13	**AGENDA ITEM** **ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**
	Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting

11/3/2026

BCC MEETING DATE

TO: **Joy Andrews, County Administrator** **DATE:** **October 7, 2026**

FROM: **Jaime Locklear, Director, Purchasing** **PHONE:** **904 209-0158**

SUBJECT OR TITLE: **Change Order No. 05 to Task Order No. 05 – Hastings WTP Improvements Project with Ardurra Group, Inc. under RFQ No. 22-01; Continuing Contracts for As Needed Professional Services.**

AGENDA TYPE: **Consent Agenda, Contract, Resolution**

BACKGROUND INFORMATION:

On April 01, 2022, the County issued a Task Order based contract with Ardurra Group, Inc., under RFQ No. 22-01; Continuing Contracts for As Needed Professional Services. On March 12, 2024, Task Order No. 05 was issued to provide professional engineering services for the Hastings WTP expansion project in the amount of $242,250.86. Change Orders 1-4 were issued for additional design and bid phase services, increasing the cost to $593,537.10 and extending the completion time by 913 days. Ardurra Group, Inc., submitted Change Order No. 05 to increase the not-to-exceed amount by $42,557.60, for additional construction phase services. This includes additional RFI's, review of additional shop drawings, attending additional coordination meetings and site visits, additional biweekly progress meetings, and startup and performance testing assistance, through the end of the completion of construction. This increases the total cost for Task Order No. 05 to $636,094.70. 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. 05 to Task Order No. 05 to Ardurra Group, Inc., 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 Funded from Unit Connection Fees: (4484-56302-6373)

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to adopt Resolution 2026-_____, authorizing the County Administrator, or designee, to execute and issue Change Order No. 05 to Task Order No. 05 with Ardurra Group, Inc., for additional construction phase services for the Hastings WTP Improvements Project for an amount not to exceed $42,557.60 under RFQ No. 22-01; Continuing Contracts for As Needed Professional Services, Master Contract No: 22-PSA-ARD-16028.

For Administration Use Only:
Legal: Jalisa Ferguson 10/16/2026 **OMB: CR 10/16/2026** **Admin: JDD 10/19/2026**

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. 05 TO TASK ORDER NO. 05, MASTER CONTRACT NO: 22-PSA-ARD-16028, TO ARDURRA GROUP, INC., UNDER RFQ NO. 22-01; CONTINUING CONTRACTS FOR AS NEEDED PROFESSIONAL SERVICES.

RECITALS

WHEREAS, On April 01, 2022, the County entered into a task order based multi-year contract with Ardurra Group, inc., under RFQ No. 22-01; Continuing Contracts for as needed professional services; and

WHEREAS, On March 12, 2024, Task Order No. 05 was issued to provide professional engineering services for the Hastings WTP expansion project in the amount of $242,250.86. Change Orders 1-4 were issued for additional design and bid phase services, increasing the cost to $593,537.10 and extending the completion time by 913 days; and

WHEREAS, Ardurra Group, Inc., submitted Change Order No. 05 to increase the not-to-exceed amount by $42,557.60 for additional construction phase services. This includes additional RFI's, review of additional shop drawings, attending additional coordination meetings and site visits, additional biweekly progress meetings, and startup and performance testing assistance, through the end of the completion of construction. Change No. 05 increases the total cost for Task Order No. 05 to $636,094.70; 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. 05 in substantially the same form and format as the attached draft for the completion of the project for a not-to-exceed amount of $42,557.60.

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: 05 to TASK ORDER NO. 05
RFQ No: 22-01; Continuing Contracts for As Needed Professional Services
Category 9 – Utility Engineering – Water Treatment, Wastewater Reclamation Facilities & Pump State Services
Master Contract No: 22-PSA-ARD-16028
Original Task Order Date: March 12, 2024

Consultant: **Ardurra Group, LLC**
4921 Memorial Highway, Suite 300
Tampa, FL 33634

Date: **October 07, 2026**
Project: **Additional Construction Phase Services**

SCOPE OF WORK:
Change Order #0 is hereby issued to increase the Not-To-Exceed Amount of Task Order No: 05 by forty two thousand five hundred fifty-seven dollars and sixty cents ($42,557.60) to allow for additional services during construction including additional RFI's, review of additional shop drawings, attending additional coordination meetings and site visits, additional biweekly progress meetings, and startup and performance testing assistance, as provided in the Consultant's proposal dated September 30, 2026 attached hereto.

PAYMENT TERMS:

Original Not-to-Exceed Amount.....	$ 242,250.86
Net Change by previously authorized Change Orders	$ 351,286.24
Not-to-Exceed Amount prior to this Change Order	$ 593,537.10
Not-to-Exceed Amount is hereby increased in the amount of.....	$ 42,557.60
Revised Not-to-Exceed Amount including this Change Order.....	$ 636,094.70

SCHEDULE:
The Completion Time is shall remain unchanged, as provided below:
Original NTP: 03/12/24 + 110 consecutive calendar days= 6/30/24 + 153 consecutive calendar days (CO#01) = 11/30/24 + 61 consecutive calendar days (CO#02) = 01/31/25 + 546 consecutive calendar days (CO#03) + 07/31/26 + 153 consecutive calendar days (CO#04) + 12/31/2026 Final Completion (revised).

Acceptance of this Change Order shall constitute a modification to Task Order No: 05 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.

Ardurra Group, Inc. **St. Johns County, FL**

_____	_____
Representative Name & Signature	Representative Name & Signature
_____	_____
Title	Title
_____	_____
Date of Signature	Date of Signature

All terms and conditions of the above-referenced Master Contract dated April 01,2022 remain in full force and effect. All invoices must reference Change Order #05. 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.

