



**CITY OF COLUMBIA**  
 Department of Procurement & Contracts  
 1800 Main St., 2nd Floor  
 Columbia, SC 29201 (803) 545-3470  
**\*\*For Internal Use Only\*\***  
**Purchase Order Modification /  
 Change Order / Amendment Form**

Solicitation #: \_\_\_\_\_ CMM Contract #: \_\_\_\_\_  
**Purpose - Check All That Apply**

PO Change  Emergency Procurement  
 \*Construction Change Order  Sole Source Procurement  
\*See Attached Construction CO for Signatures  
 Contract Amendment

Routing Date: 12 / 18 / 2023

Form must be completed for all requested changes/modifications for all purchase orders and contracts.

PROJECT DESCRIPTION: MRP-LMI-Consulting Services

Identify Funding Source (Please check all that apply):

City of Columbia  State of SC  Federal  Other

If other funding source, please specify: \_\_\_\_\_

DEPARTMENT NAME AND REQUESTOR: Community Development

CONTRACTOR'S NAME: ICF, Incorporated, LLC

PURCHASE ORDER NUMBER: P187089 PO CHANGE ORDER # 7

TYPE OF CHANGE (check all applicable boxes):

- Funding Increase (+) or (-) Decrease - Amount: \$ 94,400.00
  - Project Contingency Funds Utilized - Amount: \$ \_\_\_\_\_
  - Time Extension to Contract - Extension Date: 1/31/2024
  - Revised Scope of Work to Contract (Attach Revised Scope)
  - Administrative Change: Add \$.58 to MRP Line Item 0005 due to previous PO Mod shortage/rounding error.
  - Other Change: \_\_\_\_\_
- Subcontractors & OBO Notified (if subcontractors and/or OBO goals apply to the project)  
Date OBO Notified: \_\_\_\_\_

Brief Explanation/Justification: Per Contract Amendment #5, PO Modification to increase funding via release of funds approved by City Council on August 1, 2023; Time Extension from 1/1/2024 to 1/31/2024. Total revised contract amount \$1,687,622.08. Administrative Change to add \$.58 is due to the amount of the PO being \$.58 short from the previous PO Modification. Contract Amendment #4 states the amount should be \$1,593,222.08.

Current PO Amount: \$ 1,593,221.50 Requested Amount: \$ 94,400.58 Revised PO Amount: \$ 1,687,622.08

Accounting Information on Original PO: ORG 9107406017 OBJ 638400 (Required)

Funding/Account Info for Change Order: ORG 9107406017 OBJ 638400 (Required)

List any special instructions if transfers are needed from another account for this Change Order (Include ORG/OBJ codes):  
Please see Administrative Changeline and add \$.58 to line item 0005.

Note: The appropriate Account Verifiers for each Department must review all change orders prior to routing for approvals.

Division/Department (\$0.00 - \$5,000.00):

Recommended for Approval: [Signature] 12/18/2023  
 (Signature & Title) (Date)

Assistant City Manager (ACM) Approval (\$5,000.01 - \$25,000.00; Sign All Contract Amendments):

Recommended for Approval: [Signature] 12/18/23  
 (Signature) (Date)

\*\*Route this form to the Procurements & Contracts Department

Director of Procurement & Contracts Approval: \_\_\_\_\_ City Manager Approval Needed  Yes or No

Recommend for Approval: [Signature] 12/18/2023  
 (Signature) (Date)

City Manager Approval:  
 Recommend for Approval: [Signature] 12/19/2023  
 (Signature) (Date)

All PO Mod Form increases \$50,000.00 or greater must be approved by City Council. Date approved by City Council: \_\_\_\_\_

A copy of the final City Council minutes must be maintained with the purchasing file.

See code of ordinance: Sec. 2-207. - Award of contracts. (a) The city manager may reject or approve bids and purchase agreements and award contracts in accordance with established procurement regulations, provided that contracts in excess of up to and including \$50,000.00 shall be approved by the city council prior to award.

**Contract Amendment #5**

Program Management Services for Community Development Block Grant

Disaster Recovery (CDBG-DR) RFP002-20-21

ICF Incorporated, LLC

December 15, 2023

Description of Change: Request change in Agreement for Professional Services between the City of Columbia (City) and ICF Incorporated, LLC (Consultant) executed November 24, 2020 (Agreement) to provide funding for the evaluation of remaining work to be performed on applicant's homes, planning to complete the remaining work, initiate the work effort, and continue close out of activities that are complete. This amendment also extends the Agreement from January 1, 2024 to January 31, 2024 for these services.

All other provisions of the Agreement, except as herein modified or changed, remain in full force and effect.

Current and Proposed Change and Basis for Payment:

Original Contract Amount (Term from December 3, 2020 to December 31, 2022; Purchase Order# P187089):	\$989,767.50
Contract Amendment #1 (Time Extension from January 1, 2023 to March 31, 2023; Purchase Order# P187089):	\$0.00
Contract Amendment #2 (Funding Increase; Time Extension from March 31, 2023 to April 30, 2023; Purchase Order# P187089):	\$48,000.00
Contract Amendment #3 (Funding Increase; Time Extension from April 30, 2023 to May 31, 2023; Purchase Order# P187089):	\$48,000.00
Contract Amendment #4 (Funding Increase; Time Extension from June 1, 2023 to December 31, 2023; Purchase Order# P187089):	\$507,454.58
<b>Current Contract Amount:</b>	<b>\$1,593,222.08</b>
<b>This Contract Amendment #5 (Funding Increase via release of a portion of the funds approved by City Council on August 1, 2023; Time Extension from January 1, 2024 to January 31, 2024; Purchase Order# P187089):</b>	<b>\$94,400.00</b>
<b>Revised Contract Amount:</b>	<b>\$1,687,622.08</b>

This Change is Acceptable:

Name of Firm  
ICF Incorporated, LLC

Cara M. Small

Print Name

*Cara M. Small*

Signature

12/19/2023

Date

City of Columbia  
Office of the City Manager

Teresa Wilson, City Manager

*Teresa Wilson*

Signature

12/18/2023

Date

*Arbuckle*  
Witness

APPROVED AS TO FORM  
*Arbuckle*  
Legal Department City of Columbia, SC

12/18/2023

# ICF Extension Scenarios

## Scenario #2 – Extension through January 2024

TOTAL COSTS		Name	Rate	Dec 2023	Jan 2024
<i>Dec 2023</i>	\$ 73,700.00	Southon, Susan J	\$ 250.00	100	100
<i>Jan 2024</i>	\$ 73,700.00	Acurso, Dolores R	\$ 230.00	50	50
<b>TOTAL</b>	<b>\$ 147,400.00</b>	Anderson, Candace L	\$ 140.00	120	120
<i>(-) Contract \$</i>		Soto, Robert R	\$ 170.00	120	120
<i>Remaining for</i>				<b>390</b>	<b>390</b>
<i>Dec 2023</i>	\$ (53,000.00)				
<b>GRAND TOTAL</b>	<b>\$ 94,400.00</b>				