



# TRANSPORTATION & MOBILITY

# TASK/CHANGE ORDER ROUTING FORM


Rev: 1 | Revision Date: 12/11/24

Part 1: General Information			
Master Blanket Number:	210925	Contract Number:	12370-206-4

<input type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Change Order
Commission Approval Required?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Note: Any change order above 10% from the original task order amount will need to be approved by Commission.	

Originator	Mitxi Sanchez	Phone #:	954-828-3722
Document Title/Description Info:	TIME ONLY - The purpose for this change order is to add time to the existing executed contract with Kittelson and Associates, for their sub consultant Lakdas Engineering continued services until the final completion of the City Hall Garage repairs. The ask is for Lakdas Engineering, as the CEI to continue to perform all services required under construction services. Time is to be extended until April 5, 2025 which is the project final completion date.		
Vendor Name:	Kittelson & Associates, Inc.		
Project #:	P12879	Contract Number:	12370-206-4
CAM Number:	21-0011	Task Order Number:	19

Part 2: Funding Information		
CIP Funded:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Amount Required:	\$0	
Cost Center/Account Code:		
Department Financial Authorization:	<input checked="" type="checkbox"/> Martha Romero <i>MM</i> <input type="checkbox"/> Other: _____	
	Date: 12/12/24	

Part 3: Approval Path					
	Approved	Returned	Initials	Date	Not Applicable
Mitxi Sanchez Project Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M.S.	12-11-24	<input type="checkbox"/>
Kristin Thompson Division Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	K.T.	12/12/24	<input type="checkbox"/>
Milos Majstorovic MSCE, PE Transportation & Mobility Acting Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MM	12-13-24	<input type="checkbox"/>
David Clemente Asst Procurement & Contracts Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		12/17/2024	<input type="checkbox"/>

Please return task/change order to Claire Conway, Financial Administrator (TAM) x3773



**TRANSPORTATION & MOBILITY – PROJECT MANAGEMENT DIVISION**

**CHANGE ORDER – NO COMMISSION**

Rev: 1 | Revision Date: 12/11/2024 | Print Date: 12/11/2024 I.D. Number: CONOM

To: Glenn Marcos, CPPO, CPPB, FCPM, FCPA, Chief Procurement Officer  
 From: Milos Majstorovic, MSCE, PE, Acting Director Transportation & Mobility  
 Date: December 11, 2024  
 Re: Change Order No. 2 for Project #P12879

Job Description: Project P1287912879, City Hall Parking Garage  
 Consultant: Kittelson & Associates, Inc.  
 Amount: \$0 total amount of Change Order # 2, plus 94 additional days  
 Funding: P12879

The purpose of this Change Order is:

**TIME ONLY** - The purpose for this change order is to add time to the existing executed contract with Kittelson and Associates, for their sub consultant Lakdas Engineering continued services until the final completion of the City Hall Garage repairs. The ask is for Lakdas Engineering, as the CEI to continue to perform all services required under construction services. Time is to be extended until April 5, 2025, which is the project final completion date.

**NET AMOUNT OF THIS CHANGE ORDER** **\$0,000**

**ADDITIONAL CONTRACT TIME BEING REQUESTED–** **NINETY FOUR (94) CALENDAR DAYS**

**THE TOTAL AMOUNT OF THIS CHANGE ORDER** **\$0,000**





TRANSPORTATION & MOBILITY – PROJECT MANAGEMENT DIVISION

CHANGE ORDER – NO COMMISSION

Rev: 1 | Revision Date: 12/11/2024 | Print Date: 12/11/2024 I.D. Number: CONOM

This Change Order provides for all costs and schedule adjustments associated with completing the work, including materials, labor, equipment, bond, insurance, overhead, profit, impacts, and any and all related items or associated costs incurred or resulting from the items listed above, and is provided in accordance with Article 13 – Changes in the Work of the Contract.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written below.

(Vendor)

Approved: [DocuSigned by: Jessica Josselyn]
Jessica Josselyn, Principal Planner
Print Name and Title

CITY OF FORT LAUDERDALE,
a municipal corporation of the State of
Florida.



