



## CITY MANAGER'S OFFICE

## CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 10 | Revision Date: 06/12/2025

26

## SECTION 1 | SUMMARY INFORMATION

Date: 7/1/2025

☒ Agenda Item
 ☐ Commission Memo
 ☐ Letter (to external agency)
 ☐ Other Document

 Document Title/Purpose: Change Order No.1 (Retroactive) and Change Order No. 2 for Construction  
 Audit Services - Fort Hill Associates, LLC (New Police Headquarters) - \$84,200 - (Commission Districts 1, 2, 3 and 4)

Commission Meeting Date: 06/30/2025 CAM #: 25-0414 Item #: CM-8

 CAM attached: ☒ Yes ☐ No Action Summary Attached: ☒ Yes ☐ No CIP FUNDED: ☒ Yes ☐ No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

## SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: N/A Router Name: N/A Ext: N/A

Department: Finance - Procurement Router Name: Shamori Aldridge Ext: 6238

Department Approval (Director/Chief) Name: Glenn Marcos Init.: gm Date: 7/1/25

\*Return Document To: Shamori Aldridge Department: Finance Ext: 6238

\*REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.

 Scan Date: \_\_\_\_\_ Attach Certified Resolution #: \_\_\_\_\_ Original form route to CAO: ☐ Yes ☒ No

## THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required ☒ Yes ☐ No
 Is the attached Granicus document final? ☒ Yes ☐ No Number of Originals Attached: 1

 Attorney's Name: Rhonda Montoya-Hasson Approved as to Form: ☒ Yes ☐ No Initials: DMH

Route to: Finance (if applicable) Date: \_\_\_\_\_ Route to: CCO Date: 7/10/25

## SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: \_\_\_\_\_ Number of Originals: 2

Route to CMO Date: 07/10/25 Route to Mayor Date: \_\_\_\_\_

## SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: JUL 19 Date Received: 7/10/25 Received From: CLO

 To CM/ACM: ☐ R. Williams ☐ C. Cooper ☐ A. Fajardo ☐ S. Grant ☒ L. Reece ☐ B. Rogers

Approved Init.: ymm for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: \_\_\_\_\_ Comments: \_\_\_\_\_

Executive Assistant Route to CCO Date: \_\_\_\_\_



To: Rickelle Williams, City Manager  
From: Ron Stein, Senior Project Manager  
Date: June 30, 2025  
Re: Change Order No. 1 – Fort Hill Auditing Services Agreement

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Job Description: Project Enter Proj #P12573., Project Police Department Headquarters  
Contractor: Fort Hill Associates, LLC  
Amount: Total amount of Change Order #1 - \$43,200.00, plus 250 Hours  
Funding: P12573.352 60-6534

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The purpose of this Change Order is:

To increase the scope of services with Fort Hill and Associates to include reviewing and analyzing AECOM's change orders to ensure compliance with contract terms, determine responsibility for incurred costs, and assess the aggregate cost of errors and omissions against the define threshold target. Additional hours are also being included in order to conduct a detailed analysis of the scheduled delays, which includes review of Missing Activities in the Baseline Program and Discrepancy in Delayed Responsibility.

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**NEW AND EXISTING CONTRACT ITEMS ARE UTILIZED – TOTAL ADDITIVE COST \$43,200.00**

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Item No. 1	Principal This position hourly rate is \$200.00, and the proposal includes 10 hours of service. <b>ADD \$2,000.00</b>
Item No. 2	Senior Auditor This position hourly rate is \$180.00, and the proposal includes 140 hours of service. <b>ADD \$25,200.00</b>
Item No. 3	Staff Auditor This new position hourly rate is \$160.00, and the proposal includes 100 hours of service. <b>ADD \$16,000.00</b>



**CITY OF  
FORT LAUDERDALE**

Change Order No. 1  
P12573  
Police Department Headquarters  
FORT HILL ASSOCIATES, LLC



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<b>NET AMOUNT OF THIS CHANGE ORDER</b>	<b>\$43,200.00</b>
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<b>ADDITIONAL CONTRACT TIME BEING REQUESTED-</b>	<b>(250) HOURS</b>
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<b>THE TOTAL AMOUNT OF THIS CHANGE ORDER</b>	<b>\$43,200.00</b>
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IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written below.


