

Resolution No. 2026-3501

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026; 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, 2025, and terminating on September 30, 2026, 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, 2025, and terminating on September 30, 2026, 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, 2025, and

terminating on September 30, 2026, 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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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 14th day of Sept., 2026.

Attest:

City Commission of the City of
Sanford

Traci Houchin, MMC, FCRM

Traci Houchin, MMC, FCRM
City Clerk



Art Woodruff

Art Woodruff, Mayor

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

Lindsay Greene
Lindsay Greene, City Attorney



TASK AUTHORIZATION FORM

Task Authorization No. 5

Project Title Sanford Public Works Facility (Operations and Emergency Response Facility)

Owner City of Sanford

Contractor: CPH Consulting

Agreement Date and Solicitation Number: 6/27/2022 / Sanford P.O. 038610

This Task Authorization is necessary to cover work to be performed under the existing Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Task Authorization Form.

Execution of the Task Authorization by the City shall serve as authorization for the CONSULTANT to provide the above project, professional services as set out in the Task Authorization form below; to that certain **Agreement dated** _____ day of _____, 20____ between the CITY and the CONSULTANT 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
- ☐ Other please specify _____

Time for completion: The work authorization by this TASK AUTHORIZATION shall commence upon receipt of a Purchase Order by the CONSULTANT and shall be completed within four hundred (400) additional calendar days from receipt of Purchase Order by the CONSULTANT.



TASK AUTHORIZATION SUMMARY			
No.	Description	Contract Price	Contract Time
1	Provide Construction Administration (Post Design Services) for additional construction time per discussion with Public Works Department	\$21,000.00	390 days
2	Additional fees for redesign of the Building Façade	\$48,720.00	0 days
4	Additional fees for new exterior rendering per Client request.	\$4,530.00	0 days
5			
TOTAL		\$74,250.00	400 added Days



CITY OF
SANFORD
FINANCE DEPARTMENT

APPROVAL TASK AUTHORIZATION

ACKNOWLEDGMENTS

The aforementioned work affected thereby, is subject to all provisions of the original Agreement it is expressly understood and agreed that the approval of the Task Authorization shall have no effect on the original Agreement other than matters expressly provided herein.

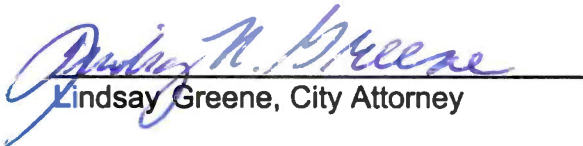
IN WITNESS WHEREOF, the City and (CPH Consulting, LLC) have executed this instrument for the purpose herein expressed.

ATTEST:



Traci Houchin, MMC, FCRM
City Clerk

Approved as to form and
legal sufficiency.


Lindsay Greene, City Attorney

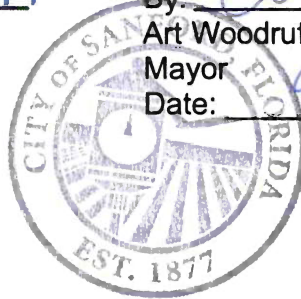
ATTEST:


Sidney K. West II, AIA

Senior Architect

CITY OF SANFORD

By: 
Art Woodruff
Mayor
Date: 6-14-26

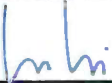


CPH Consulting, LLC

By: 
John Lenti
Community Development Program
Director
Dated: 6/18/2026

END OF SECTION

00860-4

Extra Work Authorization (EWA)		EWA#: 04	
CPH Project #: 201.0S06214.000	Base Contract Date:	9/6/2022	
Project Name: Sanford Public Works (Operations and Emergency Response Facility)	Base Contract Fee Amount:	\$134,542.00	
Client: City of Sanford	Current Contract Date:	6/18/2026	
Michael Cash	Current Contract Fee Amount:	\$170,017.00	
	Proposed Fee for Extra Work:	\$74,250.00	
	Contract Fee Amount with this EWA:	\$244,267.00	
(Does not included the construction observation services)			
All terms and conditions of the BASE CONTRACT, with all approved amendments to date, shall be applicable to this Extra Work Authorization, except that Professional Services hourly rates are updated to reflect periodic adjustments to CPH's published rate, if so marked below. Approval of this Extra Work Authorization will amend the scope of services, and professional fees.			
The following: ☒ Increased Scope of Service ☒ Additional Service, is proposed for Client's approval:			
<u>SCOPE DESCRIPTION</u>		<u>PROPOSED FEE ADJUSTMENT</u> (IF ANY)	
EWA #04A - Provide additional Construction Administration (Post Design Services) for additional construction time per discussion with Public Works Department.			
Architectural Services	Added Fees	\$	8,840.00
Structural Engineering Services		\$	5,900.00
Mechanical/Plumbing Engineering Services		\$	3,800.00
Electrical Engineering Services		\$	2,460.00
EWA #04B - Additional fees for redesign of the Building Façade			
Architectural Services/Project Management		\$	23,730.00
Structural Engineering Services		\$	15,330.00
Electrical Engineering Services		\$	9,660.00
EWA #04C - Additional fees for new exterior rendering per Client request.			
Architectural Services/Project Management		\$	4,530.00
Total:		\$	74,250.00
☐ Revised Professional Service Rates are Attached.			
Proposed by:		Approved:	
John Lenti		6/18/2026	
CPH Program Manager	(Signature)	Date	Client
		Signature	Date



TASK AUTHORIZATION

TASK 1

Description of Work: Provide Additional Construction Administration (Post Design Services) for additional construction time per discussion with Public Works Department.

Price: Add \$21,000.00

Time: Add Four Hundred (400) additional days

TASK 2

Description of Work: Additional fees for redesign of the Building Façade.

Price: Add \$48,720.00

Time: Zero (0) additional days

TASK 3

Description of Work: Additional fees for new exterior rendering per Client request.

Price: Add \$4,530.00

Time: Zero (0) additional days

Total Contract Time: Project completion is currently estimated to be completed by June 31, 2027.

New Total Contract Price: \$244,267.00



500 West Fulton Street
Sanford, FL 32771
Phone: 407.322.6841
Fax: 407.330.0639

Category	Rate
Project Manager I	\$ 145.77
Project Manager II	\$ 175.84
Project Manager III	\$ 219.35
Project Manager IV	\$ 275.92
Project Manager V	\$ 339.14
Architect I	\$ 163.52
Architect II	\$ 169.19
Architect III	\$ 218.68
Architect IV	\$ 239.83
Architect V	\$ 318.14
Designer I	\$ 105.58
Designer II	\$ 112.38
Designer III	\$ 135.53
Designer IV	\$ 153.87
Designer V	\$ 177.57
Engineer I	\$ 130.44
Engineer II	\$ 149.58
Engineer III	\$ 170.63
Engineer IV	\$ 197.28
Engineer V	\$ 364.50
Landscape Architect I	\$ 162.12
Landscape Architect II	\$ 183.80
Landscape Architect III	\$ 189.19
Scientist I	\$ 108.76
Scientist II	\$ 122.35
Scientist III	\$ 188.89
Coordinator I	\$ 97.24
Coordinator II	\$ 115.66
Coordinator III	\$ 139.59
Planner II	\$ 143.91
Planner III	\$ 339.33

Category	Rate
GIS Analyst I	\$ 114.28
GIS Analyst II	\$ 120.99
CADD I	\$ 78.81
CADD II	\$ 87.36
CADD III	\$ 118.12
Principal	\$ 405.34
Administrative I	\$ 78.75
Administrative II	\$ 90.99
Administrative III	\$ 103.22
Administrative IV	\$ 145.53
Administrative V	\$ 166.62
Intern I	\$ 72.90
Intern II	\$ 94.26
Graphic Designer I	\$ 103.43
Graphic Designer II	\$ 118.19
Graphic Designer III	\$ 158.00
Construction Manager	\$ 220.52
Construction Rep I	\$ 126.89
Construction Rep II	\$ 156.64
Construction Rep III	\$ 182.56
Surveyor I	\$ 94.26
Surveyor III	\$ 261.49
Crew Chief	\$ 114.57
Instrument Operator	\$ 73.52
Survey Crew - 3 Man	\$ 380.00
Survey Crew - 2 Man	\$ 355.00
Survey Crew - 1 Man	\$ 275.00
GPS Crew I	\$ 195.00
GPS Crew II	\$ 275.00

