

Resolution No. 3173

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.

Whereas, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

Whereas, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

Whereas, from time-to-time circumstances and events may require that the original City budget may need revision; and

Whereas, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:

Section 1. Adoption of Budget Amendment.

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2023 and

terminating on September 30, 2024 shall remain in full force and effect.

Section 2. Implementing administrative actions.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

Section 3. Savings.

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

Section 4. Conflicts.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

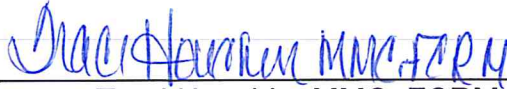
Section 6. Effective Date.

This Resolution shall become effective immediately upon enactment.

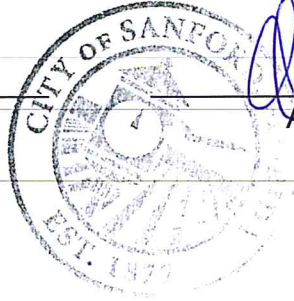
Passed and adopted this 23rd day of October, 2023.

Attest:

**City Commission of the City of
Sanford**

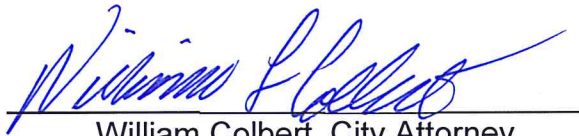


Traci Houchin, MMC, FCRM
City Clerk




Art Woodruff, Mayor

For use and reliance of the Sanford
City Commission only.
Approved as to form and legality.



William Colbert, City Attorney



TASK AUTHORIZATION FORM ISSUED BY CITY OF SANFORD

Date: **October 12, 2023**

Task Authorization No.: **3**

Project Title: **Fire Station Project – Design Management / Post Design Bidding Support & GC Contract Finalization**

Consultant: **ZHA Incorporated**

Agreement Date and Solicitation Number: **02/13/2023, PBA #22/23-231**

This Task Authorization implements the above-referenced Agreement and assigns work to be performed under the Agreement. The terms, conditions and provisions of the Agreement apply to and govern all work under this Task Authorization Form. The Consultant shall not under any circumstances attach to any document, which proposes in conjunction with this Task Assignment or otherwise propose any term, condition or provision relating to the work. A Consultant so doing will be in breach of the Agreement and will be engaging in conduct, which the City will deem to be as unethical.

Execution of this Task Authorization by the City shall serve as authorization for the Consultant to provide the above project, professional services as set out herein and further delineated in the specifications, conditions and requirements stated in the following listed documents, which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

- ☐ Drawings/Plans/Specification
- ☐ Detailed Services and Task for project or Study
- ☐ Special Conditions
- ☐ Schedule of Subcontractor Participation (approved by the City).
- ☒ Other please specify: Schedule and Fees based on design schedule included in Lunz Architects' proposal dated January 3, 2022.

Time for completion: The work authorization by this Task Authorization shall be commenced upon receipt of a purchase order by the Consultant and shall be completed within approximately One Hundred-twenty (120) calendar days from date of the Architect's NTP for the design issued by the City to the Architect. The task shall be completed in accordance with the contract time schedule set forth below.

TASK AUTHORIZATION

Task A: Design Management

Description of Work:

As part of the Fire Station Design Management, ZHA staff will:

- Perform a review of plans and specifications at the end of each design phase, including design development, construction documents, and bid & permitting documents.
- Participate in design team meetings

Task B: Post Design Bidding Support

Description of Work:

As part of the Fire Station Post Design Bidding Support, ZHA staff will:

- Develop procurement plan with city team.
- Assist with the solicitation of qualified constructors.

Task C: GC Contract Finalization

Description of Work:

As part of the Fire Station GC Contract Finalization, ZHA staff will:

- Review the Constructors proposals for completeness.
- Assist with contract negotiations with successful constructor.
- Assist with negotiation of the Construction Contract.

TASK AUTHORIZATION SUMMARY			
No.	Description	Contract Price	Contract Time
A	Project Design Management	27,040.00	156 hours
B	Post Design Bidding Support	6,240.00	36 hours
C	GC Contract Finalization	8,140.00	46 hours
D	Reimbursables (Mileage / Printing Services)	2,200.00	
TOTAL		\$43,620.00	120 Days

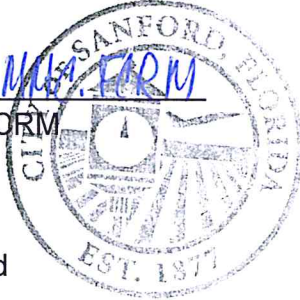


APPROVAL OF TASK AUTHORIZATION AND ACKNOWLEDGMENTS

IN WITNESS WHEREOF, the City and following named **Consultant** have executed this instrument for the purpose herein expressed.

ATTEST:

Traci Houchin MMC, FORM
Traci Houchin, MMC, FORM
City Clerk



Approved as to form and
legal sufficiency.

