

**FIRST AMENDMENT TO CONTRACT NO. 2022-28 FOR  
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES  
FOR PUBLIC SERVICES FACILITY PHASE II**

This *First Amendment to Contract 2022-28 Professional Architectural and Engineering Services for Design of Public Services Facility Phase II* ("First Amendment"), is made and entered into by and between the City of North Port, Florida, a municipal corporation of the State of Florida, and whose address is 4970 City Hall Boulevard, North Port, Florida 34286 ("City") and Sweet Sparkman Architects, Inc., a corporation registered to conduct business in the State of Florida with a local business address of 1819 Main Street, Suite 400, Sarasota, FL 34236, hereinafter referred to as "CONSULTANT".

**WHEREAS**, on or around February 27, 2024, the parties entered into *Contract No. 2022-28 Professional Architectural and Engineering Services for Public Services Facility Phase II* for review of the existing space needs assessment, update and develop space programming, prepare a conceptual building and site plan, followed by a schematic building and site plan, and working with the City's selected Construction Manager at Risk through estimating for the Public Services Facility located near the intersection of Price and Chamberlain (the "Original Agreement"); and

**WHEREAS**, the parties mutually desire to amend the Original Agreement design services scope to: include the additional tasks which will take the project and additional renovation scope through completion of design, permitting and bidding; to revise the project schedule; and to increase the total compensation to \$3,044,062.05; and

**WHEREAS**, this First Amendment for change in scope includes: renovations of the existing 22,855 square foot Service Maintenance Building and the addition of 17,00 square feet of the Fleet maintenance bays of the existing pre-engineered metal building; renovations to the existing 15,000 square foot Administration building; new two-story 35,000 square foot building for the Public Works department including chemical storage and a pre-engineered metal building (PEMB) system at the exterior bay; new prefabricated, two-level 143,880 square foot pre-cast concrete Parking Garage, with a footprint of approx. 132 feet by 545 feet; new 19,000 square foot pre-engineered metal building; and Covered Bin Area, with conceptual plans developed to 30%, 60%, 90% and final design and services including permitting and bidding.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the sufficiency and receipt of which are acknowledged, the parties agree that the Original Agreement is amended as follows, with all other terms in the Original Agreement remaining unchanged and in full force and effect:

**1. EFFECT OF AMENDMENT/EFFECTIVE DATE**

- A. The parties ratify the terms and conditions of the Original Agreement not inconsistent with this First Amendment, all of which are incorporated by reference as if set forth fully herein. This First Amendment modifies the sections of the Original Agreement as identified herein. Where a section of the Original Agreement is not identified, the terms as they appear in the Original Agreement remain and apply.

- B. All references to the “Agreement” in the Original Agreement, and this First Amendment mean and include both the Original Agreement, and the First Amendment.
- C. This First Amendment is effective as of the date the last party approves or executes it, as applicable (the “Effective Date”), and shall continue as otherwise provided in the Original Agreement.

## 2. ORIGINAL AGREEMENT SECTION 1 – CONSULTANT’S SERVICES

Section 1 of the Original Agreement is amended in its entirety to read as follows:

### 1. CONSULTANT’S SERVICES

- A. CONSULTANT agrees to diligently and timely perform services for the CITY relating to Professional Architectural and Engineering to further develop the plans derived from the space needs assessment and development of design criteria associated with the Public Services Facility Phase II project, as identified in the Request for Proposal (RFP) No. 2022-28 and CONSULTANT’S proposal submitted **March 21, 2025**. The overall Scope of Services is described in the attached Exhibit “A”, with detailed tasks and associated fees provided in Exhibit “B” and incorporated as is set forth fully herein.
- B. This Agreement shall commence immediately upon the execution of this Agreement by both the CITY and CONSULTANT and upon CONSULTANT’S receipt of a written Notice to Proceed from the CITY’S Purchasing office and shall continue through the completion of the project. The expected completion date for the additional Scope of Services is 420 days from Notice to Proceed. Completion date for construction phase services will be determined by the Construction Manager at Risk, and the Consultant notified in writing.

## 3. ORIGINAL AGREEMENT SECTION 2 – COMPENSATION AND PAYMENT FOR CONSULTANT’S SERVICES

Section 2. A. 1. of the Original Agreement is amended in its entirety as follows:

- 1. Consultant shall perform the Scope of Services, as described in Exhibit A, for a not to exceed fee of **THREE MILLION FORTY-FOUR THOUSAND SIXTY-TWO DOLLARS AND FIVE CENTS (\$3,044,062.05)**. This compensation includes all profit, direct and indirect labor costs, personnel related costs, overhead and administrative costs, travel related out-of-pocket expenses and costs, and all other costs which are necessary to provide the services as outlined in this Agreement.

**4. ORIGINAL EXHIBIT A – SCOPE OF SERVICES**

Exhibit A, attached, replaces Exhibit A in the Original Agreement, and is incorporated as if set forth in the Agreement.

**5. ORIGINAL EXHIBIT B – FEE SCHEDULE**

Exhibit B, attached, replaces Exhibit B in the Original Agreement, and is incorporated as if set forth in the Agreement.

**6. ORIGINAL EXHIBIT C – PROJECT SCHEDULE**

Exhibit C, attached, replaces Exhibit C in the Original Agreement, and is incorporated as if set forth in the Agreement.

