



City of North Port
 PURCHASING
 Office: 941.429.7170
 Fax: 941.429.7173
 Email: purchasing@northportfl.gov



WORK ASSIGNMENT

Change Order Amendment

CONSULTANT: OCI Associates, LLC

CONTINUING CONTRACT NO. & TITLE: 2024-14.11 Professional Engineering Services - Continuing Services Contract

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #: 2025-12PW

SHORT TITLE: Police Department Indoor Air Quality

DATE SUBMITTED: 12/30/2025

AMOUNT (LUMP SUM): \$184,030

SCHEDULED COMPLETION: 10/15/2026

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2026

	DEPARTMENT
TOTAL OF PREVIOUS ASSIGNMENTS	<u>\$10,000</u>
THIS WORK ASSIGNMENT	<u>\$184,030</u>
TOTAL WORK ASSIGNMENTS	<u>\$194,030</u>
ACCOUNT NO/PROJECT NO	<u>001-0760-519.46-04 / FM25PM</u>

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

1. All associated supporting documentation and justification for this Work Assignment Change Order/Amendment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS TOTAL WORK ASSIGNMENT, INCLUDING CHANGE ORDERS AND/OR AMENDMENTS SHALL NOT EXCEED \$500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$7,500,000 PER FLORIDA STATUTE 287.055 AS AMENDED. Maximum construction threshold will be adjusted annually by Legislature beginning July 1, 2025 & each July 1st thereafter.



CITY OF NORTH PORT

CHANGE ORDER/CONTRACT AMENDMENT FORM

WA #: 2025-12PW

CO#: 1 Amendment #: _____

City's Contract No.: 2024-14.11

Project Manager/Engineer: Kim Humphrey

Project Name: Police Department Indoor Air Quality

Description:

OCI completed the HVAC assessment of the existing Police Department Headquarters, as contracted under WA 2025-12PW, and presented findings to Public Works and Police Department staff on 11/5/2025. Several air handling units have exceeded their reasonable life expectancy and no longer function as designed; the building envelope shows evidence of compromised vapor barriers at walls and ceiling; current controls indicate systems are not operating correctly, reporting correctly, and do not offer any improvements to the poor indoor environmental conditions; the existing outside air constant volume system cannot provide the required zone temperature and humidity control required for the specialized zones (ie, Property/Evidence) currently served by the unit as designed; Telecom rooms cannot maintain required set points through existing split systems; VAV zoning and sensors serving the 2nd floor require re-design to provide correct zone control for current layout; intake ductwork is rusted and deteriorated in several areas causing air leakage into the plenum.



Purpose of Change Order:

This change order will complete the design of systems to correct these deficiencies and carry the project through completion of the construction phase. Design and permitting is estimated to add 9 months to the project schedule.

Attachments (provide documents below from Consultant supporting change):



Attachment A - Fee Schedule with contracted hourly rates/number of hours breakdown



Attachment B - Consultants written scope/quote (for this work assignment)



Attachment C - Supporting documentation (includes time extensions if requested)

CHANGE IN CONTRACT PRICE				CONTINGENCY FUNDS				
Original Contract Amount:	\$10,000			Use of Contingency Funds?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Previous Amendment/	#		to #	Original Contingency Amount:				
Change Orders:	#		to #					
Approved Amount:	Amend			Approved Use of Contingency Amount:				
Amendments/Change Orders	CO							
Current Contract Price:	\$10,000			Increase/(Decrease):				
This Change Add/(Deduct):	\$184,030							
Total Contract Amount w/this change (pending approval):	\$194,030			Contingency Balance:				

CHANGE IN CONTRACT TIME				
Please fill in the Initial & Final Dates and Days of the original contract and the Dates and Difference (days) for each subsequent change order.				
Initial Date	Final Date	Days/Difference (days)*	Action	Basic Description
Enter dates & number of days in Cells Below			Add Action and Description in Cells Below	
7/31/2025	10/29/2025	90 days	Original	Initial Execution
11/16/2025	10/15/2023	273 days	Design, Permitting and Construction Documents	Change Order 1
Total Days*		363 days		
* Calendar days (not working days)				

SIGNATURES ON NEXT PAGE

Exhibit A

Work Assignment 2025-12PW, Change Order #1

Police Department – Indoor Air Quality

Scope:

Work associated with providing design, permitting, construction documents, and construction administration to implement repairs/replacement priorities as established by the HVAC and building envelope assessment of the Police Department Headquarters final report.