ARDURRA GROUP, INC.
405 GOLFWAY WEST DRIVE, SUITE 201A
ST. AUGUSTINE, FL 32095
PH: 904-593-6584
WWW.ARDURRA.COM

AMENDMENT 4

TASK ORDER #5

SEPTEMBER 30TH, 2026

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING ENGINEERING SERVICES BETWEEN ST JOHNS COUNTY, FLORIDA AND THE ARDURRA GROUP, INC., (CONTRACT NO. 22-PSA-ARD-16028) WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

Scope of Services for Professional Engineering Services for the Hastings Water Treatment Plant Expansion Project

Article A. Purpose:

The purpose of this Amendment is to authorize the CONSULTANT (Ardurra Group, Inc.) to provide additional services during construction for the Hastings Water Treatment Plant Expansion Project (PROJECT). The PROJECT generally includes professional engineering activities associated with the construction of Hastings WTP Expansion.

This Amendment includes additional services during construction for the additional requests for information (RFIs), shop drawing reviews, and coordination meetings and site visits that were not anticipated at the beginning of the project but were already performed due to the time constraints of the ARPA funding. This amendment also includes additional services for startup and testing and biweekly progress meetings that are anticipated for completion of this project. The activities that are included are described in "Article B. Scope of Services."

Article B. Scope of Services:

The scope of this amendment includes additional post-design services during construction for the Hastings WTP Expansion that includes the following new facilities:

- Additional requests for information (RFIs)
- Additional shop drawing reviews

- Coordination meetings and site visits with vendors, CLIENT, and Contractor conducted virtually or in person.

The following **Task 9** is for the scope of services included in Amendment 4, with a detailed breakdown of the activities involved with the task.

TASK 9: Additional Engineering Services During Construction

Task 9.1: Additional RFIs

CONSULTANT was initially scoped to review eight (8) RFIs. The current total number of anticipated RFIs is twenty-five (25). Twenty (20) RFIs have already been reviewed, and it is assumed that five (5) additional RFIs will be reviewed by the CONSULTANT.

Task 9.2 Review Additional Shop Drawings

CONSULTANT was initially scoped to review fifty (50) shop drawings. The current total number of anticipated shop drawings is sixty (60). Fifty-seven (57) shop drawings have already been reviewed, and it is assumed that three (3) additional shop drawings will be reviewed by the CONSULTANT with one (1) resubmittal per shop drawing. Due to change in lead time, additional alternative products were reviewed for two (2) items.

Task 9.3 Coordination Meetings and Additional Site Visits

CONSULTANT has attended five (5) virtual meetings for coordination with subcontractors and two (2) additional site visits for pre-startup inspections and RFI coordination. Lead Electrical and I&C Engineers have participated in two (2) virtual meetings and one (1) site visit.

Task 9.4 Biweekly Progress Meetings

CONSULTANT will attend up to four (4) virtual biweekly progress meetings with CLIENT and Contractor.

Task 9.5 Startup and Performance Testing Assistance

CONSULTANT will attend up to five (5) full working days during on-site startup and performance testing for the project. This task includes one (1) full working day for Electrical and I&C Engineer.

Article C. Compensation

As compensation for providing the services described within this Task Order, CLIENT shall pay CONSULTANT in accordance with the current Agreement. The time and materials fee proposed for this Amendment is **$42,557.60** not to exceed. The budget for this Task Order was developed from estimates of the level of effort required to perform the proposed services based on CONSULTANT's experience and engineering judgment.

A breakdown of the proposed fee is provided as **Attachment A**.

Article D. Period of Service:

The work in this Amendment is estimated to be completed by December 2026.

Article E. Authorized Representatives:

The Authorized Representatives designated below are authorized to act with respect to this Task Order. Communications between the parties shall be through the Authorized Representatives:

For CLIENT	**For CONSULTANT**
Name: Scott Trigg Chief Engineer - CIP	Name: David Rasmussen, PE Client Service Manager
Address: St. Johns County Utility Department P.O. Box 3006 St. Augustine, FL 32085	Address: 405 Golfway West Dr, Suite 201A St. Augustine, FL 32084
Telephone: 904-209-2622	Telephone: 904-567-7754

Attachment A
St. Johns County Utility Department
Engineering Services for the Hastings WTP Expansion Project
Fee Estimate

Task	***Project Manager***	***Senior Professional Engineer***	***Engineering Intern II***	***Senior CADD Designer***	***Administrative***	***Total Hours***	
Rates	*$207.93*	*$242.55*	*$138.44*	*$121.84*	*$91.74*		*Total Cost*
Task 9 - Additional Engineering Services During Construction							
9.1 Additional RFIs	32	20	8	4	4	68	$ 13,466.60
9.2 Review Additional Shop Drawings	24	16	4		2	46	$ 9,608.36
9.3 Coordination Meetings and Additional Site Visits	12	8	8			28	$ 5,543.08
9.4 Biweekly Progress Meetings	6		2		2	10	$ 1,707.94
9.5 Startup and Performance Testing Assistance	10	16	40		8	74	$ 12,231.62
Subtotal Task 9	**84**	**60**	**62**	**4**	**16**	**226**	**$ 42,557.60**
LABOR SUBTOTAL	**84**	**60**	**62**	**4**	**16**	**226**	**$ 42,557.60**
% Labor per Category	**37%**	**27%**	**27%**	**2%**	**7%**	**100%**	
OUTSIDE PROFESSIONALS							
GRAND TOTAL - NOT-TO-EXCEED							**$ 42,557.60**