Task #	DESCRIPTION	Architect V	Designer II (All)	Project Manager IV (Mech/Plumb)	Designer III (All)	Project Manager V (Electrical)	Engineer V (Struct)	Project Manager III (Arch)	Hours per Task	Sub-Consultant	Cost by Task
	Hourly Rates	\$318.14	\$112.38	\$275.92	\$135.53	\$339.14	\$364.50	\$219.35			
EWA#04A	Provide additional Construction Administration (Post Design Services) above the original \$21,000 fees from 2022.	20.1	44.0	7.6	30.6	4.7	5.0		112.0		\$21,000.00
	Architectural Services	20.1	9.70		10.0				39.8	-	\$8,840.00
	Structural Engineering Services		27.6		7.2		5.0		39.8	-	\$5,900.00
	Mechanical/Plumbing Services		4.3	7.6	9.0				20.9	-	\$3,800.00
	Electrical Engineering Services		2.4		4.4	4.7			11.5	-	\$2,460.00
EWA#04B	Additional fees for redesign of the Building Facade per Zoning Department request	24.4	108.5	-	149.0	2.7	21.0	-	305.6	-	\$48,720.00
	Architectural Services/Project Management	24.4	64.9		64.0				153.3	-	\$23,730.00
	Structural Engineering Services		12.1		46.6		21.0		79.7	-	\$15,330.00
	Electrical Engineering Services		31.5		38.4	2.7			72.6	-	\$9,660.00
EWA#04C	Additional fees for new exterior rendering per the Client's request	1.6	16.6	-	13.8	-	-	1.3	33.3	-	\$4,530.00
	Architectural Services/Project Management	1.6	16.6		13.8			1.3	33.3	-	\$4,530.00
	Totals:	91	322	15	373	15	52	1	869	-	\$74,250.00

ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2026

Department: Public Works and Utilities

Division: Admin

Date: 7/9/2026

BUDGET AMENDMENT

CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER										
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Balance	
138	0000	389	98	00	reserves	\$ 2,801,032	\$ 2,801,032	\$ 58,627	\$ 2,859,659	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	

TOTAL CHANGES IN REVENUES

\$ 58,627

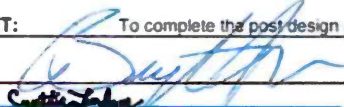
CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER										
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
138	4047	541	62	00	pw2212	Buildings	\$ 2,483,000	\$ -	\$ 58,627	\$ 58,627
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	

TOTAL CHANGES IN EXPENDITURES

\$ 58,627

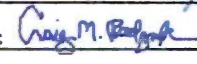
REASON FOR AMENDMENT: To complete the post design of the PW Building

DIRECTOR APPROVAL: 

DATE: 7/14/26

FINANCE APPROVAL: Cynthia Lindsay Jul 14, 2026 11:49:59 EDT

DATE:

CITY MANAGER APPROVAL: 

DATE:

(\$5,000 to \$74,999)

CITY COMMISSION AGENDA DATE: 9/14/2026

APPROVED: YES

(\$75,000 or More)

FOR FINANCE USE

Entry Date: _____

Batch Number: _____

Document #: _____

CCM#: _____

RES#: _____

BA pw building signed by brynt

Final Audit Report

2026-07-14

Created:	2026-07-14
By:	Lindsey Bojadzjev (Lindsey.Bojadzjev@Sanfordfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARV3cqf2fm0GSasJN3vqv9jef6EP14Bk

"BA pw building signed by brynt" History

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Signature Date: 2026-07-14 - 3:49:59 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
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2026-07-14 - 3:49:59 PM GMT

PW Building ba

Final Audit Report

2026-07-16

Created:	2026-07-16
By:	Lindsey Bojadzjev (Lindsey.Bojadzjev@Sanfordfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAApx3wwfYOQNnhh6LkOuQSApZDcxef3rlS

"PW Building ba" History

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-  Agreement completed.
2026-07-16 - 10:51:29 PM GMT



**AGREEMENT BY AND BETWEEN
THE CITY OF SANFORD AND CPH CONSULTING, LLC.
FOR SOLICITATION NUMBER: RFQ 24/25-26/PROFESSIONAL CONSULTING
SERVICES – CCNA-ENGINEERING SERVICES**

THIS CCNA CONSULTING/PROFESSIONAL SERVICES AGREEMENT (hereinafter the "Agreement") is made and entered into on the last date of execution by a party as set forth below, by and between the City of Sanford, Florida, a Florida municipality, (hereinafter referred to as the "City"), whose mailing address is 300 North Park Avenue, Sanford, Florida 32771, 1230 CPH CONSULTING, LLC (herein after "CPH"), 500 West Fulton Street, Sanford, FL, 32771. The City and CPH may be collectively referenced herein as the "Parties".

WITNESSETH:

IN CONSIDERATION of the mutual covenants, promises, and representations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

Section 1. Recitals; Incorporation of City Solicitation Number Solicitation Number: RFQ 24/25-26.

(a). The above recitals are true and form a material part of this Agreement upon which the Parties have relied.

(b). The provisions of City Solicitation Number: RFQ 24/25-26 and the response filed by CPH are incorporated into this Agreement; provided, however, that if there is any inconsistency between this Agreement (including, but not limited to, the web-based terms and conditions referenced herein) and the provisions of the Solicitation or CPH's Response, then the provisions of the City's Solicitation shall prevail. For example, the insurance requirements set forth in the City's Solicitation shall apply to the engagement of professional services by the City as set forth herein.

Section 2. Authority. Each party hereto represents to the other that it has undertaken all necessary actions to execute this Agreement, and that it has the legal authority to enter into this Agreement and to undertake all obligations imposed on it. The persons executing this Agreement for each party certify that they are authorized to bind the party fully to the terms of this Agreement.

Section 3. Scope of Agreement. This Agreement is for consulting and engineering services as set forth in the *Consultant's Competitive Negotiation Act* (the "CCNA" as codified at Section 287.055, *Florida Statutes*) and the procurement solicitation documents relating hereto, the Response thereto from CPH and the work orders and documents related hereto as issued by the City (all of which are incorporated herein as if fully set forth herein verbatim) and it is recognized that CPH shall perform services as otherwise directed by the City all of such services to include all labor and materials that may be required including, but in no way limited to, the goods and services provided by

subconsultants as may be approved by the City within the amount of compensation to be paid to CPH. This is a continuing services contract under the provisions of the CCNA and within the scope of the professional service of engineering as defined in Section 471.005(7), *Florida Statutes*, or its successor provisions to include, but not in any way be limited to, construction management services.

Section 4. Effective Date and Term of Agreement. This Agreement shall take effect on the date that this Agreement is fully executed by the Parties hereto. This Agreement shall remain in effect until the services provided under all City work orders have been fully performed in accordance with the requirements of the City; provided, however, that, the indemnification provisions and insurance provisions in favor of the City shall not terminate and the protections afforded to the City shall continue in effect subsequent to such services being provided by CPH. No services have commenced prior to the execution of this Agreement that would entitle CPH for any compensation therefor. This Agreement constitutes a continuing contract under the CCNA and may be terminated in accordance with the provisions of the City's web-based terms and conditions as referenced herein.

Section 5. Compensation. The Parties agree to compensation for services as set forth in the City's work orders as issued from time-to-time for specific services identified in the work orders said services to be provided within the timeframes as stated in the work orders.

Section 6. Standard City Web-Based Contractual Terms and Conditions.

(a). All "Standard Contractual Terms and Conditions", as provided on the City's website as shown at: www.SanfordFL.gov, apply to this Agreement. Such Terms and Conditions may be found at the City's website: <https://sanfordfl.gov/government/finance/purchasing-division/>, or a successor link.

(b). The Parties shall also be bound by the purchasing policies and procedures of the City as well as the controlling provisions of Florida law. Work orders shall be used, in accordance therewith, in the implementation of this Agreement to the extent deemed necessary by the City in its sole and absolute discretion. Additionally, the Parties agree that the provisions of all Federal rules and procedures, and any other matters required to be incorporated herein are incorporated into this Agreement (such as, but not limited to, any and all required contract clauses by agencies such as the Federal Emergency Management Agency and the Florida Department of Economic Opportunity or their successor agencies). All services shall be subject to the provisions of the CCNA and all controlling requirements of Federal law and other State law such as, by way of example only and not a limitation, the provisions of Section 287.055 and Section 287.075, *Florida Statutes*.