Exhibit B
Work Assignment 2025-12PW, Change Order #1
Design Phase Schedule

<u>Description</u>	Estimated Calendar Days from Notice to Proceed to Completion
--------------------	---

Design, permitting, and construction documents	273 Days
--	----------

Construction Administration Duration – To be established through the Construction Manager at Risk GMP schedule

Exhibit C

Work Assignment 2025-12PW, Change Order #1

Fee Schedule for Work Assignment

Fixed Fee for services described in the Scope of Services:	\$170,030.00
Additional Services, if needed/authorized:	
Architectural Services (not-to-exceed Amount)	\$ 8,000.00
Structural Services (not-to-exceed Amount)	<u>\$ 6,000.00</u>
TOTAL CONTRACT NOT-TO-EXCEED AMOUNT	\$184,030.00

Notes:

1. Additional services must be authorized in writing by the City prior to performing any such services.
2. Invoicing for services rendered must be monthly.



December 18, 2025

Kim Humphrey, LEED AP, GGP, PMP, FMA, FMP, CPRP, CGC #1525810
Project Manager
Public Works
City of North Port
1100 N. Chamberlin Blvd.
North Port, Florida 34286

RE: Proposal for Professional Engineering Services
City of North Port Police Department Headquarters – HVAC Renovations
North Port, Florida

Dear Kim:

OCI Associates, LLC is pleased to submit the following proposal for professional Mechanical Engineering services on the above-mentioned project. A brief scope of work and compensation for the project is described below. The scope of the work is based on our TEAMS meeting on November 20, 2025.

The scope of work below for design/engineering services provides complete HVAC Renovation. The implementation and phasing of the construction documents prepared by **OCI** will be bid/phased based upon the budgetary allocations and ability to maintain operations as required within the headquarters.

Scope of Work Description:

Based upon the results and discussions related to the HVAC Assessment/Report the following scope of work and fee proposal shall provide construction documents to implement HVAC Renovations as follows:

1. **Evidence Room/Vehicle Exam Room:**
 - a. Replace any drywall located above ceiling spaces that have been damaged by moisture problems above the ceiling.
 - b. Seal the opening above the ceiling between the un-conditioned Vehicle Exam room and the evidence work area, Room A125.
 - c. Remove the rooftop exhaust fan and the associated ductwork serving the Vehicle Exam Room.
 - d. Provide a propeller or inline exhaust fan discharging to the exterior wall of the Vehicle Exam room.

OCI Associates, LLC.

19503 South West Village Parkway Suite A5, Venice, FL 34293

Orlando. Fort Pierce Fort Myers West Palm Beach. Tampa. Washington DC. Miami. Dallas. San Francisco. Sarasota



- e. Provide a motorized damper on the O/A intake of the Vehicle exam room.
 - f. Remove and replace all ductwork insulation in the Evidence area.
 - g. Insulate all exhaust ductwork with a semi rigid board insulation.
 - h. Provide a ductless mini split to the Vehicle Exam room to provide basic de-humidification of the room.
2. AHU System Renovations
- a. (First Floor): The HVAC systems shall be re-designed to include independent VAV AHU system to serve the Evidence Area. The system will provide zones to address the specific areas within the zone.
 - b. (First Floor): The Fitness/Locker rooms will be provided with an HVAC system to provide zone control and de-humidification control.
 - c. (First Floor): Existing VAV AHU-1 will be replaced with a new VAV AHU. The system capacity and all VAV zones will be re-evaluated based upon the current space occupancy and use.
 - d. (Second Floor): VAV AHU-2 will be replaced with a new chilled water AHU. AHU Capacity and VAV zoning will be re-evaluated based upon the current space occupancy and use.
3. HVAC Control System Renovations
- a. (First Floor): The HVAC system DDC controls will be replaced based upon the new HVAC systems designs.
 - b. (Second Floor): The HVAC system controls will be upgraded/replaced to accommodate the new HVAC system requirements.
4. Outside Ventilation Air
- a. (First Floor): The outside ventilation air for the first floor HVAC systems will be re-designed and introduced at level one. The existing O/A duct riser routed down from the second floor will be removed. O/A ductwork will be stainless steel.
 - b. (Second Floor): The outside air will be re-designed, and new stainless-steel O/A ductwork will be provided from the current rooftop intake location.
5. Exhaust Ventilation Air
- a. (First Floor): The exhaust ventilation for the first floor HVAC systems will be evaluated for operation and capacities. Calculations will be performed to ensure positive pressurization is maintained.
 - b. (Second Floor): The exhaust ventilation for the second floor HVAC systems will be evaluated for operation and capacities. Calculations will be performed to ensure positive pressurization is maintained.

