
www.douglas.co.us

MEETING DATE: November 18, 2025

STAFF PERSON RESPONSIBLE: Tim Hallmark, Director, Facilities, Fleet & Emergency Support Services

DESCRIPTION: Purchase Order #2025668 Change Order and Contract Amendment for Wember, Inc. for a Total Contract Amount of \$137,544.00.

SUMMARY: The County entered into a contract with Wember, Inc. on July 3, 2025, to provide Project Management and Owner's Representative services for Phase Ia and Phase Ib of the Zebulon Sports Complex with a total Contract amount of \$71,690.00.

Wember, Inc.'s original proposal anticipated completion by October 2025, covering procurement and schematic design of the project, as well as associated road improvements.

However, with the addition of unforeseen tasks-including coordination with Equity Partners, managing RFEIs, and overseeing separate proposal processes for Developers and Design/Build firms-the project remains in the procurement phase.

Wember, Inc. has projected that the procurement phase will conclude in February 2026 and has prepared a monthly effort fee schedule to continue services through February 28, 2026, as follows:

1. November 2025 - \$16,184
2. December 2025 - \$16,184
3. January 2026 - \$16,743 (*reflecting 2026 hourly rate adjustment*)
4. February 2026 - \$16,743

Total for additional services is \$65,854.00

RECOMMENDED ACTION: Approve PO #2025668 Change Order and Contract Amendment for Wember, Inc. for a total Contract amount of \$137,544.00

REVIEW:

Tim Hallmark	Approve	11/7/2025
Jeff Garcia	Approve	11/13/2025
Christie Guthrie	Approve	11/13/2025
Doug DeBord	Approve	11/13/2025

ATTACHMENTS:

ZEB-2025.11.04-WEM-Add Service-01
2025 DC_1st Amendment to PCS -Wember_ 110725