**IN WITNESS WHEREOF**, the parties have executed this First Amendment as follows.

**CONSULTANT**  
**SWEET SPARKMAN ARCHITECTS, INC.**

By: [Signature]  
Name: Todd M. Sweet, AIA, LEED AP  
Title: President / Principal

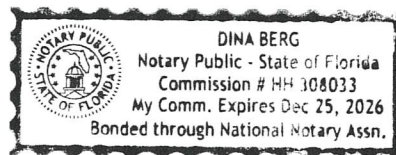
**ACKNOWLEDGEMENT**

STATE OF Florida  
COUNTY OF Sarasota

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 5<sup>th</sup> day of AUGUST 2025, by Todd M. Sweet (name), as President / Principal (title) for Sweet Sparkman Architects, Inc. (entity).

[Signature]  
Notary Public

☒ Personally Known OR ☐ Produced Identification  
Type of Identification Produced N/A



First Amendment to Contract 2022-28  
Professional Engineering and Architectural Services  
Public Services Facility Phase II

Approved by the City Commission of the City of North Port, Florida on \_\_\_\_\_, 2025.

CITY OF NORTH PORT, FLORIDA

\_\_\_\_\_  
A. JEROME FLETCHER II, ICMA-CM,MPA  
CITY MANAGER

ATTEST

\_\_\_\_\_  
HEATHER FAUST, MMC  
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS

\_\_\_\_\_  
MICHAEL FUINO, B.C.S.  
CITY ATTORNEY

**Exhibit A to Agreement No. 2022-28 – First Amendment**

**SCOPE OF SERVICES**

Project is to include architectural/engineering and construction administration services (to be negotiated at the time of GMP) for the design services for the project consisting of the expansion of several structures and new buildings.

- Renovations to the existing 22,855 square foot Service maintenance Building and the addition of 17,000 square feet to the Fleet maintenance bays of the existing pre-engineered metal building (PEMB).
- Renovations to the existing 15,000 square foot Administration building.
- New two-story 35,00 square foot building for the Public Works department including chemical storage and a pre-engineered metal building (PEMB) system at the exterior bay.
- New prefabricated, two-level 143,880 square foot pre-cast concrete Parking Garage. The footprint for the new parking structure will be approximately 132 feet by 545 feet.
- New 19,000 square foot pre-engineered metal building, Covered Bin Area.

Sweet Sparkman Architects scope to include coordination with the CMAR related to evaluation of design alternatives, bidding, negotiation of GMP and construction administration, including phasing of construction. Construction administration to be negotiated at the time of GMP as an add service.

The project is to be constructed via Design and CMAR Bid/Build method. Sweet Sparkman will coordinate with the City and the contracted Construction Manager at Risk to implement fiscally responsible design, materials and systems for the building and site within the approved construction budget. Construction duration is estimated at approximately 20 months.

**Task 1 – Schematic Design**

- 1.) The CONSULTANT shall review the program and other information furnished by the City and shall review codes and regulations applicable to CONSULTANTS services.
- 2.) The CONSULTANT shall prepare a preliminary evaluation of the City's program, schedule, budget, site, and the proposed procurement and delivery method, and other initial information, to ascertain the requirements of the project. The CONSULTANT shall notify the City of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.
- 3.) The CONSULTANT shall finalize the preliminary Master Site Plan design layout to include the expanded Fleet maintenance facility, fueling station, stormwater systems, associated on-site infrastructure improvements and outparcel locations for future City facilities.
- 4.) The CONSULTANT shall present its preliminary evaluation to the City and shall discuss with the City alternative approaches to design and construction. The CONSULTANT shall reach an understanding with the City regarding the requirements of the project.

- 5.) Based on the Project's requirements agreed up with the City, the CONSULTANT shall prepare and present for the City's approval a preliminary design illustrating the scale and relationship of the Project components. These include renovations, expansions and new construction of sufficient detail to show all interior spaces, exterior spaces, and operational adjacencies based on the project scope listed above.
- 6.) THE CONSULTANT shall calculate the necessary stormwater treatment volume and create a preliminary Master stormwater plan design layout depicting the stormwater components.
- 7.) THE CONSULTANT shall prepare a preliminary water main extension/modification design plan for the new/expanded buildings and associated on-site infrastructure improvements.
- 8.) THE CONSULTANT to prepare a preliminary plan for sanitary sewer service for the new buildings.
- 9.) Based on the City's approval of the preliminary design, the CONSULTANT shall prepare Schematic Design Documents for the City's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, section and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary narrative selections of major building systems and construction materials shall be noted on the drawings or described in writing.
- 10.) The CONSULTANT shall meet with permitting agencies, if applicable, to review the proposed program and identify permitting limitations which need to be addressed by the design. Scope assumes meeting with up to two (2) agencies.
- 11.) The CONSULTANT shall submit the Schematic Design Documents to the City and request the City's approval.
- 12.) The CONSULTANT understands the City will engage the services of a Construction Manager at Risk to provide an estimate of the Cost of Work.
- 13.) Schematic Design Phase includes up to three (3) meetings with the City.