Section 7. CPH's Mandatory Compliance with Chapter 119, *Florida Statutes*, and Public Records Requests.

(a). In order to comply with Section 119.0701, *Florida Statutes*, public records laws, CPH must:

(1). Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(2). Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*, or as otherwise provided by law.

(3). Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(4). Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of CPH upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

(b). If CPH does not comply with a public records request, the City shall enforce the contract provisions in accordance with this Agreement.

(c). Failure by CPH to grant such public access and comply with public records requests shall be grounds for immediate unilateral cancellation of this Agreement by the City. CPH shall promptly provide the City with a copy of any request to inspect or copy public records in possession of CPH and shall promptly provide the City with a copy of CPH's response to each such request.

(d). **IF THE CONTRACTOR/VENDOR (CPH) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S/VENDOR'S (CPH'S) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (407) 688-5012, TRACI HOUCHIN, MMC, FCRM, CITY CLERK, CITY OF SANFORD, CITY HALL, 300 NORTH PARK AVENUE, SANFORD, FLORIDA 32771, TRACI.HOUCHIN@SANFORDFL.GOV.**

Section 8. Time is of the Essence. Time is hereby declared of the essence as to the lawful performance of all duties and obligations set forth in this Agreement.

Section 9. Entire Agreement/Modification. This Agreement and the provisions thereof, together with all standard contractual terms and conditions, as provided on the City's website and the controlling requirements of Federal law, and including, without limitation, the documents attached hereto, constitute the entire integrated agreement between the City and CPH and supersedes and controls over any and all prior agreements, understandings, representations, correspondence and statements whether written or oral in connection therewith and all the terms and provisions contained herein constitute the full and complete agreement between the Parties hereto to the date hereof. This Agreement may only be amended, supplemented or modified by a formal written amendment of equal dignity herewith.

Section 10. Severability. If any term, provision or condition contained in this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable, shall not be affected thereby, and each term, provision and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law when consistent with equity and the public interest.

Section 11. Waiver. The failure of the City to insist in any instance upon the strict performance of any provision of this Agreement, or to exercise any right or privilege granted to the City hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.

Section 12. Captions. The section headings and captions of this Agreement are for convenience and reference only and in no way define, limit, describe the scope or intent of this Agreement or any part thereof, or in any way affect this Agreement or construe any provision of this Agreement.

Section 13. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document.

Section 14. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the successors in interest, transferees and assigns of the Parties. Each party hereto represents to the other that it has undertaken all necessary actions to execute this Agreement, and that it has the legal authority to enter into this Agreement and to undertake all obligations imposed on it. The signatories hereof represent that they have the requisite and legal authority to execute this Agreement and bind the respective Parties herein.

Section 15. Remedies. The rights and remedies of the Parties, provided for under this Agreement, are in addition to any other rights and remedies provided by law or otherwise necessary in the public interest.

Section 16. Governing law, Venue and Interpretation. This Agreement is to be governed by the laws of the State of Florida. Venue for any legal proceeding related to this Agreement shall be in the Eighteenth Judicial Circuit Court in and for Seminole County, Florida. This Agreement is the result of *bona fide* arms length negotiations between the City and CPH, and all Parties have contributed substantially and materially to the preparation of the Agreement. Accordingly, this Agreement shall not be construed or interpreted more strictly against any one party. than against any other party and all provisions shall be applied to fulfill the public interest.

IN WITNESS WHEREOF, the City and CPH have executed this instrument for the purpose herein expressed with the undersigned persons affirming that they have full and plenary authority to execute this instrument and bind their respective party.

SIGNATURE BLOCKS FOLLOW:

Attest:

Traci Houchin

Traci Houchin (Apr 2, 2026 13:22:13 EDT)

Traci Houchin, MMC, FCRM
City Clerk

Approved as to form and
legal sufficiency.

Lindsay N. Greene

Lindsay N. Greene (Apr 1, 2026 16:11:04 EDT)

Lindsay N. Greene
City Attorney

Attest:



Secretary

City of Sanford



By: Art Woodruff (Apr 2, 2026 16:28:13 EDT)

Art Woodruff

Mayor 01/04/2026

Date: _____

**CPH CONSULTING, LLC., a Florida
Corporation**

By: 

Its: Senior Vice President



CITY OF
SANFORD
FLORIDA



APPROVED

WS __ RM X

Item No. 6.F

CITY COMMISSION MEMORANDUM 26-062.F
MARCH 23, 2026, AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Marisol Ordoñez, Purchasing Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., City Manager
SUBJECT: RFQ 24/25-26 Professional Consulting Services; Engineering Services;
Competitive *Consulting Negotiation Act (CCNA)* Procurement

SYNOPSIS:

Requesting to approve the award of RFP 24/25-26 Engineering Services; Competitive Consulting Negotiation Act (CCNA) for various vendors requested.

FISCAL/STAFFING STATEMENT:

Funding for this procurement of CCNA professional engineering consulting services would be provided based on a department's request for services.

BACKGROUND:

The City processed a new solicitation (RFQ 24/25-26) to update solicitations that are set to expire. The Commission approved the projects on February 23, 2026, Memo No. 25. The following are the firms that the City's *CCNA* selection committee recommends be engaged in continuing contracts, with new contracts and rates, for the next five years:

- | | |
|-----------------------------------|-----|
| 1. JHS Environmental | 449 |
| 2. Bentley Group Inc., | 447 |
| 3. McKim & Creed Inc., | 441 |
| 4. Wright -Pierce | 441 |
| 5. Camharn, Proctor & Cross Inc., | 436 |
| 6. C & S Engineering Inc., | 433 |

The *CCNA* selection committee evaluated the proposals and recommends the above referenced firms, thus allowing for a pool of continuing engineering services.

Upon approval of the award, the contracts will be signed by the City Manager or Mayor.

LEGAL REVIEW:

The City Attorney has reviewed this agenda item and has no legal objection, so long as the City's purchasing and procurement policies were adhered to.

RECOMMENDATION:

City staff recommend that the City Commission approve the procurement of the above listed six additional (6) new contracts, with new rates, to provide professional consulting services to the City under continuing contracts pursuant to solicitation RFQ 24/25-26 and the provisions of the *CCNA*.

SUGGESTED MOTION:

“I move to approve the selection of the six (6) professional consulting firms by the City’s *CCNA* committee and the award of the continuing contracts, as proposed”

Attachments: Bid Opening
RFQ Evaluation Matrix (scoring sheet)
Proposals (Upon requested)



**CITY COMMISSION MEMORANDUM
26-039.M FEBRUARY 23, 2026 AGENDA**

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Marisol Ordoñez, Purchasing Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., City Manager
SUBJECT: RFQ 24/25-26 Professional Consulting Services; Engineering Services;
Competitive *Consulting Negotiation Act (CCNA)* Procurement

SYNOPSIS:

Requesting to approve the award of RFP 24/25-26 Engineering Services; Competitive Consulting Negotiation Act (CCNA) for various vendors.

FISCAL/STAFFING STATEMENT:

Funding for this procurement of *CCNA* professional engineering consulting services would be provided based on a department's request for services.

BACKGROUND:

The City processed a new solicitation (RFQ 24/25-26) to update solicitations that are set to expire. A total of twenty (22) proposals were received; however, only (20) were considered responsive therefore the selected City's *CCNA* committee members evaluated and scored the twenty (20) proposals were as follows.

1. CDM Smith	490
2. AVCON Inc	478
3. Tetra Tech	476
4. GAI Consultant Inc.,	473
5. Kimberly Horn Orlando	465
6. CHA Consulting Inc.,	454
7. Forefront Architecture & Engineering	454
8. JHS Environmental	449
9. CPH Consulting LLC.,	449
10. Carollo Engineers Inc.,	448
11. Bentley Group Inc.,	447
12. McKim & Creed Inc.,	441
13. Wright-Pierce	441
14. KEITH	439
15. The Lunz Group	438
16. Camharn Proctor & Cross Inc.,	436
17. C & S Engineering Inc.,	433
18. Arminius Consulting LLC.,	423

19. SMW GeoSciences Inc.,	398
20. Florida Technical Consultants	375

The following are the firms that the City's *CCNA* selection committee recommends be engaged in continuing contracts with renewal contracts and updated rates for the next five years are the following.