OCI Associates, LLC.

400 S. Tamiami Trail, Suite 260, Venice, FL 34285

Orlando. Fort Pierce. Fort Myers. West Palm Beach. Tampa. Washington DC. Miami. Dallas. San Francisco. Sarasota



6. Server and IDF Room

- a. (First Floor): Evaluate and provide a new HVAC design for redundant HVAC systems in the First Floor Server Room. Remove all portable cooling systems in room.
- b. Provide dedicated HVAC systems for all IDF rooms in the building.

7. Construction Documents

- a. The required Mechanical and Electrical Engineering services will be provided to produce the construction documents.
- b. Architectural and Structural services will be provided under contract with CMTA.
- c. Permit Documents will be digital sign/seal format. Hard copy printing/shipping for permit submissions (drawings, e-calcs, etc.) shall be considered reimbursable expenses.
- d. Provide Bid Assistance including pre-bid RFI's and GMP review.

8. Construction Administration

- a. Construction Administration Services such as Project Management, Shop Drawing Review, Contractor RFI's, Pay App Reviews, and periodic Site Visits for Observation of Work at intervals appropriate to the stage of construction, or as reasonably requested by the City of North Port.
- b. Creating As-Built Documents from contractor redlines.

Compensation for Services:

We would anticipate our billing schedule to be as follows:

Site Investigation/Develop Demolition Drawings

Senior Project Engineer	24 hours @ \$170.00/hr. = \$ 4,080.00
CAD Operator	56 hours @ \$80.00/hr. = \$ 4,480.00

Construction Documents

Professional Engineer	6 hour @ \$195.00/hr. = \$ 1,170.00
Senior Project Engineer - Mechanical	379 hours @ \$170.00/hr. = \$ 64,430.00
Senior Project Engineer - Electrical	200 hours @ \$170.00/hr. = \$ 34,000.00
CAD Operator	306 hours @ \$80.00/hr. = \$ 24,480.00

Construction Administration

Senior Project Engineer	88 hours @ \$170.00/hr. = \$ 14,960.00
Principal	34 hours @ \$210.00/hr. = \$ 7,140.00
CAD Operator	31 hours @ \$80.00/hr. = \$ 2,480.00
Principal	61 hours @ \$210.00/hr. = \$ 12,810.00
Total Fee	\$170,030.00

OCI Associates, LLC.

400 S Tamiami Trail, Suite 260, Venice, FL 34285

Orlando. Fort Pierce Fort Myers. West Palm Beach. Tampa Washington DC. Miami. Dallas. San Francisco. Sarasota



Additional Services:

Sub-Consultant Fees:

1. Architectural Services – not to exceed \$8,000.00.
2. Structural Services - not to exceed \$6,000.00.

Exclusions:

- Building Commissioning
- Design Changes after Start of Construction Documents.
- Energy Modeling
- IT/AV Design
- LEED Efforts
- Life Cycle Cost Analysis
- Plumbing and Fire Protection Design
- Cost Estimating Services
- Blower Door Test or Building Remediation

Terms and Conditions:

OCI will perform the Scope of Work as outlined above for a base fee of \$170,000.00. Monthly invoices will be submitted based upon percent complete and are due upon receipt. Accounts unpaid for 45 days from the date of invoicing are subject to a 1.5 percent per month service charge. Accounts unpaid for 75 days from the date of invoice will be a cause to suspend all performance under this Agreement. In the event of a suspension of services, **OCI** shall have no liability for any delay or other damage, contractual or otherwise, caused by or arising out of the suspension of services of nonpayment. Acceptance of any payment more than 75 days old shall not serve as a waiver of **OCI's** contractual right to suspend service for nonpayment.