### **Task 1 – Schematic Design Deliverables**

The Design Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of the Fleet maintenance building expansion. The Design Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

- a) Existing conditions plans
- b) Site Construction/Layout Plans
- c) Preliminary grading and drainage plans
- d) Onsite/Offsite utilities
- e) Architectural floor plans
- f) Code review plan
- g) Building elevations
- h) Architectural typical wall sections
- i) Fleet Maintenance and Parts equipment Layout Plan
- j) Traffic Impact Statement

k) Environmental Assessment Report

**Task 2 – Design Development**

- 1) Based on the City's approval of the Schematic Design Documents, and on the City's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the CONSULTANT shall prepare design development documents consisting of plans, outline specifications, and other documents to fix and describe the size and character of the project as to architectural, materials, and such other elements as may be appropriate to enable the City to understand the progress and development of the Project. Such plans and outline specifications shall be subject to the written approval of the City.
- 2) The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans sections, elevations typical construction details, and diagrammatic layout of building systems to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- 3) The CONSULTANT shall submit the Design Development Documents to the City and request the City's approval.
- 4) The CONSULTANT understands that the City will engage the services of a Construction Manager at Risk to provide an updated estimate of the cost of the work based on the Design Development Documents.
- 5) Design Development Phase includes up to six (6) meetings with the City.

**Task 2 – Schematic Design Deliverables**

The Design Documents shall illustrate and describe the development of the approved Schematic Design documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts. The Design Documents shall also include written specifications that identify major materials and systems and establish in general their quality levels.

- 1) THE CONSULTANT shall prepare two color, computer generated, rendered, three dimensional exterior views of the new building. Size 24 X 36 (mounted on ¼ inch black gator board.) Fully rendered with cars, people, landscaping, sunlight and shadows and the like. THE CONSULTANT shall revise colors and cladding on rendering as may be necessary to match the color and cladding material approvals by the City.
- 2) THE CONSULTANT shall prepare revised exterior-colored elevations, if necessary.
- 3) THE CONSULTANT shall prepare an interior finishes sample board.
- 4) Schematic Design Deliverable to include the following documents at a minimum.

- a) Existing conditions plans
- b) Site Construction/Layout Plans
- c) Preliminary grading and drainage plans
- d) Landscape and Irrigation Plans
- e) Onsite/Offsite utilities
- f) Architectural floor plans
- g) Roof plans
- h) Code review plan
- i) Building elevations
- j) Architectural wall sections
- k) Window and Door schedules and elevations
- l) Fleet Maintenance and Parts equipment Layout Plan
- m) Details

### **Task 3 – Construction Documents**

- 1) Based on the City's approval of the Design Development Documents, and the City's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, The CONSULTANT shall prepare Construction Documents for the City's approval.
- 2) The CONSULTANT shall utilize the approved Design Development documents to complete working plans and specifications in sufficient detail to permit solicitation of firm bids in open competition for construction of the project. Construction documents shall include, water service connections, sanitary sewer connections, site plans, stormwater management and ancillary site features. Technical specifications, plan sheets, and bid forms shall be provided.
- 3) The CONSULTANT shall prepare 100% bid documents incorporating results of the preliminary design and City's schematic and design development review comments with the intent of competitively bidding the project.
- 4) The CONSULTANT shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.
- 5) The City and the CONSULTANT acknowledge that in order to construct the Work, the Construction Manager at Risk will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the CONSULTANT shall review in accordance with the Construction Administration Phase.
- 6) The CONSULTANT shall submit the Construction Documents to the City and request the City's approval.
- 7) Construction Document Phase includes up to six (6) meetings with the City.
- 8) The CONSULTANT understands that the City will engage the services of a Construction Manager at Risk to provide an updated estimate of the Cost of the Work based on the Construction Documents.



### **Task 3 – Construction Documents Deliverables**

The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the work, in a manner consistent with locally accepted standards for professional skill and care.

At a minimum, the CONSULTANT shall provide dimensioned, to scale drawings and specifications for:

- a) Floor plan with structural elements, furniture, equipment, and cabinetry, as needed.
- b) Plans or specifications to include infrastructure for the furniture and fixed equipment and the like, as needed
- c) Structural foundations, roof, and complete framing plans
- d) Complete Structural details
- e) Exterior elevation views of the building indicating materials of exterior envelope. North, south, east, west.
- f) Building Sections
- g) Wall Sections
- h) Building envelope and penetration details. Scale: 1 ½ in = 1 ft
- i) Complete Roof plan with all penetrations and equipment
- j) Complete roof detail. Scale 3 in = 1 ft
- k) Interior finish schedule
- l) Complete Door and window schedule
- m) Complete Door and window details. Scale 1 ½ in = 1 ft.
- n) Breakroom kitchen plan, as required
- o) Reflected ceiling plan with all ceiling mounted systems.
- p) Ceiling and wall details. Scale 1 ½ in = 1 ft
- q) Life Safety plan with building code summary
- r) Civil site drawings
- s) Landscape and irrigation drawings
- t) Electrical, security, lighting and communications site plan
- u) Enlarged room plans with furniture and equipment layouts – mechanical, electrical, communications, restrooms and showers, lobby, rooms with cabinetry, plumbing, special finishes or special equipment.
- v) Interior elevation views.
- w) Cabinet details, as required.
- x) HVAC, plumbing and fire protection drawings
- y) Building automation drawings
- z) Generator and redundant systems drawings
- aa) Lightning protection drawings.