1. CDM Smith	490
2. AVCON Inc	478
3. Tetra Tech	476
4. GAI Consultant Inc.,	473
5. CHA Consulting Inc.,	454
6. Forefront Architecture & Engineering	454
7. CPH Consulting LLC.,	449
8. Carollo Engineers Inc.,	448
9. KEITH	439
10. The Lunz Group	438
11. Arminius Consulting LLC.,	423
12. SMW GeoSciences Inc.,	398
13. Florida Technical Consultants	375

To expand the City's pool of professional engineering services, *CCNA* selection committee evaluated the proposals and recommended that the following firms be approved and awarded to serve on the City's continuing engineering services.

1. JHS Environmental	449
2. Bentley Group Inc.,	447
3. McKim & Creed Inc.,	441
4. Wright -Pierce	441
5. Carnharn, Proctor & Cross Inc.,	436
6. C & S Engineering Inc.,	433

Upon approval of the award, the contracts will be signed by the City Manager or Mayor.

LEGAL REVIEW:

The City Attorney has reviewed this agenda item and has no legal objection so long as it adheres to purchasing policies and procedures.

RECOMMENDATION:

City staff recommends that the City Commission approve the procurement of the above listed thirteen (13) renewal contracts with new rates and the six (6) additional new contracts to provide professional consulting services to the City under continuing contracts pursuant to solicitation RFQ 24/25-26 and the provisions of the *CCNA*.

SUGGESTED MOTION:

"I move to approve the selection of the nineteen professional consulting firms by the City's *CCNA* committee and the award of the continuing contracts, as proposed"

Attachments: Bid Opening
RFQ Evaluation Matrix (scoring sheet)
Proposals

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Nikhel Jindal, GCC, ASSOC. DBIA, ENV SP, CPSM

Title: Chief Strategy & Success Officer

Signature:



Date: 11/12/2025

Nongovernmental Entity Human Trafficking Affidavit
Section 787.06(13), Florida Statutes

I, the undersigned, am an officer or representative of CPH Consulting, LLC, and attest that we do not use coercion for labor or services as defined in section 787.06, *Florida Statutes*. Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.

By: _____

Print Name: Timothy Pfizenmayer

Print Title: Chief Financial Officer

STATE OF FLORIDA
COUNTY OF SEMINOLE

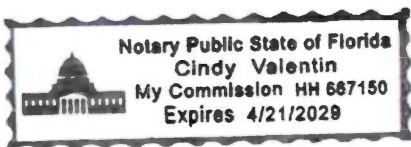
The foregoing instrument was sworn to and subscribed before me by means of physical presence or online notarization, this 2nd day of April, 2026, by Timothy Pfizenmayer, as CFO of CPH Consulting, LLC who is personally known to me, or produced _____ as identification.

Notary Public Signature

Cindy Valentin
Print Notary Name

04-21-2029
My commission expires

[AFFIX NOTARY SEAL]





500 West Fulton Street
Sanford, FL 32771
Phone: 407.322.6841
Fax: 407.330.0639

Category	Rate
Project Manager I	\$ 145.77
Project Manager II	\$ 175.84
Project Manager III	\$ 219.35
Project Manager IV	\$ 275.92
Project Manager V	\$ 339.14
Architect I	\$ 163.52
Architect II	\$ 169.19
Architect III	\$ 218.68
Architect IV	\$ 239.83
Architect V	\$ 318.14
Designer I	\$ 105.58
Designer II	\$ 112.38
Designer III	\$ 135.53
Designer IV	\$ 153.87
Designer V	\$ 177.57
Engineer I	\$ 130.44
Engineer II	\$ 149.58
Engineer III	\$ 170.63
Engineer IV	\$ 197.28
Engineer V	\$ 364.50
Landscape Architect I	\$ 162.12
Landscape Architect II	\$ 183.80
Landscape Architect III	\$ 189.19
Scientist I	\$ 108.76
Scientist II	\$ 122.35
Scientist III	\$ 188.89
Coordinator I	\$ 97.24
Coordinator II	\$ 115.66
Coordinator III	\$ 139.59
Planner II	\$ 143.91
Planner III	\$ 339.33

Category	Rate
GIS Analyst I	\$ 114.28
GIS Analyst II	\$ 120.99
CADD I	\$ 78.81
CADD II	\$ 87.36
CADD III	\$ 118.12
Principal	\$ 405.34
Administrative I	\$ 78.75
Administrative II	\$ 90.99
Administrative III	\$ 103.22
Administrative IV	\$ 145.53
Administrative V	\$ 166.62
Intern I	\$ 72.90
Intern II	\$ 94.26
Graphic Designer I	\$ 103.43
Graphic Designer II	\$ 118.19
Graphic Designer III	\$ 158.00
Construction Manager	\$ 220.52
Construction Rep I	\$ 126.89
Construction Rep II	\$ 156.64
Construction Rep III	\$ 182.56
Surveyor I	\$ 94.26
Surveyor III	\$ 261.49
Crew Chief	\$ 114.57
Instrument Operator	\$ 73.52
Survey Crew - 3 Man	\$ 380.00
Survey Crew - 2 Man	\$ 355.00
Survey Crew - 1 Man	\$ 275.00
GPS Crew I	\$ 195.00
GPS Crew II	\$ 275.00

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/31/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center	
	PHONE (A/C, No, Ext): 1-877-945-7378	FAX (A/C, No): 1-888-467-2378
INSURED CPH Consulting, LLC 500 West Fulton Street Sanford, FL 32771	E-MAIL ADDRESS: certificates@wtwco.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: National Union Fire Ins Co of Pittsburgh	
	INSURER B: Allied World Insurance Company	
	INSURER C: AIU Insurance Company	
	INSURER D: Allied World Surplus Lines Insurance Compa	
	INSURER E: Lexington Insurance Company	
INSURER F: At-Bay Specialty Insurance Company		

COVERAGES

CERTIFICATE NUMBER: W45246124

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y		042670158	12/31/2025	12/31/2026	EACH OCCURRENCE
	☐ CLAIMS-MADE ☒ OCCUR						\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)
							\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)
	☒ POLICY ☐ PRO-JECT ☐ LOC						\$ 10,000
	OTHER:						PERSONAL & ADV INJURY
							\$ 2,000,000
							GENERAL AGGREGATE
							\$ 4,000,000
							PRODUCTS - COMP/OP AGG
							\$ 4,000,000
							\$
A	AUTOMOBILE LIABILITY	Y		042670159	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident)
	☒ ANY AUTO						\$ 5,000,000
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per person)
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						\$
						BODILY INJURY (Per accident)	
						\$	
						PROPERTY DAMAGE (Per accident)	
						\$	
						\$	
B	☒ UMBRELLA LIAB ☒ OCCUR	Y		0314-9729	12/31/2025	12/31/2026	EACH OCCURRENCE
	☐ EXCESS LIAB ☐ CLAIMS-MADE						\$ 5,000,000
							AGGREGATE
	DED ☒ RETENTION \$ 10,000					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		042670162	12/31/2025	12/31/2026	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE
						\$ 1,000,000	
						E.L. DISEASE - POLICY LIMIT	
						\$ 1,000,000	
D	Professional Liab incl Pollution			0313-8987	12/31/2025	12/31/2026	Each Claim Limit
	\$5,000,000						
						Policy Aggregate	
							\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED

CERTIFICATE HOLDER

CANCELLATION

City of Sanford 300 North Park Avenue Sanford, FL 32771	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Insurance Services West, Inc.		NAMED INSURED CPH Consulting, LLC 500 West Fulton Street Sanford, FL 32771	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

City of Sanford is included as Additional Insured as respects to General Liability, Auto Liability and Umbrella/Excess Liability.