CITY

CITY OF FORT LAUDERDALE, Florida  
municipal corporation

By:   
RICKELLE WILLIAMS  
City Manager

Date: 7/14/25

ATTEST:

By:   
DAVID SOLOMAN  
City Clerk



Approved as to Legal Form and correctness:  
D'Wayne M. Spence, Interim City Attorney

By:   
RHONDA MONTOYA HASAN  
Senior Assistant City Attorney





CITY OF  
**FORT LAUDERDALE**

Change Order No. 1  
P12573  
Police Department Headquarters  
FORT HILL ASSOCIATES, LLC



WITNESSES:

[Signature]  
Signature

Heather Mantica  
Print Name

[Signature]  
Signature

Hunter Johnson  
Print Name

FORT HILL ASSOCIATES, LLC, a Foreign Limited Liability Company

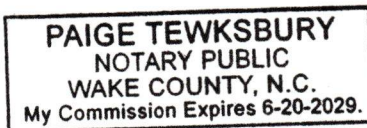
By: Curt Plyler  
CURT PLYLER  
Principal

(CORPORATE SEAL)

STATE OF NC :  
COUNTY OF Wake :

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 18th day of June, 2025, by Curt Plyler, as Principal of Fort Hill Associates, LLC, a Foreign Limited Liability Company authorized to conduct business in the State of Florida.

[SEAL]



[Signature]  
Notary Public, State of NC  
(Signature of Notary Public)

Paige Tewksbury  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_\_ OR Produced Identification ☒  
Type of Identification Produced: Florida DL





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**CHANGE ORDER SUMMARY SHEET**

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ORIGINAL CONTRACT AMOUNT	\$85,920.00
COST OF CHANGE ORDERS TO DATE	\$0.00
COST OF THIS CHANGE ORDER	\$43,200.00
<b>TOTAL:</b>	<b>\$129,120.00</b>
ORIGINAL CONTRACT TIME	136 Hours
TIME ADDED TO DATE	0 Hours
TIME ADDED TO THIS CHANGE ORDER	250 Hours
<b>TOTAL:</b>	<b>386 Hours</b>

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**SCHEDULE OF CHANGE ORDERS TO DATE**

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C.O.#	DATE	DESCRIPTION	AMOUNT OF COST OR CREDIT
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**CITY OF FORT LAUDERDALE**

**City of Fort Lauderdale**

**Review of AECOM Change Orders and Scheduling Review  
for New Police Headquarters Project**

**May 23, 2025**

**Pricing Valid through November 23, 2025**

**Name: Fort Hill Associates, LLC**

**Corporate Office:**  
37 Villa Road, Suite 106  
Greenville, South Carolina 29615  
Phone (877) 286-0408

**Primary Contact: Curt Plyler**  
**Address: 37 Villa Road, Suite 106**  
**Greenville, South Carolina 29615**  
**Phone (919) 624-0736**  
**E-mail: [cplyler@forthillassociates.com](mailto:cplyler@forthillassociates.com)**

phone 877/286/0408  
fax 864/382/3141  
[www.forthillassociates.com](http://www.forthillassociates.com)

37 Villa Road, Suite 106  
Greenville, SC 29615

9660 Falls of Neuse Road  
Suite 138, #250  
Raleigh, NC 27615

**CONFIDENTIAL - ONLY FOR REVIEW WITH INTENDED PARTIES**



## Proposed Statement of Work – AECOM Change Orders

### Scope of Work

The objective of this audit is to review and analyze AECOM's change orders to ensure compliance with contract terms, determine responsibility for incurred costs, and assess the aggregate cost of errors and omissions against the defined threshold target.

### Audit Process

#### 1. Review A/E Change Order Log

##### ○ Selection Criteria:

- Exclude Change Orders with A/E acceptance of errors and omissions from further review.
- Review Change Orders without A/E acceptance of errors to determine responsibility:
  1. Owner-directed change.
  2. Construction Manager work performed to correct previously completed work, including errors and omissions reasonably discoverable in its role as the Construction Manager.
  3. A/E errors and omissions.

#### 2. Cost Calculation and Status Determination

- Calculate the aggregate cost of errors, inclusive of additional incurred (Construction Manager) General Conditions' costs due to A/E driven delays
- Include 15% of the cost of omissions incurred.
- Determine the status versus the 2.0% threshold target.

#### 3. Repeat Review for Verification

##### ○ Selection Criteria:

- Exclude Change Orders with A/E acceptance of errors and omissions from further review.
- Review Change Orders without A/E acceptance of errors to determine responsibility:
  1. Owner-directed change.
  2. Construction Manager work performed to correct previously completed work, including errors and omissions reasonably discoverable in its role as the Construction Manager.
  3. A/E errors and omissions.

#### 4. Final Cost Calculation and Status Determination

- Recalculate the aggregate cost of errors.
- Include 15% of the cost of omissions incurred.
- Verify the status versus the 2.0% threshold target.