PURSUANT TO FLORIDA STATUTE § 558.035, AN INDIVIDUAL EMPLOYEE OR AGENT OF **OCI** MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF PROFESSIONAL SERVICES RENDERED UNDER THIS PROFESSIONAL SERVICES CONTRACT.

OCI Associates, LLC.

400 S. Tamiami Trail, Suite 260, Venice, FL 34285

Orlando. Fort Pierce. Fort Myers. West Palm Beach. Tampa. Washington DC. Miami. Dallas. San Francisco. Sarasota



Thank you very much for this opportunity. **OCI Associates** looks forward to working with the City of North Port on this project. Should you have any questions or require additional information, please do not hesitate to call.

Respectfully,

Mark Kramer

Mark Kramer, E.I.

Partner, Senior Electrical Engineer

OCI Associates

mark.kramer@cmta.com | 239.464.0221

If the proposal is acceptable, please sign and return one copy for the processing of the professional services contract.

REVIEWED AND ACCEPTED BY:

Name: _____

Company: _____

Title: _____

Signature: _____

Date: _____

OCI Associates, LLC.

400 S. Tamiami Trail, Suite 260, Venice, FL 34285

Orlando. Fort Pierce. Fort Myers. West Palm Beach. Tampa. Washington DC. Miami. Dallas. San Francisco. Sarasota



OCI Associates
Hourly Rates

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$210.00/hour
Registered Professional Engineer	\$195.00/hour
Commissioning Agent, PM	\$195.00/hour
Senior Project Manager	\$170.00/hour
Senior Project Engineer	\$170.00/hour
IT / AV Systems Design Engineering	\$160.00/hour
Lighting Design Engineering	\$160.00/hour
Commissioning Project Specialist	\$135.00/hour
Project Engineer	\$135.00/hour
Senior Designer	\$125.00/hour
Commissioning Technician	\$110.00/hour
Designer	\$110.00/hour
CAD Operator	\$ 80.00/hour
Clerical	\$ 70.00/hour

OCI Associates, LLC.

400 S. Tamiami Trail, Suite 260, Venice, FL 34285

Orlando. Fort Pierce. Fort Myers. West Palm Beach. Tampa. Washington DC. Miami. Dallas. San Francisco. Sarasota



MEMORANDUM

Department of Public Works

TO: Purchasing
through Keith Raney, Contract Administrator II

FROM: Chuck Speake, Director, Public Works Chuck Speake
Digitally signed by Chuck Speake
Date: 2025.07.25 09:28:23 -04'00'

DATE: July 17, 2025

SUBJECT: Police Department Indoor Air Quality - Direct Select of Professional Engineer OCI Associates LLC

The Department of Public Works supports the direct selection of OCI Associates, LLC (OCI), under Contract No. 2024-14 Professional Engineering Services Library, as the preferred Engineer to carry out an evaluation of the existing Police Department Headquarters, building envelope and HVAC system.

The Police Department Headquarters was designed in 2004 and built in 2005. In the twenty years the Police Department has operated out of this facility, the requirements of the department have changed significantly. Janitor closets now function as IT closets, conference rooms and closets have been remodeled into office space, and in some cases, offices converted to larger gathering areas. Re-engineering of the HVAC system was not contemplated as a part of these remodeling projects.

In March of 2023, the consequences of the long-term and extreme indoor air quality issues presented itself through the development of mold in the Property/Evidence area. The mold was quickly remediated, air scrubbed and building materials replaced. In conjunction with mold remediation, Facilities engaged the services of the original Engineer-of-Record (EOR), TLC Engineering, to assist in determining the root cause of these issues.