INSURER AFFORDING COVERAGE: National Union Fire Ins Co of Pittsburgh

NAIC#: 19445

POLICY NUMBER: 042670160 EFF DATE: 12/31/2025 EXP DATE: 12/31/2026

ADDITIONAL INSURED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Auto Liability - MA	Combine Single Limit	\$5,000,000
Any Auto	Each Accident	

INSURER AFFORDING COVERAGE: AIU Insurance Company

NAIC#: 19399

POLICY NUMBER: 042670161 EFF DATE: 12/31/2025 EXP DATE: 12/31/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation (WI)	E.L. EACH ACCIDENT	\$1,000,000
& Employers Liability	E.L. DISEASE - EA EMP	\$1,000,000
Per Statute	E.L. DISEASE-POL LMT	\$1,000,000

INSURER AFFORDING COVERAGE: Lexington Insurance Company

NAIC#: 19437

POLICY NUMBER: 012147867 EFF DATE: 12/31/2025 EXP DATE: 12/31/2026

ADDITIONAL INSURED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Liability	Each Occurrence	\$5,000,000
	excess of	\$5,000,000

INSURER AFFORDING COVERAGE: At-Bay Specialty Insurance Company

NAIC#: 19607

POLICY NUMBER: AB-6703973-02 EFF DATE: 12/31/2025 EXP DATE: 12/31/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Cyber Liability	Per Occurrence	\$1,000,000
	Aggregate	\$1,000,000

DIVISION OF CORPORATIONS

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#) /

Detail by FEI/EIN Number

Foreign Limited Liability Company
CPH CONSULTING, LLC

Cross Reference Name

CPH CONSULTING, LLC

Filing Information

Document Number	M22000008499
FEI/EIN Number	59-2068806
Date Filed	05/31/2022
State	FL
Status	ACTIVE
Last Event	LC STMT OF RA/RO CHG
Event Date Filed	10/18/2023
Event Effective Date	NONE

Principal Address

500 W FULTON ST.
SANFORD, FL 32771-1220

Mailing Address

500 W FULTON ST.
SANFORD, FL 32771-1220

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301

Name Changed: 10/18/2023

Address Changed: 10/18/2023

Authorized Person(s) Detail

Name & Address

Title President, CEO, Authorized Member

SUTCH, PETER-JOHN F
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

MAHLER, DAVID E
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

HENDRIX, TODD H
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Asst. Secretary, Authorized Member

HUNT, PATRICIA
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Satfield, Jeffrey M
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Sanchez, Carlos M
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Toole, Jason L
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Jindal, Nikhel
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Luman, Kurt R
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Galloway, Thomas J
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Chairman, Authorized Member

Renshaw, Michael
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Morris, James R
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Breitenstein, Scott A
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Winter, James K
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Pugh, Galen J
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Daly, Amy E
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Roberts, Randall L
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Sherrard, Brook K
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Bryant, Joshua A
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Carpenter, Alan R
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

DeWaal, Christopher J
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Nasso, Rocco R
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Morton, Jeremy C
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Lopez, Albert
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

James, Jason
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Sheffield, Kayla
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Ortiz, Jose
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

McCann, Kim
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Authorized Member

Uzun, Ilker
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Treasurer, Authorized Member

Doshi, Charul
500 W FULTON ST.
SANFORD, FL 32771-1220

Title Secretary, Authorized Member

Stutz, Julia
500 W FULTON ST.
SANFORD, FL 32771-1220

Annual Reports

Report Year	Filed Date
2023	01/05/2023
2024	01/07/2024
2025	01/07/2025

Document Images

01/07/2025 -- ANNUAL REPORT	View image in PDF format
01/07/2024 -- ANNUAL REPORT	View image in PDF format
10/21/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
10/18/2023 -- CORLCRACHG	View image in PDF format
10/03/2023 -- LC Name Change	View image in PDF format
01/05/2023 -- ANNUAL REPORT	View image in PDF format
06/09/2022 -- LC Amendment	View image in PDF format
05/31/2022 -- Foreign Limited	View image in PDF format



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Core Data



Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs (FAR/DFARS)

Reps and Certs (Financial Assistance)

Exclusions

Responsibility / Qualification

Entity Information

CPH CONSULTING LLC

Active Registration

Unique Entity ID

CAGE/NCAGE

FLKBP5UFEZD9

3C323

Expiration Date

Mar 7, 2026

Physical Address

500 W Fulton ST
Sanford, Florida
32771-1220, United States

Mailing Address

500 West Fulton Street
Sanford, Florida
32771, United States

Purpose of Registration

All Awards

Version

Current Record

BUSINESS INFORMATION

Doing Business As
(blank)

URL
<http://www.cphcorp.com>

Division Name
(blank)

Division Number
(blank)

Congressional District
Florida 07

State/Country of
Incorporation
Florida, United States

Registration Dates

Activation Date	Initial Registration Date
Mar 11, 2025	Jan 9, 2003
Submission Date	
Mar 7, 2025	

Owner

CAGE Legal Business Name

Immediate Owner

(blank) (blank)

Highest Level Owner

(blank) (blank)

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Mar 6, 1981	Dec 31

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

SAM SEARCH AUTHORIZATION

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

☒ Yes

ENTITY TYPES

Business Types

Entity Structure	Corporate Entity (Not Tax Exempt)
Entity Type	Business or Organization
Profit Structure	For Profit Organization
Organization Factors	(blank)

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

FINANCIAL INFORMATION

Payments

Accepts Credit Card Payments
No

Debt Subject To Offset [?](#)
No

ACCOUNT DETAILS

EFT Indicator **0000**
CAGE Code **3C323**

POINTS OF CONTACT

Electronic Business

Primary Point of Contact

Nikhel Jindal, Chief Strategy and Success Officer

Address

500 West Fulton Street
Sanford, Florida 32771
United States

Government Business

Primary Point of Contact

Nikhel Jindal, Chief Strategy and Success Officer

Address

500 West Fulton Street
Sanford, Florida 32771
United States

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SAM.gov

An official website of the U.S. General Services Administration

CPH CCNA RFQ 24/25-26_vendor signed

Final Audit Report

2026-04-02

Created:	2026-04-01
By:	Robert Rios (Robert.Rios@sanfordfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5MTZzfJQFK4dnEb8ezOeAQyRI68b6_aM

"CPH CCNA RFQ 24/25-26_vendor signed" History

-  Document created by Robert Rios (Robert.Rios@sanfordfl.gov)
2026-04-01 - 11:21:54 AM GMT
-  Document emailed to lindsay.greene@sanfordfl.gov for signature
2026-04-01 - 11:22:01 AM GMT
-  Email viewed by lindsay.greene@sanfordfl.gov
2026-04-01 - 8:10:22 PM GMT
-  Signer lindsay.greene@sanfordfl.gov entered name at signing as Lindsay N. Greene
2026-04-01 - 8:11:02 PM GMT
-  Document e-signed by Lindsay N. Greene (lindsay.greene@sanfordfl.gov)
Signature Date: 2026-04-01 - 8:11:04 PM GMT - Time Source: server
-  Document emailed to art.woodruff@sanfordfl.gov for signature
2026-04-01 - 8:11:06 PM GMT
-  Email viewed by art.woodruff@sanfordfl.gov
2026-04-01 - 8:27:13 PM GMT
-  Signer art.woodruff@sanfordfl.gov entered name at signing as Art Woodruff
2026-04-01 - 8:28:11 PM GMT
-  Document e-signed by Art Woodruff (art.woodruff@sanfordfl.gov)
Signature Date: 2026-04-01 - 8:28:13 PM GMT - Time Source: server
-  Document emailed to Traci Houchin (traci.houchin@sanfordfl.gov) for signature
2026-04-01 - 8:28:16 PM GMT
-  Email viewed by Traci Houchin (traci.houchin@sanfordfl.gov)
2026-04-02 - 5:21:53 PM GMT



Document e-signed by Traci Houchin (traci.houchin@sanfordfl.gov)

Signature Date: 2026-04-02 - 5:22:13 PM GMT - Time Source: server



Agreement completed.

