecutive calendar days (CO#01)
= 05/29/2026 + 556 consecutive calendar days (CO#02) = 12/06/27 Final Completion (revised).

Acceptance of this Change Order shall constitute a modification to Task Order No: 07 and shall be performed in accordance with all of the same terms and conditions of the Master Contract. The adjustment, if any, to the Master Contract shall constitute a full and final settlement of any and all claims arising out of or related to the Changes set forth herein, including claims of impact and delay costs. This Contract Change Order is not valid until signed by the County and the Consultant.

Mott Macdonald Florida, LLC

Representative

Signature:

Printed Name

& Title:

Date:

St. Johns County, FL

Representative

Signature:

Printed Name Jaime Locklear

& Title: Purchasing Director

Date:

All terms and conditions of the above-referenced Master Contract dated March 15, 2022 remain in full force and effect. All invoices must reference Change Order #02. By approving this change order, the SJC Dept is certifying the availability of funds for this. Do not approve/process this change order until funds are available in the appropriate line item.



Mott MacDonald
4600 Touchton Rd, Bldg 200
Suite 250
Jacksonville, Florida 32246
T 904.203.1090
www.mottmac.com/americas

AAC000035 EB0000155 LB000006783

July 16, 2026

Scott Trigg, P.E.
Chief Engineer – Capital Projects
St. Johns County Utility Department
1205 State Road 16
St. Augustine, FL 32084

Subject: SJCUD North Beach WTP Improvements- Amendment 2
Construction Services Agreement – T&M
Mott MacDonald Project No. 502101130-015

Dear Mr. Trigg:

Mott MacDonald is pleased to submit this scope regarding the time and materials (T&M) to SJCUD for general services during construction for the North Beach WTP Improvements project. A summary of the overall scope of services for the project includes the following:

SCOPE OF SERVICES

Task 7: General Services During Construction

This scope of services is based on a total construction period from NTP to final completion of 13 months. In addition, this scope does not include construction observation services, review of Contractor's monthly pay applications, and/or change order review. Should these services be requested or the construction phase extended and additional services, meetings, and coordination efforts are required/ requested, Mott MacDonald and SJCUD will agree upon an amendment to the originally scope prior to performing the work.

Subtask 7.1 – Pre-Construction Meeting – Mott MacDonald will attend the pre-construction meeting and assist SJCUD in answering technical questions during the meeting. Mott MacDonald will assist in preparation of the meeting agendas and provide meeting minutes documenting all decisions.

Subtask 7.2 – Progress Meetings, Site Visits, Operational Startup – Mott MacDonald has budgeted to attend a total of 17 bi-weekly progress meetings, excluding the pre-construction meeting (listed above). Mott MacDonald has also budgeted for 6 periodic site visits separate of progress meetings and 2 startup days. Should additional meetings be required, SJCUD and Mott MacDonald will negotiate a fee for these supplemental services. At each meeting, Mott MacDonald will provide a meeting agenda, perform a site review of the work performed, and prepare meeting minutes for distribution. For project startup Mott MacDonald will provide a review of the submitted test plans and test reports from the manufacturers for the equipment testing and review the certified performance testing result submittals. EOR to provide testing plan for the plant. Project Manager or Engineer will attend performance testing and if necessary, mechanical/electrical/instrumentation engineer will be contacted.

Subtask 7.3 – Shop Drawing & Request of Information (RFI) Review – Mott MacDonald will provide a review of the major equipment shop drawings required to complete the project. Mott MacDonald will also provide review of RFI's submitted by the Contractor.

Subtask 7.4 – O&M Manual Review & Startup Assistance – Mott MacDonald will review vendor O&M manuals for the pumps, treatment equipment, and electrical equipment. All other equipment such as piping and valves (non-control/ motorized valves) shall not require an O&M manual. A qualified Mott MacDonald pumping expert will attend the startup of each system for a maximum of three days. After all testing equipment testing is performed, Mott MacDonald will review the finalized O&M that includes all required installation and testing certifications.

Subtask 7.5 – Substantial and Final Completion – Mott MacDonald will perform a substantial and final completion walkthrough of the work and prepare a punch list noting all deficiencies required for final completion. SCJUD's in-house inspector shall be responsible for coordinating and documenting completion of the punch list items.