### **Task 4 – Bidding and Permitting**

- 1) The CONSULTANT shall submit Construction Documents to the City and Construction Manager at Risk for bidding. The CONSULTANT shall provide bidding assistance including attendance at a pre-bid meeting and review and respond to requests for information. The CONSULTANT shall answer questions from bidders for up to three (3) addenda, as needed.
  - A. The CONSULTANT shall:
    - 1) Attend pre-bid meetings.
    - 2) Review and respond to bid evaluations
    - 3) Review Contractor's cost reduction ideas (value engineering).
    - 4) Assist the City and the Construction Manager at Risk in bid evaluation, as requested.
- 2) The CONSULTANT shall submit Construction Documents to applicable agencies for permit processing including the required Site Plan and/or Planned Development Project (PDP) Permit applications and provide back-up documentation to obtain the necessary federal, state, and local permits and approvals for the design and construction. The CONSULTANT will attend a pre-advisory, planning and zoning or other related meetings related to project planning, design, and construction. The design team shall also prepare other required permit applications and provide backup documentation to obtain the necessary federal, state, and local permits and approvals for the design, construction and operation of the water system, sewer system, irrigation system, storm drain systems and road improvements. The City will pay for any permit fees directly.

The following is a list of the permit / approvals which are anticipated for the project:

- a) Planning / Zoning Approval
  - b) FDEP Wastewater Collection System Permit
  - c) FDEP Water Main Extension Permit
  - d) SWFWMD ERP Permit
  - e) Water Connection (by CMaR – to be included in specifications)
  - f) FDOT Street Opening Permit (by CMaR – to be included in specifications)
  - g) DEP Stormwater Discharge / Management Permit (by CMaR – to be included in specifications)
  - h) North Port Fire Department.
- 3) Sub-Consultant, Weston & Sampson shall answer review questions required by permitting agencies. Assembly of additional material and information, as may be required, to clarify issues.
- 4) The CONSULTANT shall answer review questions required by permitting agencies and the CMaR. Assembly of addenda material and information as may be required to clarify issues.

#### **Sub-Tasks Scope of Services:**

#### **PROJECT MANAGEMENT**

The CONSULTANT will provide project management throughout the duration of the project. Tasks will include, but not limited to the following:

- 1.) Coordinate the project with City staff during the design of the project as necessary.

- 2.) Provide monthly progress reports for the duration of the project to be submitted with the monthly invoices.
- 3.) Conduct bi-weekly project meetings with the City and relevant parties. Provide Agendas for each meeting and provide meeting minutes to the City after the meeting for completeness and accuracy.
- 4.) Conduct a field review of the project to take photos, note field conditions and verify survey information within the project limits.
- 5.) Provide a design schedule at the kick-off meeting and update/maintain the design schedule throughout the duration of the project.

### **ARCHITECTURAL DESIGN**

Included in Tasks 1 – 4.

### **CODE ANALYSIS**

Included in Tasks 1 – 4.

### **SPECIFICATIONS**

The design team will provide written specifications that detail the scope of work, required materials, installation methods, and quality standards for the construction at the Design Development and construction Document submissions to ensure that the project meets the desired quality and standards. These will include:

- 1) Material specifications: Detail the type, quality, and characteristics of materials to be used.
- 2) Equipment specifications: Outline the specific requirements for equipment, machinery, or systems used in the project.
- 3) Installation methods: Provide instructions on how to install specific materials and equipment.
- 4) Quality standards: Define the level of workmanship and the expected performance of the finished product.

### **ENVELOPE / WATERPROOFING CONSULTING**

The CONSULTANT will engage a moisture and envelope consultant to review the drawings and specifications at the completion of Design Development phase and provide a written report of any waterproofing / envelope recommendations to be incorporated into Construction Documents. The envelope / waterproofing consultant will conduct review of the construction details at the exterior walls, openings and make suggestions to ensure a watertight envelope.

### **MODELS AND RENDERINGS**

The CONSULTANT will provide 3D visualization renderings as needed for interior and exterior spaces. The CONSULTANT will provide physical model studies for the City to help guide the design process. Renderings will be produced at a quality that allows for large format printouts. Renderings and models can also be used during public and commission meetings to building consensus and help explain the design solution.

### **PUBLIC MEETINGS**

The CONSULTANT and SUB-CONSULTANTS, at the direction of the City, shall make presentations and provide updates to the public as follows:

- a) Present to the City Commission, including floor plans and elevations.
- b) Hold a neighborhood Public Meeting to present the conceptual design. Revise exterior perspective as necessary to address comments resulting from community and/or City Commission reviews as directed by the City.
- c) Three (3) Public Meetings are included with this amendment.

#### **ARCHITECTURAL INTERIOR DESIGN**

The CONSULTANT will provide Interior Design services as required for the project. Appropriate resilient interior finishes will be incorporated into the project.

- a) Meet with the City to assess needs.
- b) Preparation of new building plans.
- c) Research material and compile options for City review.
- d) Present color board with selected finishes.
- e) Conduct up to three (3) meetings with the City to review all selected interior materials and finishes.
- f) Specify specialty lighting, detail interior cabinetry including interior elevations, sections, and details.
- g) Specification of all interior finishes for wall, floor and ceiling coverings including tile patterns, accent walls and ceiling and window treatment.
- h) Coordination with the Owner's furniture representative. The Owner will select the furniture vendor who will provide furniture selections. The CONSULTANT will provide the furniture vendor with floor plans and power locations to assist in the overall furnishings and layouts – and assist in the final selections of furnishing finishes.

#### **SIGNAGE / WAYFINDING DESIGN**

Site and building exterior / interior wayfinding planning and design are included. Two (2) coordination meetings will be held with the City for planning purposes. Signage / Wayfinding design drawings will be prepared for implementation. The scope also includes the design of a building monument sign. On-site placement confirmation will also be provided with this service.

#### **ACOUSTICAL CONSULTING**

The CONSULTANT will engage an acoustical consultant to provide recommendations for noise control and soundproofing in the building. Recommendations will include recommended wall partition STC ratings, wall and ceiling soundproofing and mechanical noise recommendations, and mechanical sound dampening.