2026-04-02 - 5:22:13 PM GMT



PURCHASE ORDER

DATE: 06/27/22
FACSIMILE: 407-688-5021



CITY OF
SANFORD
FLORIDA

FLORIDA TAX EXEMPT
NO.: 858012621681C-8

PO NUMBER: 038610

CHANGE #: 2
DATE CHG: 11/13/23
SUBMIT INVOICES TO:
INVOICE_PW@SANFORDFL.GOV

VENDOR NO.: 219

TO:

CPH CONSULTING, LLC
500 WEST FULTON ST
SANFORD, FL 32771

SHIP TO:

CITY OF SANFORD
300 N PARK AVE
SANFORD, FL 32771

DELIVER BY	TERMS	F.O.B. DESTINATION UNLESS OTHERWISE INDICATED	BID OR QUOTATION NO.	REQUISITION NO.	
09/30/22	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	DESIGN OF THE PUBLIC WORKS EMERGENCY BUILDING BOUNDARY SURVEY - 5400.00 GEOTECH SERVICES - CPH WILL PERFORM 5 BORING SITES FOR BUILDING AND PARKING - \$9000 ENGENIEERING SERVICES - SCHEMATIC DESIGN - 10,500 DESIGN DEVELOPMENT - 21,000 CONSTRUCTION DOCUMENTS - 48,000 BIDDING AND PERMIT SERVICES - 5,500 CONSTRUCTION ADMIN - 21,000 TOTAL 120,400	95275.00	NA	1.00	95275.00
2	SEE LINE 1 FOR DETAILS ADDED PROJECT CODE & New Accounts per Cindy directions dated 11.13.2023 (MO).	18843.75	NA	1.00	18843.75
3	SEE ABOVE FOR DETAILS	3517.10	NA	1.00	3517.10
4	SEE LINE 1 FOR DETAILS	2763.75	NA	1.00	2763.75
5	CHANGE ORDER TO PO 38610 add lightening protection design services 4,400 design changes directed by pw staff \$30790	35475.00	NA	1.00	35475.00

APPROVED BY:

MARISOL ORDONEZ

PURCHASING AGENT

APPROVED BY:

Craig M. Baskin

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>

PURCHASE ORDER

DATE: 06/27/22
FACSIMILE: 407-688-5021



CITY OF
SANFORD
FLORIDA

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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 * * ***** additional fees for new bidding and permitting \$11,340 write off/credit \$11,340 deduction 0 days added total contract price \$170,017				
			SUB-TOTAL		155874.60
			TOTAL		155874.60
REQ/ACCT	DATE	REQ. BY	PROJECT	AMOUNT	
0000069609	06/08/22	MIKE, LINDSEY, BILAL		95275.00	
40240455416200					
69609	11/13/23	MORDONEZ	PW2212	18843.75	
40240455416200					
69609	11/13/23	MORDONEZ	PW2212	3517.10	
32340475416200					
69609	11/13/23	MORDONEZ	PW2212	2763.75	
45245105366200					
0000072863	04/08/25	LINDSEY/MIKE		35475.00	
40140025343100					

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>

PURCHASE ORDER TERMS AND CONDITIONS

1. By accepting this Purchase Order (PO) the Vendor accepts all of the Terms and Conditions included herein. The Buyer is the City of Sanford, Florida, hereinafter referred to as the "City". The term "City" is used in a broad sense to include its employees, directors, officers, agents, volunteers, etc.
2. All information referenced is hereby incorporated into the PO. These Terms and Conditions may be varied only by written amendment signed by the parties. All modifications in performance, including but not limited to, extensions of time, renewal, or substitution are void absent dually signed amendment by the parties. Time is of the essence of the lawful performance of the duties and obligations contained in the Purchase Order. The Vendor agrees that Vendor shall diligently and expeditiously pursue Vendor's obligations.
3. Cancellation rights reserved by the City. The City may cancel this PO in whole or in part at any time for default by written notice to the Vendor. The City shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the City prior to the Vendor's receipt of the notice of termination.
4. Terms of shipping are F.O.B. the City's delivery location unless otherwise noted within the terms of this PO. Regardless of the indicated F.O.B. point, the City does not accept title until the delivery is acknowledged by an authorized City representative.
5. Prices stated on this PO are firm, all inclusive and consistent with applicable negotiations, bid(s) and/or quotations. The City is exempt from the Florida Sales and Use Tax and will furnish the Vendor with proof of tax exemption upon request. Extra charges for any purpose will not be allowed unless explicitly indicated on the PO. This order is hereby cancelled, if pricing is omitted.
6. The Vendor warrants that any material or equipment supplied hereunder is new, unused condition and free from defects in title, workmanship, defects in design and in full compliance with the specifications defined by the City in the order. The goods or services furnished under this PO are covered by commercial warranties for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the City. A copy of these warranties and all applicable manufacturers warranties shall be furnished at the time of delivery.
7. The City reserves the right to conduct any inspection or investigation to verify compliance of the goods and/or services with the requirements of this purchase order and to reject any delivery not in compliance. If any deficiency is not visible at the time of delivery the City reserves the right to take and/or require appropriate corrective action upon the discovery of any deficiency, non-compliance, or defect.
8. All tools or property furnished to the Vendor by the City shall remain the property of the City, be subject to removal upon the City's demand, be used only on behalf of the City, be maintained in good order, and be clearly identified as property of the City. The Vendor assumes any and all liability of whatsoever type or nature for loss or damage to such property.
9. The Vendor agrees to comply with all Federal, State of Florida, Seminole County, City laws, ordinances, regulations, authority and codes and authority having jurisdiction over the purchase.
10. To the fullest extent permitted by law, the Vendor shall indemnify, hold harmless and defend the City, its agents, servants, officers, officials and employees, or any of them, from and against any and all claims, damages, losses, and expenses including, but not limited to, attorney's fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual costs incurred for expert witness testimony, arising out of or resulting from the performance or provision of services required under this Agreement, provided that same is caused in whole or in part by the error, omission, act, failure to act, breach of contract obligation, malfeasance, officers, officials, employees, or agents. Additionally, the Vendor accepts responsibility for all damages resulting in any way related to the procurement and delivery of goods or services contemplated in this purchase order. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the City as set forth in Section 768.28, Florida Statutes.
11. The Vendor shall not assign this PO, any rights under this PO or any monies due or to become due hereunder nor delegate or subcontract any obligations or work hereunder without the prior written consent of the City.
12. The Vendor shall not disclose the existence of this PO without prior written consent of the City except as may be required to perform this PO.
13. All Material purchased hereunder must be packaged to ensure its security and delivery in accordance with the City's shipping and packaging specification and good commercial practice. Each package shall be labeled indicating the addressee of each package or shipment and the applicable PO number. All shipments shall comply with HAZMAT requirements including, but not limited to, (DOT) regulations published in 49CFR 1399, OSHA regulations 29 CFR 4999.
14. The Vendor shall perform the obligations of this PO as an independent contractor and under no circumstances shall it be considered as agent or employee of the City.
15. The Vendor ensures that its personnel shall comply with reasonable conduct guidelines and City policies and procedures.
16. After each delivery, the Vendor shall provide to the bill to address an original, proper invoice (single copy) which includes: a) Vendor's name (dba), telephone number, mailing address; b) City's P.O. Number; c) Date of invoice; d) Shipping date; e) Delivery date; f) Payment terms; g) Description of goods/services; h) quantity; i) Unit price; j) Extended price; k) Total. The City has the right to reconcile invoice with the PO and adjust payment accordingly to comply with the PO. Payment will be made only to the Vendor identified on the PO and for received and accepted goods/services. The City shall have right at any time to set-off any amounts due to the Vendor against any amounts owed to the City by the Vendor and shall in the case of Vendor default retain the right to further adjust payments as consistent with the best interests of the City.
17. Payment of invoices will be in compliance with Chapter 218, Part VII of Florida Statutes, City Ordinance No. 3029, Purchasing Policy of the City and the stipulations, terms and conditions of this PO. Any cash discount period will date from receipt of invoice, receipt of actual delivery or date of invoice, which ever is later.
18. If this PO involves the Vendor's performance on the City's premises or at any place where the City conducts operations, the Vendor shall request information from the Purchasing Manager regarding insurance coverage requirements. In circumstances where insurance is required, Vendor shall provide proofs of insurance required by the City, or City reserves the right to cancel this Purchase Order, immediately suspend performance by the Vendor at Vendor's expense and prohibit access to City premises until such proofs of insurance is verified. Noncompliance with this item shall place the Vendor in default and subject to disbarment from the City's Vendor List.
19. The failure of the city to enforce any provision of this PO, exercise any right or privilege granted to the City hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.
20. The Vendor shall notify the Purchasing Manager of any inherent hazard and applicable precautions, protective measures and provide any additional relevant information, including MSDS, related to the Material being purchased herein.
21. The City shall have the right at no additional charge to use all or portions of material found in the Vendor's applicable literature relevant to the purchase. The Vendor agrees to advise the City of any updated information relative to the foregoing literature and documentation with timely written notice.
22. A person or affiliate who has been removed from the City's Vendor List may not submit a bid or transact business with the City in excess of Category Two for a period of thirty-six (36) months from the date of being removed from the City's Vendor List.
23. In compliance with 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (INA)], the City will not intentionally make an award or upon discovery of a violation will unilaterally cancel this PO with any contractor who knowingly employs unauthorized alien workers.
24. This PO shall be governed by and interpreted in accordance with the laws of the State of Florida. In any action or proceeding required to enforce or interpret the terms of this Agreement, venue shall be of the Eighteenth

