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Contract # 20150-958  
Amendment No. 1

### City of Springfield Contract Tracer Log

**INSTRUCTIONS:** Upon receipt, please initial and write in the date of receipt on this Tracer form. When your department has approved and signed the blanket contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Office of Procurement	TGT	12/15/15	TGT	12/15/15
Disaster Recovery/Compliance	TGT	12/22/15	TGT	12/22/15
City Comptroller	MLF	12/22/15	MLF	12/22/15
Law	MLF	12/23/15	MLF	12/23/15
Mayor	WJG	12/28/15	WJG	12/28/15
Office of Procurement	TGT	12/24/15	TGT	12/24/15

Vendor No. **13471**      Contract Date: **3/24/15**      Amendment Amt.: **\$18,274.38**  
**INCREASE**

Org/Object Code 1: **26311807 - 530105 - 63116**  
 Org/Object Code 2:  
 Org/Object Code 3:  
 Org/Object Code 4:

Bid #: **15-130**      Requisition #:  
 Purchase Order #: **15010341**

Contract Expiration Date: **3/23/16**

Vendor Name: **GCR Inc.**

Contract Purpose: **National Resilience Comp Consulting Services**

Requesting Dept.: **Office of Disaster Recovery and Compliance**

TYPE OF DOCUMENT (Please select at least one):  
 New       Amendment       Extension       Renewal

**AMENDMENT #1 TO CITY CONTRACT NO. 20150958**

**CONTRACT FOR NATIONAL DISASTER RESILIENCE COMPETITION CONSULTING SERVICES**

WHEREAS, on or about March 24, 2015, the **CITY OF SPRINGFIELD, MASSACHUSETTS**, a municipal corporation acting by and through its Department of Disaster Recovery and Compliance, with the approval of its Mayor (hereinafter called the "City" or "Owner"), and **GCR Inc.**, a Louisiana corporation with a mailing address located at 2021 Lakeshore Drive, Suite 500, New Orleans, Louisiana, (hereinafter referred to as the "Consultant."), entered into a contract National Resilience Competition Consulting Services, after being awarded a Contract resulting from **City of Springfield RFP No. 15-130**, referred to as City Contract No. 20150958, (hereinafter the "Agreement"); and

**WHEREAS, Article III (A)** of the Agreement describes the total financial obligation of the City in connection with the total cost of compensation allotted under the agreement needed in order to perform the services as described in **Article III**, inclusively, and the other Contract documents, inclusively, for an amount not to exceed **One Hundred Fifty Thousand Dollars and 00/100 (\$150,000.00)**; and

**WHEREAS**, due to unforeseen circumstances that have caused a change in the nature and scope of the work needed to complete the services described in the attached Change Orders and Revisions labeled as **Exhibit "A"**, in the amount of **Eighteen Thousand Two Hundred and Seventy Four Dollars and 38/100 (\$18,274.38)**, (See **Exhibit A**); and

**NOW THEREFORE**, the City and the Consultant agree to amend the Agreement under the following terms and conditions by the addition of the following clause(s):

1. **Article III (A)**. The City and the Consultant hereby agree that the value of the contract, be amended to reflect the additional scope of work and price increases as dictated by the Change Orders and Revisions attached hereto as **Exhibit A** and incorporated by reference by Eighteen Thousand Two Hundred and Seventy Four Dollars and 38/100 (\$18,274.38)), which raises the total amount of the contract to an amount not to exceed: **One Hundred Sixty Eight Thousand Two Hundred Seventy Four Dollars and 38/100 (\$168,274.38)**.
2. Consultant is to be bound to all of the additional terms, conditions, covenants, and obligations as described in the attached **Exhibit A**, which is incorporated herein by reference.
3. Except as specifically modified and amended by the provisions of this Amendment #1, all other terms, provisions, requirements and specifications contained in the Agreement shall remain the same and in full force and effect.

**SIGNATURE PAGE TO FOLLOW**

IN WITNESS WHEREOF, the CITY OF SPRINGFIELD, and GCR Inc., has caused this Amendment # 1 to be executed in duplicate under seal as of the date the document is executed by all parties listed on the signature page, or their lawful successors in office.

FOR THE CONSULTANT,  
GCR INC.