#### **SITE PLAN DEVELOPMENT**

Included in Tasks 1 – 4.

#### **FLEET FACILITY BUILDING EXPANSION**

Included in Tasks 1 – 4.

## **INDUSTRIAL EQUIPMENT DESIGN SERVICES**

- 1) SUB-CONSULTANT, Weston & Sampson, shall conduct an inventory of existing equipment planned for relocation. This effort will be completed in one day by two staff members and will document key details for each piece of equipment, including an overall photo, voltage, phase, amperage, compressed air requirements, ventilation needs, and any necessary structural support. The collected information will be summarized in a user-friendly format and incorporated into the equipment cutsheet package.
- 2) Using this inventory SUBCONSULTANT, Weston & Sampson shall develop a preliminary equipment layout for the proposed vehicle maintenance bays, integrating both new and relocated equipment. The initial equipment cutsheet package shall include various equipment types, such as CM cranes, vehicle lifts, fluid distribution systems, workbenches, hydraulic hose repair stations, tire maintenance tools, storage solutions, welding equipment, and vehicle washing equipment.
- 3) As a part of this task, SUB-CONSULTANT shall provide a draft equipment layout plan for the proposed maintenance bays, along with an initial equipment cutsheet package summarizing key specifications for both new and relocated equipment.
- 4) SUB-CONSULTANT shall meet with facility end users to review and refine the equipment layout plan for the proposed vehicle maintenance addition. Two virtual meetings are assumed, during which the equipment layout plans and cutsheet package shall be updated based on user input. Detailed meeting minutes shall be prepared and distributed.
- 5) The objective of this phase is to finalize the equipment program, including the development of an approved equipment cutsheet package that specifies make and model selections to serve as the basis of design, along with a finalized equipment layout plan. The approved cutsheet package and equipment layout plan will serve as the basis for coordinating with the rest of the design discipline in the next phase of the project.
- 6) SUB-CONSULTANT shall meet with facility end users to review and refine the fueling system and vehicle wash equipment layout plan. Two virtual meetings are assumed, during which the equipment layout plans and cutsheet package shall be updated based on user input. Detailed meeting minutes shall be prepared and distributed.
- 7) The objective of this phase is to finalize the equipment program, including the development of an approved equipment cutsheet package that specifies make and model selections to serve as the basis of design, along with a finalized equipment layout plan. The approved cutsheet package and equipment layout plan will serve as the basis for coordinating with the rest of the design discipline in the next phase of the project.
- 8) SUB-CONSULTANT equipment engineers shall coordinate directly with the civil, architectural, mechanical, electrical, fire protection, and structural disciplines to integrate industrial equipment requirements into the building design. This coordination shall include utility requirements such as power, compressed air, ventilation, drainage and structural considerations.
- 9) As part of this coordination, SUB-CONSULTANT shall also consult on the floor drain layout, specifically addressing how proposed vehicle lifts may impact drainage requirements. Equipment detail sheets and technical specifications shall be developed for inclusion in the construction document package to ensure proper integration of all industrial equipment.

#### **LANDSCAPE ARCHITECTURE AND IRRIGATION DESIGN**

- 1) Schematic Site Plan: Finalize the preliminary Master Site Plan design layout to include the expanded Fleet maintenance facility, fueling station, stormwater system, associated on-site infrastructure improvements and outparcel locations for future City facilities. This will include parking lot layouts, curbing, medians, and proposed site circulation patterns.
- 2) Provide irrigation system meter locations for the CMAA to layout new irrigation system.
- 3) Prepare a landscape code plan to satisfy the City of North Port's Land Development Code for this "institutional" type project. SUB-CONSULTANT anticipates developing a Landscape Plan that addressed the minimum landscaping requirements set forth in the City of North Port's Land Development Code and fulfills various landscape design categories, like Building Perimeter Landscaping, Buffering, Vehicular Use Areas, and General Trees. The plan includes, but is not limited to, plant schedule, sizing/specifications, code requirement calculations, notes, and details.
- 4) Utilize the approved schematic site design plans to prepare documents consisting of plans, outline specifications, and other documents to describe the methods, materials, and such other elements as may be appropriate to enable the City to understand the progress and development of the Project. Documents will include the site layout, traffic circulation, and landscaping schedules.
- 5) Utilize the approved Design Development documents to complete working plans and specifications in sufficient detail to permit solicitation of firm bids in open competition for construction of the project. Construction documents shall include, site layout, parking lot layouts, curbing, medians, and proposed site circulation patterns, and ancillary site features. Technical specifications, plan sheets, and bid forms shall be provided for integration into CONSULTANT's bid package.
- 6) Irrigation design shall consist of locating and showing irrigation mains and meter locations. The contractor shall be responsible for locating spray heads.