William L. Colbert
William L. Colbert, City Attorney

CITY OF SANFORD

By: Art Woodruff
Art Woodruff
Mayor
Date: 10-24-2023

ATTEST:

Cludeen Roundtree
Cludeen Roundtree
Print Name

ZHA INCORPORATED

By: Frederick J. Mellin, Jr.
Frederick J. Mellin, Jr.
President/CEO

Title: Executive Administrative Assistant

Date: 12 October 2023

PURCHASE ORDER

DATE: 04/19/23
FACSIMILE: 407-688-5021



CITY OF
SANFORD
FLORIDA

FLORIDA TAX EXEMPT
NO.: 858012621681C-8

PO NUMBER: 039313

CHANGE #: 1
DATE CHG: 08/28/23
SUBMIT INVOICES TO:
INVOICE_FP@SANFORDFL.GOV

VENDOR NO.: 13175

TO:

ZHA INCORPORATED
601 N. MAGNOLIA AVENUE SU
ORLANDO, FL 32801

SHIP TO:

CITY OF SANFORD
300 N PARK AVENUE
SANFORD, FL 32771

DELIVER BY	TERMS	F.O.B. DESTINATION UNLESS OTHERWISE INDICATED	BID OR QUOTATION NO.	REQUISITION NO.	
09/30/23	NET/30				
ACCOUNT NO.: SEE BELOW		PROJECT NO.:			
NO DEVIATION FROM THIS PURCHASE ORDER WILL BE ALLOWED UNLESS AUTHORIZED BY THE PURCHASING MANAGER - CITY OF SANFORD					
ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT COST	EXTENDED COST
	***** * * CHANGE ORDER * * *****				
1	PROJECT EXECUTIVE PRINCIPAL 18 hrs. @ \$225.00	.00		.00	.00
2	PROJECT MANAGER -DESIGN 86 hrs @ \$190.00	3450.00	NA	1.00	3450.00
3	ARCHITECT 40 hrs @ \$165.00	.00		.00	.00
4	ENGINEER 40 hrs. @ \$165.00	.00		.00	.00
5	CLERICAL 14 hrs @ \$80.00	20.00	NA	1.00	20.00
	Per Task Authorization No.2 for Fire Station 40 Design Project- Design Mgmt. Consultant: ZHA Inc., Agreement Date/Solicitation 2/13/2023 PBA #22/23-231 approved 03/15/2023				
6	ENGINEER, ARCHITECT, CLERICAL, PM & PROJECT EXEC.	31240.00	NA	1.00	31240.00
			SUB-TOTAL		34710.00
			TOTAL		34710.00

APPROVED BY:

PURCHASING AGENT

APPROVED BY:

CITY MANAGER

All packages and Invoices applicable to this P.O. must bear this P.O. Number. The Vendor shall comply with all specified and reference herein before and after. Any attempts to insert language to change these terms and conditions are hereby rejected and will be resolved in favor of the City of Sanford. Standard terms and conditions hereby incorporated into this purchase order may be found at <http://www.sanfordfl.gov/index.aspx?page=879>

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ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT COST	EXTENDED COST
	***** * * CHANGE ORDER * * *****				
REQ/ACCT		DATE	REQ. BY	PROJECT	AMOUNT
0000070469		04/05/23	SA BRINSON	FDST40	3470.00
13330015226200					
70469		04/19/23	SHIRLEY A BRINSON	FDST40	31240.00
32330015226200					

APPROVED BY:

PURCHASING AGENT

APPROVED BY:

CITY MANAGER

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CITY OF
SANFORD
FLORIDA



APPROVED

WS __ RM X

Item No. 8.I

CITY COMMISSION MEMORANDUM 23-207
OCTOBER 23, 2023 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Ronnie McNeil, Fire Chief, CFO
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Approval of Resolution No. 3173; Increase Purchase Order #39313

STRATEGIC PRIORITIES:

- ☐ Unify Downtown & the Waterfront
- ☐ Promote the City's Distinct Culture
- ☐ Update Regulatory Framework
- ☐ Redevelop and Revitalize Disadvantaged Communities

SYNOPSIS:

Approval of Resolution No. 3173, to amend the budget in the amount of \$43,620, to increase purchase order #39313, making the new total \$78,330, for additional project design management services.

FISCAL/STAFFING STATEMENT:

Funding in the amount of \$43,620 is requested from Reserves for additional Fire Station 40 project design management services.

BACKGROUND:

ZHA, Incorporated has submitted Task Authorization No. 3 for additional project design management services at a proposed cost of \$43,620, making the new total \$78,330.

LEGAL REVIEW:

No legal review is requested of the City Attorney.

RECOMMENDATION:

City Staff recommends that the City Commission approve Resolution No. 3173 to amend the budget to increase purchase order #39313 for Station 40 (ST40) project design management services in the amount of \$43,620, making the new total \$78,330, to ZHA Incorporated.

SUGGESTED MOTION:

"I move to approve Resolution No. 3173 to amend the budget to increase purchase order #39313 for ST40 project design management services in the amount of \$43,620, Making the new total \$78,330, to ZHA Incorporated."

Attachments: Budget Amendment Resolution No. 2024-3173
Fire Station Project – Design Management Task Authorization No. 3
Purchase Order #39313