By: Todd Bouillion

Name: Todd Bouillion

Title: Chief Operating Officer

Date: December 15, 2015

FOR THE CITY OF SPRINGFIELD:

Approved:

[Signature]  
Office of Disaster Recovery and Compliance  
Date signed: 12/22/15

Approved:

[Signature]  
Office of Procurement  
Date Signed 12/22/15

<sup>111</sup>  
26311807-538105-63116 \$118,253.42 (Increase)  
Approved as to Appropriation:

[Signature]  
City Comptroller  
Date Signed 12/22/15

Approved as to Form:

[Signature]  
City Solicitor  
Date Signed 12-22-15

Approved:

[Signature]  
DOMENIC J. SARNO  
MAYOR  
Date Signed 12/28/15

# EXHIBIT A

**Lynch, Michael**

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**From:** Buono, Cathy  
**Sent:** Wednesday, December 09, 2015 1:56 PM  
**To:** Lynch, Michael  
**Subject:** FW: Project Closeout

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**From:** Ted Guillot [<mailto:TGuillot@gcrincorporated.com>]  
**Sent:** Monday, November 09, 2015 2:38 PM  
**To:** Buono, Cathy; Quagliato, Tina  
**Cc:** Robin Keegan  
**Subject:** RE: Project Closeout

Cathy & Tina,

A breakdown of our costs incurred versus the current budget is below. As I mentioned, we spent a couple of hours last week compiling the application components but do not anticipate any further time on the project outside of fulfilling requests that come from your end.

Total budget:	\$150,000.00
Total incurred as of 9/30:	<u>\$134,040.39</u>
Remainder:	\$15,959.61

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October invoice amount:	\$34,233.99
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Total incurred as of 10/31:	\$168,274.38
Total budget:	<u>\$150,000.00</u>
Amount over budget as of 10/31:	\$18,274.38

*- 18,253.92 per M. Keegan*

Please let me know if any additional details are needed. If you can send a copy of the amended contract once it is ready, it would be most appreciated.

It has been a pleasure working with your team. We look forward to good news in January.

Thanks.

ted

-----Original Message-----

**From:** Quagliato, Tina [<mailto:tquagliato@springfieldcityhall.com>]  
**Sent:** Friday, November 6, 2015 11:46 AM  
**To:** Ted Guillot <[TGuillot@gcrincorporated.com](mailto:TGuillot@gcrincorporated.com)>  
**Cc:** Robin Keegan <[rkeegan@gcrincorporated.com](mailto:rkeegan@gcrincorporated.com)>  
**Subject:** RE: Project Closeout

Sadly, our post NDRC week has been filled with prepping for the inspector generals audit of DR that just started... But if you can just send an outlook invite to Cathy and I for Monday so we can discuss.

Tina-Marie Quagliato, Director

Disaster Recovery & Compliance

36 Court Street, Room 405

Springfield, MA 01103

(413)750-2114

<http://www3.springfield-ma.gov/planning/cdbg-dr>

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From: Ted Guillot [TGuillot@gcrincorporated.com]  
Sent: Friday, November 06, 2015 10:16 AM  
To: Quagliato, Tina  
Cc: Robin Keegan  
Subject: Project Closeout

Tina,

Hope you have had a pleasant first week post-NDRC. I am looking at some preliminary billing numbers for the month of October and it looks like we will have exceeded the \$150,000 figure included in the contract. I will have the final numbers by the end of the day today.

Do you have some time Monday (11/9) for a quick call to discuss how best to handle any costs incurred beyond the established project budget? Just want to ensure we are on the same page.

Thanks.

ted

Ted Guillot | Project Manager  
GCR Inc. | [GCRincorporated.com](http://gcrincorporated.com)<<http://gcrincorporated.com/>>  
2021 Lakeshore Dr., Ste. 500 | New Orleans, LA 70122 P. 504.304.2500 | P. 800.259.6192 | F. 504.304.2525

## City of Springfield – Office of Procurement PO Change Request Form

<b>Date</b>	12/10/2015	<b>Requestor(s)</b>	Michael Lynch
<b>Department</b>	Community Development-DR	<b>Phone / Email</b>	413-784-4882
<b>Vendor Name</b>	GCR, Inc.	<b>Vendor #</b>	13471
<b>Contract #</b>	20150958	<b>Amendment #</b>	
<b>PO #</b>	15010341	<b>Requisition #</b>	15008970

**Explanation Required:** Please move remaining balance of PO to new ORG and Object Codes listed below. Once moved, please increase PO by \$18,253.42 to reach new balance of \$53,132.07.