#### **FUEL ISLAND DESIGN SERVICES**

- 1) SUB-CONSULTANT, Weston & Sampson, shall hold a dedicated meeting with the City to review the vehicle wash system and fuel system renovation scope. Discussions will confirm key design elements, including the assumed addition of an automatic undercarriage wash to the vehicle wash system and ensuring that either a closed-loop water treatment system is utilized, or vehicle rinse water is drained to the sewer to eliminate the need for an Industrial Wastewater Permit.
- 2) For the fuel system, SUB-CONSULTANT, is of the understanding the existing fuel island and tank system will remain, with the addition of a new dispenser. SUB-CONSULTANT shall collaborate with the City during the meeting to verify the basis of design for both systems, ensuring alignment with project goals before advancing into subsequent design phases. Meeting minutes summarizing key decisions will be prepared and distributed.
- 3) As part of this task, SUB-CONSULTANT shall provide a draft equipment layout plan for the proposed fuel island and vehicle wash area, along with an initial equipment cutsheet package summarizing key specifications for both new and relocated equipment.
- 4) SUB-CONSULTANT equipment engineers shall coordinate directly with the civil, architectural, mechanical, electrical, fire protection, and structural disciplines to integrate industrial equipment requirements into the fuel island and vehicle wash designs. This coordination shall include utility requirements such as power, drainage and structural considerations.

- 5) As part of this coordination, SUB-CONSULTANT shall also consult on the vehicle wash drainage requirements. Equipment detail sheets and technical specifications shall be developed for inclusion in the construction document package to ensure proper integration of all industrial equipment.
- 6) The existing fueling system will remain, including the existing tank. An additional dispenser shall be added as part of the design.

#### **TRAFFIC EVALUATION**

- 1) SUB-CONSULTANT will review available traffic volume data from the City, Sarasota County, and FDOT to perform a Level of Service evaluation of the roadway including site generated traffic using the Sarasota County Generalized Peak Hour Directional Service Volumes to determine if the project has a negative impact of the level on services of the adjacent roadway. This analysis will be used as a high-level scoring criterion as it can be assumed that if the proposed site has a negative impact on the adjacent street level of service, then it will most likely have a negative impact on the closest adjacent intersections as well.
- 2) Traffic Impact Statement. A study prepared by a licensed traffic engineer that assesses the impacts of a proposed development on the existing and future multi-modal transportation network. The study shall recommend mitigation measures for the anticipated impacts and analyze the adequacy of the development's planned access points. If the project impact would not affect more than 5% of the maximum volume at the adopted level of service of the affected transportation facilities as determined by the City, utilizing the most recent table of the generalized two (2) way peak-hour volumes in the Florida Department of Transportation (FDOT), Level of Service handbook, a Traffic Impact Statement is not required.

#### **ENVIRONMENTAL ASSESSMENT**

CONSULTANT will engage the services of an environmental professional to complete an Environmental Assessment. The report will be completed within 1-year of the application and shall include the following:

- An updated wildlife survey shall be provided if, at the time development or earthmoving is set to commence, the date on the wildlife survey is older than 1-year.
- A wildlife survey conducted per the Florida Fish and Wildlife Conservation Commission (FWC) criteria indicating which protected or endangered wildlife species are present on site.
- A vegetative survey, including a site plan, which identifies dominant plant communities, dominant species and other unusual or unique features of the vegetation association.
- Location of wetland(s) and other surface waters and, when present, provide an approved Wetland Jurisdictional survey approved by the appropriate regulatory agency (SWFWMD/FDEP/USACOE).

Based on the results of the Environmental Assessment, Gopher Tortoise Survey may be required in accordance with the Gopher Tortoise Survey Handbook prepared by the U.S. Army Corp of Engineers, within 90-days of construction commencement. This may be added as an additional service but is not included in the scope at this time.

## **MECHANICAL, ELECTRICAL, PLUMBING (MEP) BASIC DESIGN**

The MEP engineering team will provide design and consulting services to support the architectural and structural design. The scope includes planning, analysis, design, documentation, and construction administration for mechanical, electrical, and plumbing systems.

### **Mechanical – HVAC Engineering Services**

- Load calculations for heating and cooling.
- Selection of HVAC equipment
- Ductwork design.
- Ventilation and exhaust systems.
- Kitchen hood ducting.
- System controls
- Condensate drain system.
- Florida Energy Form compliance.

### **Plumbing Engineering Services**

- Potable water distribution system design.
- Sanitary waste system design.
- Hot water and hot water recirculation systems.
- Grease and sand/oil interceptors.
- Gas piping system (limited to within the building and specified pressures).
- Roof drainage system (excluding gutters and downspouts).
- Compressed air system.
- Elevator sump pump.

### **Electrical Engineering Services**

- Coordination of power requirements with utility and service entrance.
- Site lighting and landscape lighting (power-only) as required by the Florida Energy Conservation Code and the North Port Land Development Lighting Ordinance.
- Lightning Protection system
- Intercom and public address systems (boxes and conduit only).
- Site photometrics
- Interior building power distribution.
- Coordination of power systems for Owner-selected equipment.
- Building interior lighting and lighting controls.
- Emergency lighting (battery pack in fixtures).
- Emergency power and generator systems.
- Fire alarm systems or modifications.
- Data system and CATV/video (boxes and conduit only).
- Intrusion security systems and access control (boxes and conduit only).
- Power to elevator



- Public safety radio / BDA radio/DAS radio systems (if needed).

### **Fire Protection Services**

Design of a code-required Fire Alarm (Fire Sprinkler Monitoring) System. Provide the design for an intelligent, addressable, fire alarm and detection system for each structure. The fire sprinkler and standpipe systems are required to be monitored by a fire alarm system, and the elevator controls will be interfaced with the fire alarm system. The fire alarm (fire sprinkler monitoring) system provided for each structure will be a Potter (non-proprietary) system as Basis-of-Design. The following is a list of the basic system features:

- Initiating devices will consist of automatic detectors and sprinkler waterflow switches.
- Spot-type smoke and heat detectors will be provided where required.
- Occupant notification is not required.
- Sprinkler system tamper switches will be monitored by the fire alarm system.
- Interface with elevator controls and elevator recall functions as required by NFPA 72.
- All SLC, IDC, and NAC wiring will be Class B (Pathway Survivability: Level 0).
- Alarm, trouble, and supervisory signals will be transmitted to an offsite remote monitoring station.
- 120 vac surge suppression shall be provided for each control panel and auxiliary power supply panels as required.
- Surge suppression will be provided on all circuits entering &/or exiting the building the building envelope.
- 24-hour battery backup will be provided for the fire alarm system. A minimum of 5 minutes of alarm operation will be included in the battery calculations.

