



City of North Port

PURCHASING

Office: 941.429.7170

Fax: 941.429.7173

Email: purchasing@northportfl.gov



WORK ASSIGNMENT

OCI Associates, LLC

CONSULTANT

CONTINUING CONTRACT NO. & TITLE

AGREEMENT NO. 2024-14.11 PROFESSIONAL ENGINEERING SERVICES - CONTINUING SERVICES CONTRACT

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #	<u>2025-12PW</u>
SHORT TITLE	<u>Police Department Indoor Air Quality</u>
DATE SUBMITTED	<u>06/23/2025</u>
AMOUNT (LUMP SUM)	<u>\$10,000</u>
SCHEDULED COMPLETION	<u>09/30/2025</u>

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2025

	DEPARTMENT
TOTAL OF PREVIOUS ASSIGNMENTS	<u>\$0</u>
THIS WORK ASSIGNMENT	<u>\$10,000</u>
TOTAL WORK ASSIGNMENTS	<u>\$10,000</u>
ACCOUNT NO./PROJECT NO	<u>001-0760-519.62-00 / 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 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 WORK ASSIGNMENT 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.

SUBMITTED BY:

[Signature]
CONSULTANT

7/21/25
DATE

APPROVED BY:

Chuck Speake
Digitally signed by Chuck Speake
Date: 2025.07.24 11:10:29 -04'00'

[Signature]
DEPARTMENT DIRECTOR

Alla Skipper
Digitally signed by Alla Skipper
Date: 2025.07.25 12:30:15 -04'00'

[Signature]
PURCHASING

[Signature]
ASSISTANT CITY MANAGER

DATE

DATE

7/25/25
DATE

Lisa Herrmann
Digitally signed by Lisa Herrmann
Date: 2025.07.25 10:38:57 -04'00'

[Signature]
BUDGET ADMINISTRATOR

Irina Kukharenko
Digitally signed by Irina Kukharenko
Date: 2025.07.25 12:38:58 -04'00'

[Signature]
FINANCE DIRECTOR

[Signature]
CITY MANAGER

DATE

DATE

DATE



MEMORANDUM
Department of Public Works

TO: Purchasing
through Keith Raney, Contract Administrator II

FROM: Chuck Speake, Director, Public Works **Chuck Speake**

DATE: July 17, 2025

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

Digitally signed by Chuck Speake
Date: 2025.07.25 09:28:23 -04'00'

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 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.

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



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.

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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

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