Change Unit Prices, Extensions, and/or Accounts to:

Identify Line # to be Changed \_\_\_\_\_ New Quantity \_\_\_\_\_ New Unit Price \_\_\_\_\_

Specify Original Account: ORG 26401807 OBJ 530105 PROJ 64014

Specify New Account: ORG 26311807 OBJ 530105 PROJ 63116

Close Purchase Order \_\_\_\_\_

Add item(s) and/or Shipping \_\_\_\_\_

Cancel Purchase Order \_\_\_\_\_ Was Vendor notified of cancellation YES / NO

*TK*

**Any \$ amount over \$200.00 must be forwarded from Department Head's email account**

**PLEASE NOTE: NO** modification will be **ALLOWED** to the Vendor Field. The Purchase Order will need to be canceled and a new requisition generated.

**FOR CITY CHANGE ORDERS: EMAIL OR FAX FORM TO:**

Brian Kenney: [bkenney@springfieldcityhall.com](mailto:bkenney@springfieldcityhall.com) FAX: 413-787-6295

**FOR SCHOOL CHANGE ORDERS: EMAIL OR FAX FORM TO:**

*CB*

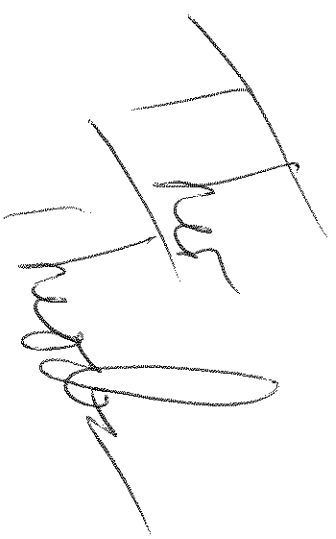
12/21/2015 11:10 | CITY OF SPRINGFIELD  
ttheocles | CONTRACT CHANGE ORDER REPORT

| P 1  
| cmentpst

CONTRACT # 20150958 13471 GCR, INC. ENTRY DT 12/21/15 JOURNAL  
Enforcement Method: Not to Exceed

YEAR	AMOUNT
2016	18,274.38
TOTAL	18,274.38

\*\* END OF REPORT - Generated by Theo Theocles \*\*





CONTRACT # VENDOR NAME ENTRY DT JOURNAL  
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20150958 13471 GCR, INC. 12/21/15  
Enforcement Method: Not to Exceed

YEAR	AMOUNT
2016	-20.98
TOTAL	-20.98

\*\* END OF REPORT - Generated by Theo Theocles \*\*

12/21/2015 11:24 | CITY OF SPRINGFIELD  
Theocles | CONTRACT CHANGE ORDER REPORT

| P 1  
| cmentpst

CONTRACT # 20150958  
Vendor Name 13471 GCR, INC.  
Enforcement Method: Not to Exceed

ENTRY DT 12/21/15  
JOURNAL

YEAR	AMOUNT
2016	0.02
TOTAL	0.02

\*\* END OF REPORT - Generated by Theo Theocles \*\*



**GCR Inc.**  
 P.O. Box 71363  
 Chicago, IL 60694-1363  
 Phone (504) 304-2500

To be paid ①

**Invoice**

**Tina-Marie Quagliato**  
**City of Springfield, MA**  
**35 Court St, Rm 405**  
**Springfield, MA 01103**

Invoice Number : 019069  
 Invoice Date November 15, 2015  
 PO Number :  
 Contract :  
 Project : 23148  
 Customer : 342

**Invoicing Period 10/01/2015 to 10/31/2015**

Manager: Ted Guillot

**SPRINGFIELD MA NDRC**

		<u>Current Hours</u>	<u>Rate</u>	<u>Current Amount</u>
<b>Ph 1 Project Management</b>				
Matthew Rufo	Senior Planner	0.55	\$120.00	\$66.00
Lauren Giles Mora	Senior Technical Advisor	18.25	\$120.00	\$2,190.00
<b>Ph 1 Project Management</b>		<u>18.80</u>		<u>\$2,256.00</u>
<b>Ph 1 Technical Assistance</b>				
Francinia Henry	Planner	5.00	\$120.00	\$600.00
<b>Ph 1 Technical Assistance</b>		<u>5.00</u>		<u>\$600.00</u>
<b>Ph 2 Project Management</b>				
Robin Keegan	Project Director	0.50	\$120.00	\$60.00
Adrienne Duncan	Senior Technical Advisor	3.90	\$120.00	\$468.00
Ted Guillot	Project Manager	82.00	\$120.00	\$9,840.00
Seth Magden	Senior Technical Advisor	1.00	\$120.00	\$120.00
Ella Camburnbeck	Senior Technical Advisor	0.25	\$120.00	\$30.00
<b>Ph 2 Project Management</b>		<u>87.65</u>		<u>\$10,518.00</u>
<b>Ph 2 Grant Writing</b>				
Robin Keegan	Project Director	1.50	\$120.00	\$180.00
Francinia Henry	Planner	3.00	\$120.00	\$360.00
Ted Guillot	Project Manager	27.00	\$120.00	\$3,240.00
Jeffrey Goodman	Senior Planner	30.00	\$120.00	\$3,600.00
Ethan Ellestad	Senior Planner	84.25	\$120.00	\$10,110.00
<b>Ph 2 Grant Writing</b>		<u>145.75</u>		<u>\$17,490.00</u>