Digitally signed by David Clemente
DN: cn=David Clemente, o=City of
Fort Lauderdale, ou=Procurement and
Contracts,
email=dclemente@fortlauderdale.gov
c=US
Date: 2024.12.17 16:18:17 -0500

On behalf of:
Glenn Marcos, CPPO, CPPB, FCPM, FCPA
Chief Procurement Officer

Date: 12/17/2024

\*Pursuant to Section 2-179 Code of Ordinances of
the City of Fort Lauderdale, Florida

- C: Milos Majstorovic, MSCE, PE, Acting Director Transportation and Mobility
Kristin Thompson, Division Manager
Mitxi Sanchez, Project Manager I
Financial Administrator
Project File





# CHANGE ORDER – NO COMMISSION

Rev: 1 | Revision Date: 12/11/2024 | Print Date: 12/11/2024 I.D. Number: CONOM

## CHANGE ORDER SUMMARY SHEET

ORIGINAL CONTRACT AMOUNT	\$127,058.00
COST OF CHANGE ORDERS TO DATE	\$9,908.00
COST OF THIS CHANGE ORDER	\$0.00
	\$136,966.00
ORIGINAL CONTRACT TIME	124 calendar days
TIME ADDED TO DATE	30 calendar days
TIME ADDED TO THIS CHANGE ORDER	94 calendar days
<b>TOTAL:</b>	<b>248</b> calendar days

## SCHEDULE OF CHANGE ORDERS TO DATE

C.O.#	DATE	DESCRIPTION	AMOUNT OF COST OR CREDIT
1	6/26/2024	Time and funds added	\$9,908.00

\* Contract 155 (12370-206-4) is in effect until 1/4/2025

## Mitxi Sanchez

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**From:** Nathalie Rodriguez <nrodriguez@kittelson.com>  
**Sent:** Wednesday, December 11, 2024 10:26 AM  
**To:** Mitxi Sanchez  
**Cc:** Kristin Thompson; Jessica Josselyn; Lakdas Nanayakkara  
**Subject:** [EXTERNAL:CAUTION!]- Timeline Extension Request - Project Number 10-461-8999-545 60-6599, City Hall Parking Garage

**Importance:** High

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**[::CAUTION!:] This email originated from *outside* The City of Fort Lauderdale. Do Not Reply, click links, or open attachments from an unknown or suspicious origin. Confirm the email address is from an expected source before taking action. Report any suspicious emails to [spamadmin@fortlauderdale.gov](mailto:spamadmin@fortlauderdale.gov)**

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Good Morning Mitxi,

I am writing to formally request an extension to the timeline specified in our existing contract with the City for Project Number 10-461-8999-545 60-6599, City Hall Parking Garage.

We respectfully request an extension of the project timeline from January 2, 2025, to a completion date of April 5, 2025, totaling 94 calendar days.

The primary reason for this request is to ensure the Structural Engineer's (Mr. Lakdas) contract is extended. This extension will allow The City continued access to his services beyond December 2024 and through the completion of construction.

We understand the importance of maintaining project schedules and timelines, and we are committed to ensuring the successful completion of this project in alignment with the City's goals and expectations. We greatly appreciate your understanding and consideration of this request.

Please let us know if you require any additional information or documentation to facilitate the processing of this timeline extension. We are happy to provide any materials necessary to support this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Should you have any questions or need further clarification, please do not hesitate to reach out to me.

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Best regards,

Nathalie Rodriguez  
Senior Engineering Associate  
Kittelson & Associates, Inc.  
**NEW Fort Lauderdale Address:**  
550 W. Cypress Creek Road. Suite 470  
Fort Lauderdale FL, 33309