The EOR visited the site, noting the operating set points and flow rates were well outside the original design perimeters, most likely due to the changed use of several spaces and efforts to increase occupant comfort through over-conditioning which had caused sweating of the duct work within the interstitial ceiling space. Working together, the project team determined the most feasible path forward would be to bring the facility back as close as possible to the original design set points and through that effort, it could be better determined where issues remained. The building was re-commissioned, the HVAC system was tested and re-balanced, however this effort revealed issues which could not be corrected through re-balance, and the ductwork continued to show signs of sweating.

At the recommendation of several of our architecture partners, the Project Manager reached out to OCI, a firm known for specializing in building envelope work. As a professional courtesy, OCI visited the site, reviewed the original drawings and recommended the vented soffit be sealed. Soffits were sealed, and as far as Facilities can tell, the ductwork ceased sweating.

However, work on the facility is not complete. The test and balance report from the re-commissioning effort revealed several fire dampers have seized up and no longer function. Low air flows and signs of leakage indicate there are "major" holes and deterioration of the ductwork system. In addition, it has become evident that the insulation values required by the 2005 Florida Building Code are not sufficient for the current operating conditions.

We require limited engineering services to modify the design of the HVAC system, and possibly the building envelope, for the current building conditions, draft plans and specifications, and solicit bids for repairs.



MEMORANDUM

Department of Public Works

In accordance with the Purchasing Manual, Request Letter of Interest (RLI), Direct Work Assignment Process, page 19, "Upon approval for the Sr. Purchasing/Contract Administrator or designee, City staff may forego the Letter of Interest Process and proceed directly with the Work Assignment process." The scope of design services and fee schedule based on contracted hourly rates will be negotiated and included in the work assignment. This process is requested as a more expedient process.

Project Manager, Kim Humphrey, has consulted OCI and has verified that they are willing and able to move forward with this work in an expeditious manner.

KH/tw

cc: PWFinance

Exhibit A

Work Assignment 2025-12PW

Police Department – Indoor Air Quality

Scope:

Work associated with providing an assessment of the HVAC system of the Police Department Headquarters. Assessment to include existing McQuay Air Handlers, above ceiling ductwork, as well as building automation controls for temperature and humidity control. Final report will include recommendations for immediate repairs and those that may be postponed and completed at a later date as part of a major remodel.

Exhibit B
Work Assignment 2025-12PW
Pre-Construction Schedule

Description

Estimated Calendar Days from
Notice to Proceed to Completion

Provide recommendations report

90 Days

Exhibit C
Work Assignment 2025-12PW
Fee Schedule for Work Assignment

Fixed Fee for services described in the Scope of Services:	\$6,500.00
Additional Services, if authorized:	\$3,500.00
TOTAL CONTRACT NOT-TO-EXCEED AMOUNT	\$10,000.00

Notes:

1. Additional services must be authorized in writing by the City prior to performing any such services. Some examples of additional services could be bringing a controls specialty subconsultant, or performing selective demolition to determine extent of damages to hidden ductwork or dampers.
2. Invoicing for services rendered must be monthly.



July 21, 2025

Kim Humphrey, LEED AP, GGP, PMP, FMA, FMP, CPRP, CGC #1525810
Project Manager
Public Works
City of North Port
1100 N. Chamberlin Blvd.
North Port, Florida 34286

RE: Proposal for Professional Engineering Services
City of North Port Police Department Headquarters – HVAC Assessment
North Port, Florida

Dear Kim:

OCI Associates, LLC is pleased to submit the following proposal for professional Mechanical Engineering services on the above-mentioned project. A brief scope of work and compensation for the project is described below. The scope of the work is based on our site visit on May 29, 2025.

Scope of Work Description:

1. OCI to provide an HVAC Assessment of the first and second existing McQuay Air Handlers and above ceiling ductwork. Also, assess the building automation controls for temperature and humidity control at the City of North Port Police Department Headquarters Building in North Port, Florida.
2. The HVAC System will be evaluated from existing drawings and field investigations.
3. OCI to prepare a written assessment summary of the existing conditions, analysis, and recommendations.
4. OCI to attend a meeting with the City of North Port to discuss/review the written summary review/comments and recommendations.