# GCR Inc.

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		<u>Current Hours</u>	<u>Rate</u>	<u>Current Amount</u>
<b>Ph 2 Technical Assistance</b>				
<b>Matthew Rufo</b>	<b>Senior Planner</b>	26.00	\$120.00	\$3,120.00
<b>Nathan Cataline</b>	<b>Senior Planner</b>	2.00	\$120.00	\$240.00
	<b>Ph 2 Technical Assistance</b>	<u>28.00</u>		<u>\$3,360.00</u>
<b>Direct Expenses</b>				
<b>Direct Expenses</b>				\$9.99
	<b>Direct Expenses</b>			<u>\$9.99</u>
	<b>Invoice Total</b>	<u>285.20</u>		<u>\$34,233.99</u>

To be paid ②



**GCR Inc.**  
P.O. Box 71363  
Chicago, IL 60694-1363  
Phone (504) 304-2500

**Tina-Marie Quagliato**  
City of Springfield, MA  
35 Court St, Rm 405  
Springfield, MA 01103

**Invoice**

Invoice Number : 018662  
Invoice Date : September 15, 2015  
PO Number :  
Contract :  
Project : 23148  
Customer : 342

**Invoicing Period 08/01/2015 to 08/31/2015**

**Manager: Ted Guillot**

**SPRINGFIELD MA NDRC**

		<u>Current Hours</u>	<u>Rate</u>	<u>Current Amount</u>
<b>Ph 1 Project Management</b>				
Matthew Rufo	Senior Planner	1.50	\$120.00	\$180.00
Adrienne Duncan	Senior Technical Advisor	0.50	\$120.00	\$60.00
Seth Magden	Senior Technical Advisor	6.50	\$120.00	\$780.00
<b>Ph 1 Project Management</b>		<b>8.50</b>		<b>\$1,020.00</b>
<b>Ph1 Establish Unmet Needs</b>				
Richard Poche	Senior GIS Specialist	6.00	\$120.00	\$720.00
<b>Ph1 Establish Unmet Needs</b>		<b>6.00</b>		<b>\$720.00</b>
<b>Ph 2 Project Management</b>				
Robin Keegan	Project Director	5.68	\$120.00	\$681.60
Adrienne Duncan	Senior Technical Advisor	5.75	\$120.00	\$690.00
Nathan Cataline	Senior Planner	2.00	\$120.00	\$240.00
Ted Guillot	Project Manager	30.00	\$120.00	\$3,600.00
Seth Magden	Senior Technical Advisor	0.75	\$120.00	\$90.00
Ella Camburnbeck	Senior Technical Advisor	14.25	\$120.00	\$1,710.00
Lauren Giles Mora	Senior Technical Advisor	2.50	\$120.00	\$300.00
<b>Ph 2 Project Management</b>		<b>60.93</b>		<b>\$7,311.60</b>
<b>Ph 2 Grant Writing</b>				
Robin Keegan	Project Director	1.00	\$120.00	\$120.00
Francinia Henry	Planner	21.00	\$120.00	\$2,520.00
Ted Guillot	Project Manager	2.25	\$120.00	\$270.00
Jeffrey Goodman	Senior Planner	3.25	\$120.00	\$390.00
Ethan Ellestad	Senior Planner	0.50	\$120.00	\$60.00

# GCR Inc.

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		<u>Current Hours</u>	<u>Rate</u>	<u>Current Amount</u>
	Ph 2 Grant Writing	<u>28.00</u>		<u>\$3,360.00</u>
<b>Ph 2 Community-Stakeholder Engagemt</b>				
Francina Henry	Planner	44.00	\$120.00	\$5,280.00
Ted Guillot	Project Manager	2.75	\$120.00	\$330.00
	Ph 2 Community-Stakeholder Engagemt	<u>46.75</u>		<u>\$5,610.00</u>
<b>Direct Expenses</b>				
	Direct Expenses			\$19.98
	Direct Expenses			\$856.50
	Direct Expenses			<u>\$876.48</u>
	<b>Invoice Total</b>	<u><u>150.18</u></u>		<u><u>\$18,898.08</u></u>