



**CITY OF NORTH PORT  
FINANCE DEPARTMENT/PURCHASING DIVISION**

4970 City Hall Boulevard, Ste 337  
North Port, Florida 34286  
Phone: (941) 429-7174  
Fax: (941) 429-7173  
[purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com)



**October 7, 2021**

**ALAN K. FISH  
VAN BUSKIRK/FISH & ASSOCIATES, INC.  
12450 S. TAMIAMI TRAIL, UNIT D  
NORTH PORT, FL 34287  
Tel: (941)426-0681  
E-mail: [landsurveyor@vbfainc.com](mailto:landsurveyor@vbfainc.com)**

***RE: CONTINING CONTRACT NO. 2016-32 PROFESSIONAL SURVEYING SERVICES FOR THE CITY OF NORTH PORT PUBLIC WORKS***

Dear Mr. Fish,

This letter shall serve as notification of official approval by the City Commission on **September 28, 2021** of the final extension of Contract No. 2016-32, ***PROFESSIONAL SURVEYING SERVICES FOR THE CITY OF NORTH PORT PUBLIC WORKS***.

By acceptance of this extension, the parties of Contract 2016-32, hereby amend the Contract as follows:

Item #1 – The term shall be extended two (2) additional years through and including October 31, 2023.

Item #2 – The agreed upon adjusted rates (attached) are effective November 1, 2021 through October 31, 2023.

Item #3 – All other provisions of Contract 2016-32 not in conflict with the above shall remain the same.

This is your copy of the official acceptance. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

*Ginny Duyn*

Ginny Duyn, CPPB, Senior Purchasing Administrator

**ATTACHMENT B – FEE SCHEDULE**

**VAN BUSKIRK/FISH & ASSOCIATES, INC.**

Project Position or Classification (Function to be Performed)	Hourly Rate to be Charged (*unless otherwise noted)
Professional Land Surveyor	\$100.00
Cadd/Technician	\$70.00
2-person survey Crew	\$110.00
3-person survey Crew	\$130.00
Survey GPS Crew	\$130.00
Typist/Clerical	\$35.00
Expert Witness Testimony	\$200.00
Record Plat Reviews (Lump Sum)	\$350.00 LS*
Review Sketch & descriptions for Easement Re-locations (Lump Sum)	\$100.00 LS*
P.C.P.'S (Permanent Control Points): Field surveys for location verification and re-establishment of adjusted control points after paving.	\$90.00 each*
Line and Grade Surveys for Drive Way Culverts (EACH)	
Sets	\$120.00 each*
Final inspections	\$60.00 each*
Re-inspections	\$60.00 each*
Re-sets where pavement markings have been destroyed	\$70.00 each*

**NOTE:** The above hourly rates include direct expenses for copies, reproductions, travel, shipping, communications, and computer charges. No separate charge will be made for these items. Costs for Professional Associates (whose expertise is required to complete the project) shall be charged at actual costs.

Hourly Rates within the Fee Schedule may be adjusted following the initial term of this agreement and prior to extension. Adjustment will be to the Bureau of Labor Statistics, Consumer Price Index for Professional Labor in the North Port market area.

**END OF ATTACHMENT B**



August 24, 2021

Alan K. Fish, P.S.M., President  
**Van Buskirk/Fish & Associates, Inc.**  
12450 S. Tamiami Trail, Unit D  
North Port, FL 34287  
Telephone: 941.426.0681  
E-mail: [landsurveyor@vbfainc.com](mailto:landsurveyor@vbfainc.com)

**RE: Continuing Contract No. 2016-32 Professional Surveying Services  
for the City of North Port Public Works**

Mr. Fish:

The first renewal of **Continuing Contract No. 2016-32** expires October 31, 2021. By mutual agreement, this Contract may be extended for one additional two (2) year renewal period, through **October 31, 2023**, under the **same terms and conditions with an option to adjust prices upon final renewal based upon the Bureau of Labor Statistics Consumer Price Index for Professional Labor in the North Port market area.**

Per our communications, you indicated that Van Buskirk/Fish Associates, Inc. wishes to extend for the final two (2) year renewal period with a fee schedule adjustment. Attached to this letter are the adjusted rates effective November 1, 2021 thru October 31, 2023.

Please confirm at your earliest possible convenience that you agree to extend for the final two (2) year term at the same terms, conditions, and as permitted the contract, the adjusted fee schedule amending Attachment B of Continuing Contract 2016-32. I will need your signed approval to formalize the renewal through Commission approval.

If you have any questions regarding this, please do not hesitate to contact me.

Regards,

*Ginny Duyn*

Ginny Duyn, CPPB  
Senior Purchasing Administrator  
P: 941.429.7174  
F: 941.429.7173  
E-Mail: [gduyn@cityofnorthport.com](mailto:gduyn@cityofnorthport.com)

APPROVED FOR SECOND AND FINAL RENEWAL THRU **October 31, 2023**

**Alan K. Fish, PSM President**  
Van Buskirk/Fish & Associates, Inc.

Date: **AUGUST 25, 2021**



**ATTACHMENT B – FEE SCHEDULE**

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Hourly Rates within the Fee Schedule may be adjusted following the initial term of this agreement and prior to extension. Adjustment will be to the Bureau of Labor Statistics, Consumer Price Index for Professional Labor in the North Port market area.

**END OF ATTACHMENT B**



FINANCE DEPARTMENT/PURCHASING DIVISION
4970 City Hall Boulevard
North Port, Florida 34286
Ph. (941) 429-7170 Fax (941) 429-7173



TO: JULIANA B. BELLIA, ACTING ASSISTANT CITY MANAGER
CHUCK SPEAKE, ACTING PUBLIC WORKS DIRECTOR
GARRETT WOODS, BUSINESS MANAGER
FROM: GINNY DUYN, SENIOR PURCHASING ADMINISTRATOR
DATE: 8/24/2021
RE: FINAL RENEWAL FOR CONTRACT 2016-32 PROFESSIONAL SURVEYING SERVICES

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The first renewal term of Continuing Contract 2016-32 Surveying Services for the City of North Port, with Van Buskirk/Fish and Associates expires October 31, 2021.

By mutual agreement, this contract may be renewed for a final two (2) year term. The second and final renewal will extend the contract through October 31, 2023. The Consultant has held 2016 pricing through the first renewal, but now wishes to exercise a price increase based on the Bureau of Labor Statistics, Consumer Price Index for Professional Labor in the North Port market Area.

We have received the Consultant's performance evaluation and we now need you to confirm the City's approval/disapproval of extension of this contract and return to the Purchasing Department.

Sincerely,

Ginny Duyn

Ginny Duyn, CPPB
Senior Purchasing Administrator

(Circle/Highlight one)

APPROVE / DISAPPROVED THE RENEWAL

Juliana B. Bellia Digitally signed by Juliana B. Bellia
Date: 2021.08.24 16:05:11 -04'00'

JULIANA B. BELLIA, ACTING ASSISTANT CITY MANAGER

Date \_\_\_\_\_

cc: file