Subtask 7.6 – Record Drawings – It is the Contractor's responsibility to document all changes, survey information and other items as construction progresses, on a set of full size conformed drawings. These red-line drawings shall incorporate all changes, including RFIs, etc. Mott MacDonald will be responsible for incorporating these red-line drawings into a final set of Record Drawings. Mott MacDonald will make reasonable efforts to coordinate with the Contractor for accuracy. However, should the Contractor not comply with documenting changes, Mott MacDonald will only be responsible for incorporating the changes provided. Mott MacDonald will provide a total of one hard copy (upon request) of the record drawings and electronic version in PDF and AutoCAD format to SJCUD.

Subtask 7.7 – Project Closeout – Mott MacDonald will assist with all closeout documentation necessary to complete the project including permit COCs.

SCHEDULE

Task 7: General Services During Construction

395 days from Construction NTP

FEES

For performing the additional construction services, the Owner agrees to pay Mott MacDonald a time and materials (T&M) fee of 300,000. The T&M fee shall not be exceeded without permission of the Owner and shall include compensation for all labor, travel, and other direct costs for the scope of services specified herein. Invoices shall be submitted on a monthly basis. The services provided under this amendment shall use the labor classification and hourly billing rates established in the continuing services agreement.

SJCUD RESPONSIBILITIES

SJCUD shall provide timely review of all documents and drawings. SJCUD shall also provide all necessary documentation on existing facilities and operating data. SJCUD shall provide all permitting fees.

Mr. Scott Trigg

July 16, 2026

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Mott MacDonald looks forward to working with SJCUD on this very important project. Upon approval of this T&M amendment, Mott MacDonald will incorporate this task into the overall project scope. Should you have any questions or need any additional information please contact me at 850-238-3133.

Sincerely,

Mott MacDonald

A handwritten signature in blue ink, appearing to read "Cale Madden", with a long horizontal flourish extending to the right.

Cale Madden, PE
Project Manager
Cale.madden@mottmac.com

cc: Samantha Alix,
Christina
Tucker

Exhibit A	Specialty	Supervision QA/QC	Project Management	Overall construction	Process	Mechanical	Civil	Structural	Electrical	Electrical	HVAC	Drawings	Various	Various	Various	Various			
Task Name	Position	Principal	Principal Project Manager	Project Engineer	Principal Engineer	Sr. Project Engineer	Sr. Project Engineer	Sr. Project Engineer	Sr. Project Engineer	Engineer IV	Sr. Project Engineer	Designer	Engineer IV	Engineer II	Admin Assistant	Misc. Client Services	Total Labor Hours	JSEBs	PEC Revised Fee Estimate
	Billing Rate	\$285	\$260	\$141	\$203	\$165	\$165	\$165	\$165	\$141	\$165	\$110	\$141	\$105	\$85				
Task 7: Construction Services Amendment																			
7.0 Business Administration			25	10											350		385		\$37,699
7.1 Pre-Construction Meeting		2	4	8	2	1	1	1	1	1	1		4	2			28		\$4,884
7.2 Construction Progress Meetings, Site Visits and Startup		20	50	210	45	45							80	10			460		\$77,200
7.3 Shop Drawings & RFIs		5	30	200	55	60	15	30	50	45	20		80	35			625		\$98,765
7.4 O&M Manual Review		2	8	60	20	12			30	10			40	5			187		\$29,675
7.5 Substantial + Final Walk Through		2	8	12	8	8			6	2			15	3			64		\$10,988
7.6 Construction Record Drawings/ As-Built Review		1	4	8	4							20	8				45		\$6,593
7.7 Project Closeout		2	36	40	2				8				15	5			108		\$19,936
Expenses - Travel			20		20														\$9,260
Task 10: TOTALS Construction Phase		34	185	548	156	126	16	31	95	58	21	20	242	60	350	0	1902	0	\$295,000.00
Mileage																			\$5,000
																	TOTAL FEE		\$ 300,000.00
		\$9,690	\$48,100	\$77,268	\$31,668	\$20,790	\$2,640	\$5,115	\$15,675	\$8,178	\$3,465	\$2,200	\$34,122	\$6,300	\$29,789	\$0	\$300,000		