Fort Lauderdale | Miami

ID	Task Name	Duration	Start	Finish
1	City of Fort Lauderdale City Hall Parking Garage – Repair Within 6 Months:	313 days	Thu 3/28/24	Sat 4/5/25
2	Notice to Proceed	1 day	Thu 3/28/24	Thu 3/28/24
3	Team Kick-off Meeting	1 day	Fri 4/5/24	Fri 4/5/24
4	<b>Task 1 – Design Services</b>	114 days	Thu 3/28/24	Fri 7/19/24
5	Structural Analysis	25 days	Thu 3/28/24	Sun 4/21/24
6	Structural Design and Detail Drawings	25 days	Thu 3/28/24	Sun 4/21/24
7	Material and Construction Specifications	25 days	Thu 3/28/24	Sun 4/21/24
8	Probable Cost Estimate of Construction Cost	25 days	Thu 3/28/24	Sun 4/21/24
9	90% Submittal for City Review Comments	0 days	Tue 5/14/24	Tue 5/14/24
10	City Review	7 days	Wed 5/15/24	Tue 5/21/24
11	Meeting with Building Department	1 day	Fri 5/17/24	Fri 5/17/24
12	Meeting with City of Fort Lauderdale	1 day	Fri 5/17/24	Fri 5/17/24
13	100% Submittal	0 days	Wed 6/26/24	Wed 6/26/24
14	100% Sign and seal Submittal	0 days	Wed 7/3/24	Wed 7/3/24
15	Reply to Building Department Review Comments	1 day	Wed 7/10/24	Wed 7/10/24
16	Review Bid Tabulation and Schedule Values	1 day	Wed 7/10/24	Wed 7/10/24
17	Review Existing Bid Schedule of Both City Hall and Riverwalk Parking Garages	2 days	Thu 7/11/24	Fri 7/12/24
18	Compile a General Bid Schedule	5 days	Mon 7/15/24	Fri 7/19/24
19	Two Team Meetings	2 days	Wed 7/10/24	Fri 7/12/24
22	Meeting with Contractor	1 day	Mon 7/22/24	Mon 7/22/24
23	<b>Task 2 – Pre-Construction Services</b>	11 days	Tue 7/23/24	Fri 8/2/24
24	<b>Task 3 – Construction Phase Services</b>	185 days	Sat 8/3/24	Sat 4/5/25

Project: 23330 TMO 30 - City of Ft. City Hall Garage Repairs - Schedule 2  
 Date: Wed 12/11/24

Task: Milestone  
 Summary: Milestone  
 Manual Task: Milestone

Duration-only: Manual Summary, Manual Task  
 Start-only: External Task  
 Entry Milestone: Manual Progress

Page 1

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**CITY CONTACTS**

Requests for payments should be directed to the City of Fort Lauderdale Accounts Payable via e-mail to [AcctsPayable@FortLauderdale.gov](mailto:AcctsPayable@FortLauderdale.gov) after getting approval from the CITY's Project Manager. All other correspondence and submittals should be directed to the attention of Diana Carrillo, Project Manager II, at the address shown below. **Please be sure that all correspondence refers to the CITY project number and title as stated above.**

**Mitxi Sanchez**  
Project Manager I  
Transportation and Mobility  
City of Fort Lauderdale  
290 NE 3rd Ave  
Fort Lauderdale, FL 33301  
954.828.3722  
[msanchez@fortlauderdale.gov](mailto:msanchez@fortlauderdale.gov)

**Kristin Thompson**  
Division Manager  
Transportation and Mobility  
City of Fort Lauderdale  
290 NE 3rd Avenue.  
Fort Lauderdale, FL 33301  
(954) 828-3721  
[KrThompson@fortlauderdale.gov](mailto:KrThompson@fortlauderdale.gov)

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**CONSULTANT CONTACTS**

**Consultant POC**  
**Jessica Josselyn**  
Kittelson & Associates, Inc.  
550 W Cypress Creek Road. Suite 470  
Fort Lauderdale, FL 33309  
Email: [jjosselyn@kittelson.com](mailto:jjosselyn@kittelson.com)  
Phone: 954-770-6463

Task Order No.: 19  
Project No.: 12879  
Project Name: City Hall Parking Garage  
Consultant: Kittelson & Associates .  
Contract No.: 12370-206-4

---

**CITY**

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida.



Digitally signed by David Clemente  
DN: cn=David Clemente, o=City of Fort Lauderdale, ou=Procurement and Contracts, email=dclemente@fortlauderdale.gov, c=US  
Date: 2024.12.17 16:20:16 -0500

On behalf of:  
**GLENN MARCOS**  
Chief Procurement Officer

---

12/17/2024

Date

\*Pursuant to Section 2-178(b) and Section 2-179 of the Code of Ordinances of the City of Fort Lauderdale, Florida



**CONSULTANT/CONTRACTOR**

WITNESSES:

[Signature]  
Natalie Rodriguez  
[Witness print/type name]

[Signature]  
ADAM BURGHDOFF  
[Witness print/type name]