Engineering Services Fee Breakdown

Site Investigation

Senior Project Engineer 8 hours @ \$170.00/hr. = \$ 1,360.00

Report Preparation

Principal	1 hour @ \$210.00/hr. = \$ 210.00
Professional Engineer	1 hour @ \$195.00/hr. = \$ 195.00
Senior Project Engineer	25 hours @ \$170.00/hr. = \$ 4,250.00
Project Engineer	3 hours @ \$135.00/hr. = \$ 405.00
CAD Operator	1 hour @ \$80.00/hr. = \$ 80.00

Total Engineering Fee \$ 6,500.00

Terms and Conditions:

OCI will perform the Scope of Work as outlined above for a base fee of \$6,500.00. Monthly invoices will be submitted based upon percent complete and are due upon receipt. Accounts unpaid for 45 days from the date of invoicing are subject to a 1.5 percent per month service charge. Accounts unpaid for 75 days from the date of invoice will be a cause to suspend all performance under this Agreement. In the event of a suspension of services, OCI shall have no liability for any delay or other damage, contractual or otherwise, caused by or arising out of the suspension of services of nonpayment. Acceptance of any payment more than 75 days old shall not serve as a waiver of OCI's contractual right to suspend service for nonpayment.

PURSUANT TO FLORIDA STATUTE § 558.035, AN INDIVIDUAL EMPLOYEE OR AGENT OF OCI MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF PROFESSIONAL SERVICES RENDERED UNDER THIS PROFESSIONAL SERVICES CONTRACT.

OCI Associates, LLC.

19503 South West Village Parkway Suite A5, Venice, FL 34293

Orlando. Fort Pierce. Fort Myers. West Palm Beach. Tampa. Washington DC. Miami. Dallas. San Francisco. Sarasota



Thank you very much for this opportunity. **OCI Associates** looks forward to working with the City of North Port on this project. Should you have any questions or require additional information, please do not hesitate to call.

Respectfully,

Mark Kramer

Mark Kramer, E.I.
Partner, Senior Electrical Engineer
OCI Associates
mark.kramer@cmta.com | 239.464.0221

If the proposal is acceptable, please sign and return one copy for the processing of the professional services contract.

REVIEWED AND ACCEPTED BY:

Name: _____

Company: _____

Title: _____

Signature: _____

Date: _____



OCI Associates
Hourly Rates

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$210.00/hour
Registered Professional Engineer	\$195.00/hour
Commissioning Agent, PM	\$195.00/hour
Senior Project Manager	\$170.00/hour
Senior Project Engineer	\$170.00/hour
IT / AV Systems Design Engineering	\$160.00/hour
Lighting Design Engineering	\$160.00/hour
Commissioning Project Specialist	\$135.00/hour
Project Engineer	\$135.00/hour
Senior Designer	\$125.00/hour
Commissioning Technician	\$110.00/hour
Designer	\$110.00/hour
CAD Operator	\$ 80.00/hour
Clerical	\$ 70.00/hour

OCI Associates, LLC.

19503 South West Village Parkway Suite A5, Venice, FL 34293

Orlando. Fort Pierce. Fort Myers. West Palm Beach. Tampa. Washington DC. Miami. Dallas. San Francisco. Sarasota

Lisa Guerreiro

From: Mark Kramer <mark.kramer@cmta.com>
Sent: Wednesday, January 21, 2026 10:24 AM
To: Kimberly Humphrey
Subject: [EXTERNAL] RE: Continuing contract 2024-14.11 Professional Engineering Services: WA 2025-12PW CO #1 PD Indoor Air Quality



EXTERNAL EMAIL: This email is from an external sender. Please exercise caution with links and attachments.

Kimberly,

Yes, good catch, my math was lacking on this fee proposal, sorry about that.

Thank you for making the change and we agree with the update.