### **System Commissioning (2023 FBC Energy Conservation)**

- Commissioning requirements on plans and/or specifications (if required).
- Review of third-party functional testing and commissioning reports.

### **SITE LIGHTING**

CONSULTANT to provide the area lighting for parking areas, travel ways, sidewalks, drive aisles and storage areas as required by the Florida Energy Conservation Code and the North Port Land Development Lighting Ordinance.

### **SITE POWER**

Design the required power systems to serve all site related appurtenances such as gate motor operators, fuel island reconfiguration, wash racks and utility service coordination.

### **LIGHTNING PROTECTION**

Design of a Faraday-type lightning protection system for the new structures are included. The system shall include strike termination devices, interconnecting conductors, a proper ground system and interconnection with other building grounded systems. The system design shall comply with NFPA

Standard #780, the Lightning Protection Institute (LPI) Standard # 175, and Underwriters' Laboratories, Inc. (UL) Standard #96A.

**CELLULAR AND PUBLIC DAS – BDA / P25 EMERGENCY RESPONSE RADIO COMMUNICATIONS SYSTEM (ERRCS) AKA PUBLIC SAFETY DAS)**

Design the code required ERRCS radio system to:

- 1) Determine pathway survivability based on the building code.
- 2) Design BDA hardware to be in IT room collocated with the FACP.
- 3) Design to be performed with frequency support for 700/800 MHz and First Net
- 4) Design to be performed with radio coverage for 90% general and 99% critical areas at -95dBm
- 5) Design to be performed with 12-hour minimum of battery backup for hardware
- 6) Design to be completed in accordance with NFPA 1221 (2019) and local AHJ requirements.

**CELLULAR DAS**

Design the code-required radio jurisdictions radio system to amplify multi-carrier cellular phone signals in order to take and make calls within a structure.

**INTRUSION AND ACCESS SECURITY CONTROL DESIGN SYSTEM**

Design to be turnkey, allowing the User-group to move in except for providing the fiber switches and final programming (by the Owner).

- 1) Design a new access control system for the new facility. All existing access control locations shall have new card readers.
- 2) New card readers will control all electrically controlled doors.
- 3) The access control system shall be integrated with the access control system and the IP Camera system where applicable.
- 4) When a card is activated, the respective camera shall be called up on the IP Camera system.
- 5) All new cards shall be NIC technology.

**IP VIDEO SURVEILLANCE SYSTEM – INTERIOR AND EXTERIOR (Security Camera Design – Interior and Site Wide Security Camera Design)**

Design to be turnkey, allowing the User-group to move in except for providing the fiber switches and final programming (by the Owner). The design shall consist of the installation of a complete IP video surveillance system consisting of, but not limited to, the following components:

- 1) Remove cameras including lens, housings, motion operators, mounting devices, NVR's, etc.
- 2) Monitors and screen splitting devices with mounting devices for installation where indicated.
- 3) Signal conditioning equipment for rack mounting.
- 4) Remove camera motion control system for rack mounting.
- 5) Equipment mounting racks and cabinets.
- 6) System wiring.

### **STRUCTURED CABLING DESIGN**

Design of the low voltage structured cabling (Category 6) and rack layout in IT spaces in order for the Construction Manager at Risk to bid. Design ends at the patch panels. Design to be turnkey, allowing the User-group to move in except for providing the fiber switches and final programming (by the Owner).

### **INTERCOM / PUBLIC ADDRESS DESIGN**

The system shall be designed to provide an independent public address and monitoring system in each area by zone. Subdivisions within each system shall be controlled by the touchscreen locking control system. Each subdivision shall be interconnected with central public address system for voice announcements as "ALL CALL" emergency announcements to automatically override all programs at central control for voice announcements to individual subsystems. Design to be turnkey, allowing the User-group to move in except for providing the fiber switches and final programming (by the Owner).

### **STRUCTURAL ENGINEERING**

The project consists of the expansion of several structures and new buildings (Five buildings in total.) Building #1 is an addition to the 15,000 square foot Fleet Maintenance bays of the existing pre-engineered metal building (PEMB). This addition will utilize a new PEMB specified by SUB-CONSULTANT, Karins Engineering Group ("KEG"), for design of the new foundations. Building #2 includes a renovated administration building where no structural work is anticipated. Building #3 is a new 20,000 square foot building for the Public Works department including chemical storage and a pre-engineered metal building (PEMB) system at the exterior bay. KEG will design the main building and foundations for the PEMB portion of the building. Building #4 is a new prefabricated, two-level pre-cast concrete parking garage designed by others (to be determined through bid efforts) with new foundations designed by KEG. The footprint of the new parking structure will be approximately 132 feet by 545 feet. Building #5 is a 19,000 square foot PEMB storage bin with KEG designing the new foundations.

### **CONSTRUCTION ADMINISTRATION**

To be added through amendment in conjunction with construction phase.