## Deliverables

- Detailed report of reviewed Change Orders, highlighting those excluded and those reviewed for responsibility.
- Comprehensive analysis of the aggregate cost of errors and 15% of omissions.
- Status report comparing the aggregate cost against the 2.0% threshold target.
- Recommendations for addressing any issues identified during the audit.

## Timeline

The audit will commence upon approval and is expected to be completed within 30 days, depending on the volume of Change Orders and availability of documentation.

## Conclusion

This audit will provide the City of Fort Lauderdale with a clear understanding of the responsibilities for incurred costs and ensure compliance with contractual obligations.

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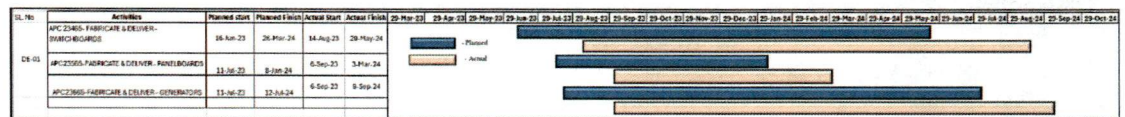
## Scope of Work: Scheduling Review of PC I-102 and PCI032R1

An initial schedule review was conducted of the PC I-102 and PCI032R1 baseline schedules. This review yielded the following explanations:

1. **Missing Activity in Baseline Program**
  - o Activity APC-23675, as mentioned in Delay Event-1, is not present in the Baseline program shared in Exhibit-F (data date of January 23, 2023).
2. **Discrepancy in Delay Responsibility**
  - o For Delay Event-2, the Construction Manager claims the delay was due to "Delay in notice to proceed issuance (Admin & Construction)". Per the contract, it is the Owner's responsibility to provide the notice to proceed, and further analysis is required to validate.

### **As planned vs As built Delay Analysis:**

We prepared a graphical representation of the planned vs. actual timeline of the impacted activities for reference. The planned start and finish dates were taken from the Baseline program shared (data date of January 23, 2023). The actual start and finish dates were derived from the updated Baseline program shared (data date of August 2, 2023). This analysis indicated the activities did commence later than planned, but the rationale and reasoning behind these delays could not be fully deciphered. Fort Hill proposed a root cause analysis for better understanding of the delays.



### **Contractual Context for Delay Event-2:**

As per section 2.13 of the Contract: "Notice to Proceed" means a written letter or directive issued by the City's Representative or Project Manager to the Construction Manager to commence and proceed with portions of the work as specified. Prior to issuing the Notice to Proceed, the City shall provide unfettered access to the project site and evidence of any required insurance. It is understood that construction may not begin in the field before all necessary permits are in place.

### **Potential Impact Notification Letters**

Fort Hill will review the six potential impact notification letters recently received by the City of Fort Lauderdale from the Construction Manager. These schedule impacts will be reviewed independently utilizing the same process employed on PCI0102.

### **Documentation Required:**

To move forward and conduct a detailed analysis of the scheduled delays, the following documentation was required:

phone 877/286/0408  
fax 864/382/3141  
www.forthillassociates.com

37 Villa Road, Suite 106  
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- Correspondence regarding any delay information via emails, letters, etc.
- Daily, weekly, and monthly progress reports for identifying the progression of activities and the overall project, if available.
- Native XER or MSP files for analyzing critical paths and milestones.

Upon receipt of the necessary documentation, 140 hours was necessary to review, compile the information, and provide the necessary backup and support for the schedule analysis.

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## Proposed Fee Schedules

Fort's Hill's audit services will be provided for a not-to-exceed amount at the rates in place for its existing engagement as outlined below.

AECOM Change Order Review			
Position	Hours	Rate	Extended
Principal	10	\$ 200	\$ 2,000.00
Senior Construction Auditor	100	180	18,000.00
Scheduling Review			
Position	Hours	Rate	Extended
Senior Auditor	40	180	7,200.00
Staff Auditor	100	160	16,000.00
<b>Totals</b>	<b>250</b>	<b>\$</b>	<b>43,200.00</b>

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**AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS**  
**(Florida Statute- §287.138, 692.201, 692.202, 692.203, and 692.204)**

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(I), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. **(Only applicable if purchasing real property)** Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Name: CURT PLYLER Title: PRINCIPAL Entity: FORT HILL ASSOCIATES, LLC  
Signature: Curt Plyler Date: 6/18/2025

**NOTARY PUBLIC ACKNOWLEDGEMENT SECTION**

STATE OF NC  
COUNTY OF Wake

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 18th day of June, 2025 by Curt Plyler, as Principal for FORT HILL ASSOCIATES, LLC, who is personally known to me or who has produced Florida DL as identification.

Notary Public Signature: Paige Tewksbury  
Print Name: Paige Tewksbury