Purchasing Division Requisition Form



Department **PW - ADMIN**
 Contact Person **MIKE/LINDSEY**
 Vendor **CPH**
 Address
 Contact Person

City of Sanford
 PO Box 1788
 Sanford, FL
 Seminole
 32772
 Phone: 407-688-5030
 Fax: 407-688-5021
 Email:
purchasing@sanfordfl.gov
www.sanfordfl.gov

Tel
 Email

Requisition #
 PO # **38610** Date **4/8/2025**

Line Item	Account Code	Description	Quantity Unit	Extended Price
	40140025343100	DESIGN FOR NEW BUILDING		35475
		solid waste		

Delivery Instructions:

Additional Comments:

CC APPROVED 3/31

[Handwritten Signature]

Finance Manager
 Budget Transfer

Override
 Accounts (initials)

Internal Use Only

Amount Paid	Check No.	Date



CITY OF
SANFORD
FLORIDA

WS _ RM X

Item No. 6.2

CITY COMMISSION MEMORANDUM 25-078.E
MARCH 31, 2025 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Jeffrey Davis, Public Works Project Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Change Order; Purchase Order # 38610; Budget Transfer; CPH Consultants, LLC; Additional For Public Works Operations and Emergency Response Facility; \$35,475

STRATEGIC PRIORITIES:

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

SYNOPSIS:

Requesting to approve a change order to Purchase Order # 38610 and the associated budget transfer for services in the amount of \$35,475, to CPH Consulting, LLC for additional design of the Public Works Operations and Emergency Response Facility.

FISCAL/STAFFING STATEMENT:

This action will be funded from the Solid Waste account. The estimated funds in the amount of \$34,475, brings the total purchase order to \$155,875.

BACKGROUND:

CPH Consulting, LLC has designed the Public Works Operations and Emergency Response Facility. The facility will be located on the "Rosemont property" located across from the Public Works complex. The new Public Works Operations and Emergency Response Facility will serve two functions as follows:

- (1). Storing stormwater supplies and equipment, including large vehicles to keep them out of the weather.
- (2). For the City to be able to use a "Category 4" rated structure to provide a base for operations and emergency events by Public Works, etc., staff.

Structures are rated as follows:

- (1). Category 1 - 74-95 mph sustained winds - very dangerous winds will produce some damage.
- (2). Category 2 - 96-110 mph sustained winds - extremely dangerous winds will cause extensive damage.
- (3). Category 3 - 111-129 mph sustained winds - devastating damage will occur.
- (4). Category 4 - 130-156 mph sustained winds - catastrophic damage will occur.
- (5). Category 5 - 157+ mph sustained winds - catastrophic damage will occur.

The costs breakdown for the proposed additional work is as follows:

- (1). Add lightening protection design services - \$4,400.
- (2). Design changes directed by Public Works staff - \$30,790.
- (3). Additional fees for new bidding and permitting - \$11,340.
- (4). Write off/credit – (\$11,340 deduction).

LEGAL REVIEW:

The Assistant City Attorney has reviewed this matter and has no legal objection to the proposed actions.

RECOMMENDATION:

City staff recommend the City Commission approve the proposed change order to Purchase Order # 38610 and the budget transfer in the amount of \$35,475.

SUGGESTED MOTION:

“I move to approve the change order and budget transfer, as proposed.”

Attachments: (1). Budget Transfer form.
(2). Task Authorization executed by vendor.
(3). PO # 38610

REQUEST FOR BUDGET TRANSFER

Fiscal Year 2025

Department: Public Works

Division: Solid waste

Date: 3/10/2025

DECREASE BUDGET

EXPENDITURE ACCOUNT NUMBER						Expenditure Account Title	Current Budget	Current Balance	Amount of Decrease	Remaining Balance
Fund	Obj	Activity	Proj	Sub	Project#					
401	4002	534	34	06		other contractual service	\$ 60,000	\$ 60,000	\$ 47,615	\$ 12,385

TOTAL DECREASE \$ 47,615

INCREASE BUDGET

401	4002	534	31	00		Professional Services	\$ 3,000	\$ 238	\$ 47,615	\$ 47,853

TOTAL INCREASE \$ 47,615

REASON FOR AMENDMENT: Public Works Operations Building Change Order

DIRECTOR APPROVAL: [Signature] DATE: 3-10-25

FINANCE APPROVAL: [Signature] DATE: 3/10/25

CITY MANAGER APPROVAL: [Signature] DATE: 3/10/25
(\$5,000 TO \$49,999)

CITY COMMISSION AGENDA DATE: 3-31-2025 APPROVED? Y
(\$50,000 OR MORE)

FOR FINANCE USE

Entry Date: _____ Batch Number: _____ Document #: _____



TASK AUTHORIZATION FORM

Task Authorization No. 4

Project Title Public Works Operations and Emergency Response Facility

Owner City of Sanford

Contractor: CPH Consulting

Agreement Date and Solicitation Number: 6/27/2022 / Sanford P.O. #038610

This Task Authorization is necessary to cover work to be performed under the existing Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Task Authorization Form.

Execution of the Task Authorization by the City shall serve as authorization for the CONSULTANT to provide the above project, professional services as set out in the Task Authorization form below; to that certain Agreement dated _____ day of _____, 20____ between the CITY and the CONSULTANT 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
- ☐ Other please specify _____

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 zero (0) additional) calendar days from receipt of Purchase Order by the CONSULTANT.



TASK AUTHORIZATION

TASK 1

Description of Work: Provide electrical engineering design services to add a Lightning Protection System to the original scope of work per the City of Sanford Public Works Department's request.

Price: Add \$4,400.00

Time: Zero (0) additional days

TASK 2

Description of Work: Design changes per Sanford Public Works direction. See attached EWA form for cost breakdown by discipline.

Price: Add \$30,790.00

Time: Zero (0) additional days

TASK 3

Description of Work: Additional fees for new Bidding and Permitting Services to rebid the project per Sanford Public Works Department direction. See attached EWA form for cost breakdown by discipline.

Price: Add \$11340.00

Time: Zero (0) additional days



TASK 4

Description of Work: Additional writeoff/credit per discussion between Nikhel Jindal and Sanford Public Works Department on 11/4/2024.

Price: Deduct/credit (\$11,340.00)

Time: Zero (0) additional days

Total Contract Time: Zero (0) additional days

Total Contract Price: \$170,017.00

TASK AUTHORIZATION SUMMARY			
No.	Description	Contract Price	Contract Time
1	Add Lighting Protection design services	\$4,400.00	0 days
2	Design Changes per Sanford Public Works direction	\$30,790.00	0 days
3	Additional fees for new Bidding and Permitting Services	\$11,340.00	0 days
4	Writeoff/credit per discussion with Nikel Jindal on 11/4/2024	(\$11,340.00)	0 days
5			
TOTAL		\$35,475.00	0 added Days

APPROVAL TASK AUTHORIZATION

ACKNOWLEDGMENTS

The aforementioned work affected thereby, is subject to all provisions of the original Agreement it is expressly understood and agreed that the approval of the Task Authorization shall have no effect on the original Agreement other than matters expressly provided herein.



CITY OF
SANFORD
FINANCE DEPARTMENT

IN WITNESS WHEREOF, the City and (CPH Consulting, LLC) have executed this instrument for the purpose herein expressed.

ATTEST:

CITY OF SANFORD

Traci Houchin MMC, FCRM

Traci Houchin, MMC, FCRM
City Clerk

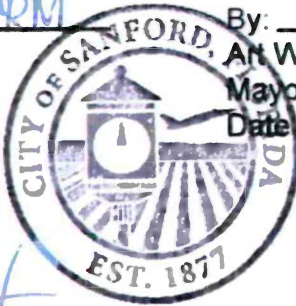
By: *[Signature]*

Art Woodruff

Mayor

Date: *3.31.25*

Approved as to form and
legal sufficiency.