### **EXCLUDED SERVICES**

- Environmental Services
- Surveying Services
- Plan Review or Permit Fees
- Hazardous materials and Toxic Waste Services
- Significant changes or modifications to the design after Owner approval of design phase.
- Interior Design services not otherwise expressly indicated in Scope of Services
- Furniture selections and procurement (other than coordinating with City's furniture vendor)
- LEED Consulting and certification services
- 3D physical presentation model
- Project renderings (additional to what is included in Scope of Services)
- Post Occupancy Evaluation
- Geotechnical (contracted under prior agreement)

- Fundamental or Enhanced Building Commissioning
- Topographical and boundary survey is being conducted by others and shall be provided in AutoCAD format.
- Hydronic piping and pumps.
- Thermal energy storage
- Energy recovery unit (ERV).
- Smoke control for atrium
- Water pressure booster pump
- Chemical neutralization system
- Solar hot water system
- Rain harvesting system
- Specialized architectural lighting
- Power to sanitary lift station
- Power to signage
- Photovoltaic design

**SWEETSPARKMAN**  
ARCHITECTURE & INTERIORS

May 28, 2025

Ms. Kim Humphrey,  
LEED AP, GGP, PMP, FMA, FMP, CPRP, CGS #1525810  
Project Manager / Public Works  
City of North Port  
1100 N. Chamberlain Blvd.  
North Port, FL 34286

Re: City of North Port Public Services Facility – Phase II  
Proposal for Professional Design Services

Dear Ms. Humphrey:

We are pleased to provide a proposal for professional design services to the City of North Port for the North Port Public Services Facility - Phase II. The fees outlined in the attached documents are broken down into phases, commencing with Schematic Design and concluding with Bidding and Permitting.

Please find attached for your reference the following documents:

- Exhibit A - Scope of Services
- Exhibit B - Fee Calculation Spreadsheet that includes basic services and supplemental services

The total fee is \$3,044,062.05. See Exhibit B for a further breakdown of fees.

Thank you for the opportunity to provide professional design services. We look forward to continuing our relationship with the City of North Port and bringing the Public Services Facility Project to fruition.

Respectfully submitted,

Sweet Sparkman Architects, Inc.



Todd M. Sweet, AIA, LEED AP  
President / Principal

First Amendment to Contract 2022-28  
Professional Engineering and Architectural Services  
Public Services Facility Phase II

**Exhibit B to Agreement No. 2022-28 – First Amendment**

**FEE SCHEDULE**

**CITY OF NORTH PORT PUBLIC SERVICES FACILITY  
PHASE II  
FEE CALCULATION**

SUMMARY	SWEET SPARKMAN TOTALS PER TASK	WESTON & SAMPSON	ME3 TOTALS PER TASK	KARINS TOTALS PER TASK	ADVANCED TELECOM TOTALS PER TASK	TANNER HOSKINS TOTALS PER TASK	JAY AMMON ARCHITECT TOTALS PER TASK	MCDADÉ DESIGNS TOTALS PER TASK	COMMERCIAL ACOUSTICS TOTALS PER TASK	TOTALS
<b>Task 1 Schematic Design</b>										
TOTAL: Schematic Design	\$ 322,290.00	\$ 93,650.00	\$ 117,765.00	\$ 2,000.00	\$ 10,560.00	\$ 43,440.00	\$ -	\$ -	\$ -	\$ 589,705.00
<b>Task 2 Design Development</b>										
TOTAL: Design Development	\$ 497,260.00	\$ 131,580.00	\$ 147,648.00	\$ 14,355.00	\$ 11,960.00	\$ 53,750.00	\$ -	\$ -	\$ -	\$ 856,553.00
<b>Task 3 Construction Documents</b>										
TOTAL: Construction Docs.	\$ 648,490.00	\$ 132,140.00	\$ 235,550.00	\$ 23,200.00	\$ 19,855.00	\$ 85,300.00	\$ -	\$ -	\$ -	\$ 1,144,535.00
<b>Task 4 Bidding / Permitting</b>										
TOTAL: Bidding/Permitting	\$ 153,835.00	\$ 61,210.00	\$ 29,610.00	\$ 2,275.00	\$ 2,640.00	\$ 11,870.00	\$ -	\$ -	\$ -	\$ 261,440.00
<b>TOTAL FEES</b>	<b>\$ 1,621,875.00</b>	<b>\$ 418,580.00</b>	<b>\$ 530,573.00</b>	<b>\$ 41,830.00</b>	<b>\$ 45,015.00</b>	<b>\$ 194,360.00</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 2,902,233.00</b>
Reimbursable Expenses (NTE)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Contingency			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
5% Markup Subconsultant Fees	\$ 31,829.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,829.05
<b>GRAND TOTAL</b>	<b>\$ 1,653,704.05</b>	<b>\$ 418,580.00</b>	<b>\$ 530,573.00</b>	<b>\$ 41,830.00</b>	<b>\$ 45,015.00</b>	<b>\$ 194,360.00</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 3,044,062.05</b>

**Exhibit C to Agreement No. 2022-28 – First Amendment**

**PROJECT SCHEDULE**

Phase / Task	# of Calendar Days	# of Calendar Days from NTP
Task 1 – Schematic Design	90	90
Task 2 – Design Development	120	210
Task 3 – Construction Documents	120	330
Task 4 – Bidding / Permitting	90	420

\* Construction Duration to be determined by Construction Manager at Risk

Note: Project Schedule begins with issuance of PO.