Mark Kramer E.I.
Partner, Senior Electrical Engineer
o: 941.957.2230
c: 239-464-0221
400 S. Tamiami Trail, Suite 260, Venice, FL 34285

From: Kimberly Humphrey <khumphrey@northportfl.gov>
Sent: Wednesday, January 21, 2026 8:59 AM
To: Mark Kramer <mark.kramer@cmta.com>
Subject: RE: Continuing contract 2024-14.11 Professional Engineering Services: WA 2025-12PW CO #1 PD Indoor Air Quality



External

Good morning, Mark, hope all is well,

Looking back in our email stream, from the previous review of the draft WA, I think there was a typo in your revised proposal. Page 10 of the pdf, your proposal page 3, Construction Administration, Principal stated 58 hours @ \$210/hr to equal \$12,810.00. (which does not add up correctly). I missed this in my double check of your updated WA – I think this was supposed to be 61 hours @ \$210 which does equal \$12,810.00. I've correct this on the attached, but since you already signed, wanted to make sure you were aware.

Can you respond to let me know that you're in agreement with this update, please? Or let me know if I've misunderstood.



KIM HUMPHREY,
LEED AP, GGP, PMP, FMA, FMP, CPRP, CGC
#1525810

Project Manager / Public Works

1100 N. Chamberlain Blvd, North Port, FL 34286
O: 941.240.8093 C: 941.223.2900



From: Lisa Guerreiro <lguerreiro@northportfl.gov>
Sent: Friday, January 16, 2026 3:51 PM
To: Kimberly Humphrey <khumphrey@northportfl.gov>
Cc: PWFinance <PWFinance@northportfl.gov>
Subject: FW: Continuing contract 2024-14.11 Professional Engineering Services: WA 2025-12PW CO #1 PD Indoor Air Quality

Kim,

I sent the attached work assignment to Purchasing. They came back with the below corrections that need to be made. Once everything is corrected we will have to get this resigned.

Thank you.



Lisa Guerreiro
Business Services Coordinator / Public Works

1100 N. Chamberlain Blvd, North Port, FL 34286
O: 941-429-3595



From: Keith Raney <kraney@northportfl.gov>
Sent: Friday, January 16, 2026 3:36 PM
To: Lisa Guerreiro <lguerreiro@northportfl.gov>; Purchasing <purchasing@northportfl.gov>; Alla Skipper <askipper@northportfl.gov>
Cc: PWFinance <PWFinance@northportfl.gov>
Subject: RE: Continuing contract 2024-14.11 Professional Engineering Services: WA 2025-12PW CO #1 PD Indoor Air Quality

Please see below:

- The total appear to be incorrect. On page 11 the Principal fee I believe should \$12,180.00. Please verify. This will need to be changed on pages 1, 3, 7 and 11.
- Please attach the original executed Work Assignment.

- Page 3 The time for change order 1 should only be on one line under change in contract time. It looks like its broken out.
- There is no document from the consultant to show their timeline. Please provide if you have one.
- Page 3 has a total of 439 days for the original work assignment and the change order, but Exhibit B has 439 days for change order 1. Please correct.

After review and you are ready to submit please have all new signatures on page 4.

Thanks



Keith Raney, CPPB, CPPO, NIGP-CPP

Senior Contract Administrator

4970 City Hall Blvd., North Port, FL 34286

Phone: 941-429-7103



From: Lisa Guerreiro <lguerreiro@northportfl.gov>

Sent: Friday, January 16, 2026 1:52 PM

To: Purchasing <purchasing@northportfl.gov>

Cc: PWFinance <PWFinance@northportfl.gov>

Subject: Continuing contract 2024-14.11 Professional Engineering Services: WA 2025-12PW CO #1 PD Indoor Air Quality

Good afternoon,

Please find the attached CO #1 to WA 2025-12PW for PD Indoor Air Quality. This is agenda item #26-0336 scheduled for Commission on 2/24/26. Please review and forward for further approval.

Thank you.



Lisa Guerreiro

Business Services Coordinator / Public Works

1100 N. Chamberlain Blvd, North Port, FL 34286

O: 941-429-3595



Report suspicious emails using 'Report Phish' or forward to suspect-email@wearelegence.com