[Signature]
William L. Colbert, City Attorney

ATTEST:

CPH Consulting, LLC

[Signature]

Sidney K. West II, AIA
Principal Architect

By: *[Signature]*

Kim McCann
Director of Architecture

Dated: 11/12/2024

END OF SECTION

00860-4

Extra Work Authorization (EWA)		EWAs: 01 through 03
CPH Project #: 808214 Project Name: Sanford Public Works (Operations and Emergency Response Facility) Client: City of Sanford Michael Cash	Base Contract Date: 9/8/2022 Base Contract Fee Amount: \$134,542.00 Current Contract Date: 11/12/2024 Current Contract Fee Amount: \$134,542.00 Proposed Fee for Extra Work: \$35,475.00 Contract Fee Amount with this EWA: \$170,017.00 (Does not include the construction observation services)	
All terms and conditions of the BASE CONTRACT, with all approved amendments to date, shall be applicable to this Extra Work Authorization, except that Professional Services hourly rates are updated to reflect periodic adjustments to CPH's published rate, if so marked below. Approval of this Extra Work Authorization will amend the scope of services, and professional fees.		
The following: ☒ Increased Scope of Service ☐ Additional Service, is proposed for Client's approval:		
SCOPE DESCRIPTION	PROPOSED FEE ADJUSTMENT (IF ANY)	
EWA #01 - Lightning Protection System design added per Sanford Public Works direction Electrical Engineering Services \$ 4,400.00 Project Management \$ 285.00		
EWA #02 - Design changes per Sanford Public Work's direction Architectural Services/Project Management \$ 11,430.00 Structural Engineering Services \$ 5,500.00 Mechanical/Plumbing Engineering Services \$ 5,290.00 Electrical Engineering Services \$ 6,290.00 Project Management \$ 2,280.00		
EWA #03 - Additional fees for new Bidding and Permitting Services Architectural Services/Project Management \$ 5,220.00 Structural Engineering Services \$ 2,040.00 Mechanical/Plumbing Engineering Services \$ 2,040.00 Electrical Engineering Services \$ 2,040.00		
Client Service Adjustment per Nik Jindal - 11/2024		Total: \$ 35,475.00
☒ Revised Professional Service Rates are Attached.		
Proposed by:		
Sidney K. (Ket) West II CPH Project Manager	Ket West II (Signature)	Approved: Date: 11/12/2024 Client: _____ Signature: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
03/05/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Willis Towers Watson Insurance Services West, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 37205191 USA

CONTACT NAME: WTW Certificate Center

PHONE: 1-877-945-7378

FAX: 1-888-467-2378

EMAIL: certificates@wtw.com

INSURED
CWE Consulting, LLC
300 West Fulton Street
Sanford, FL 32771

INSURERS AFFORDING COVERAGE		NAICS
INSURER A:	Liberty Mutual Fire Insurance Company	23035
INSURER B:	Liberty Insurance Corporation	42404
INSURER C:	American Guarantee and Liability Insurance	26247
INSURER D:	Allied World Surplus Lines Insurance Company	24319
INSURER E:	Indemnity National Insurance Company	10468
INSURER F:	RSUI Indemnity Company	22314

COVERAGES

CERTIFICATE NUMBER: W38070783

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	INSURER	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y	782-641-446161-054	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 2,000,000
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 25,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER					PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000
B	☒ AUTOMOBILE LIABILITY	Y	A87-641-446161-044	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Per accident) \$ 2,000,000
	☒ ANY AUTO					BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	☐ HIREN AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB		NDC 8344746-01	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 10,000,000
	☐ RETENTION \$					AGGREGATE \$ 10,000,000
						\$
						\$
D	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	WC7-641-446161-064	12/31/2024	12/31/2025	☒ PER STATUTE ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (If yes, describe under DESCRIPTION OF OPERATIONS below)					EL EACH ACCIDENT \$ 1,000,000
						EL DISEASE - EA EMPLOYEE \$ 1,000,000
						EL DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab incl Pollution		0313-8987	12/31/2024	12/31/2025	Each Claim Limit \$5,000,000
						Policy Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED

CERTIFICATE HOLDER

CANCELLATION

CITY OF SANFORD
ATTN: PURCHASING MANAGER
P.O. BOX 1788
SANFORD, FL 32771

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Insurance Services West, Inc.		NAMED INSURED CPE Consulting, LLC 500 West Fulton Street Sanford, FL 32771	
POLICY NUMBER See Page 1			
CARRIER See Page 1	NASC CODE See Page 1	EFFECTIVE DATE: See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED AS RESPECTS TO GENERAL LIABILITY AND AUTO LIABILITY.

GENERAL LIABILITY AND AUTO LIABILITY POLICIES SHALL BE PRIMARY AND ~~NON-CONTRIBUTORY~~ WITH ANY OTHER INSURANCE IN FORCE FOR OR WHICH MAY BE PURCHASED BY ADDITIONAL INSURED.

THE UMBRELLA/EXCESS POLICY IS FOLLOWS FORM.

INSURER AFFORDING COVERAGE: Indemnity National Insurance Company

NAICS: 18468

POLICY NUMBER: XS001814 24 EFF DATE: 12/31/2024 EXP DATE: 12/31/2025

ADDITIONAL INSURED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Automobile Liability	Each Occurrence	\$1,500,000
	excess	\$2,000,000

INSURER AFFORDING COVERAGE: RSUI Indemnity Company

NAICS: 22314

POLICY NUMBER: NHA604323 EFF DATE: 12/31/2024 EXP DATE: 12/31/2025

ADDITIONAL INSURED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Automobile Liability	Each Occurrence	\$1,500,000
	excess	\$2,000,000

038610.2

Final Audit Report

2025-04-24

Created:	2025-04-22
By:	Frank Mascola (frank.mascola@sanfordfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAACr-szxyLloFqf3onh51yHSL4m3V_NshS

"038610.2" History

-  Document created by Frank Mascola (frank.mascola@sanfordfl.gov)
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APPROVED

**CITY COMMISSION REGULAR MEETING AND ANNUAL BUDGET HEARING 26-180
SEPTEMBER 14, 2026 AGENDA**

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Brynt Johnson, Public Works and Utilities Director
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Budget Amendment and Resolution 26-3501; Change Order to Purchase Order # 38610; Public Works Operations Building; CPH Inc.; \$74,250

SYNOPSIS:

Requesting to approve a Budget Amendment and Resolution 26-3501 along with a change order to Purchase Order # 38610 in the amount of \$74,250 to CPH Inc. for additional design services for the Public Works Operations Building.

FISCAL/STAFFING STATEMENT:

Funding in the amount of \$15,623 is available from the Stormwater Capital Building account and \$58,627 is available from the 3rd Generation Sales Tax Reserves.

BACKGROUND:

CPH Inc. designed the Public Works Operations Building that will be located on the "Rosemont Property" located across from the Public Works complex. The new Public Works Operations Building will serve three (3) functions as follows:

- (1) Provide office space for all Public Works Administrative staff;
- (2) For City use as a "Category 4 " rated structure and to provide a base for operations and emergency events as guided by Public Works; and
- (3) Storing stormwater supplies and equipment, including large vehicles.

The cost breakdown for the proposed additional work is as follows:

- (1) Provide additional construction administration (Post Design Services) for additional construction time per discussion with the Public Works Department - \$21,000.
- (2) Additional fees for redesigning the building facade (as requested by the Planning Department) -

\$48,720.

LEGAL REVIEW:

The City Attorney has reviewed this agenda item and has no legal objection.

RECOMMENDATION:

City staff recommends the City Commission approve the Budget Amendment and Resolution 26-3501 along with the change order to PO # 38610 in the amount of \$74,250 to CPH Inc.

SUGGESTED MOTION:

I move to approve the Budget Amendment and Resolution 26-3501 along with the change order as proposed.

ATTACHMENTS:

Resolution 3501.pdf

TA CPH PW BUILDING.pdf

CPH Hourly Rate Schedule.pdf

EWA_04_Hours_Fee_Matrix_2026.08.18.pdf

PW Building ba signed.pdf

CPH CCNA RFQ 24 25-26 fully executed.pdf

PO 38610.2-2.pdf