(CORPORATE SEAL)



STATE OF FLORIDA  
COUNTY OF ORANGE

Kittelson + Associates INC.,  
a s corporation (if not a Florida  
corporation add: authorized to transact  
business in Florida )

[Signature]  
Jessica A. Josselyn  
[Print Name, check title]

President  Vice President  
 Authorized Signatory (Please provide  
corporate authorization)

ATTEST:

[Signature]  
Jessica A. Josselyn  
Secretary  
Jessica A. Josselyn  
[Print Name]

The foregoing instrument was acknowledged before me by means of  physical  
presence or  online notarization, this 15 day of MARCH, 2024, by  
Jessica Josselyn as Principal Planner for Kittelson + Associates, Inc.  
a s company (or corporation).

(SEAL)



Lindsey Burt  
Comm.: HH 267629  
Expires: Aug 16, 2026  
Notary Public - State of Florida

[Signature]  
(Signature of Notary Public – State of Florida)

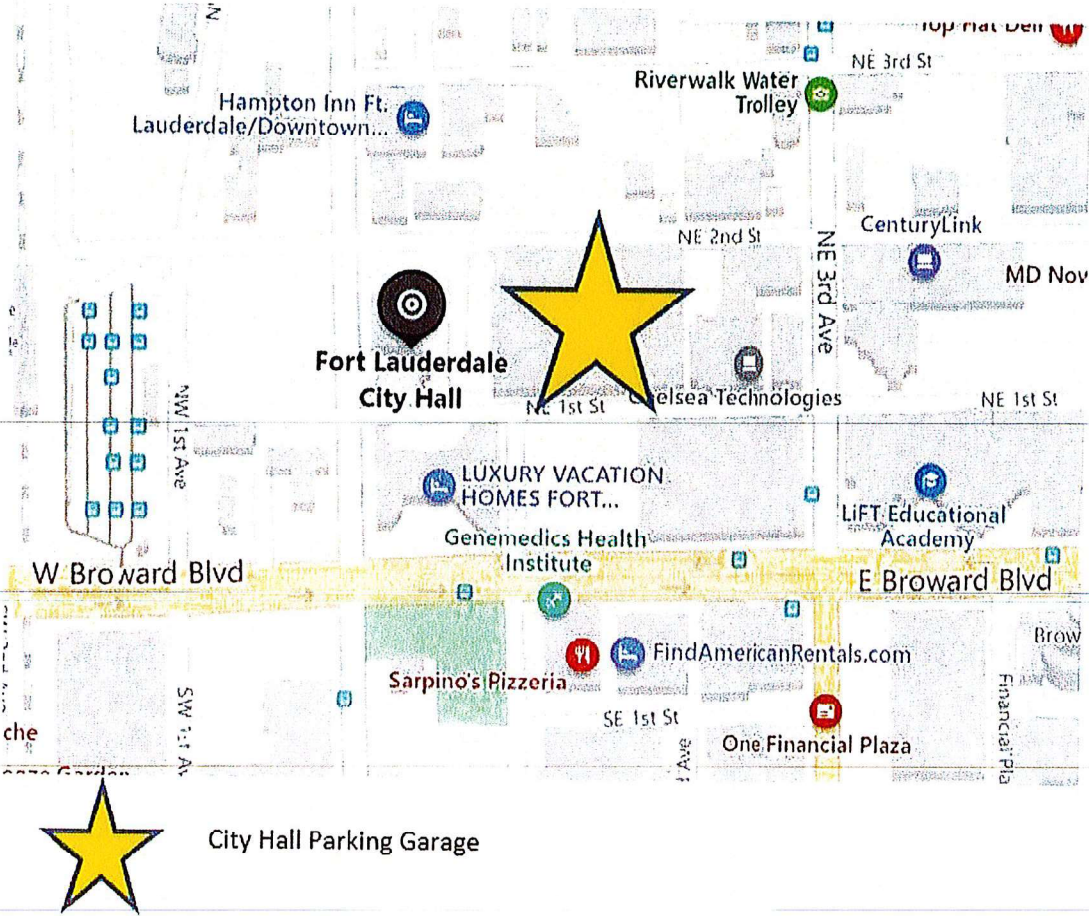
LINDSEY BURT

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**Exhibit B – Location Map**





**CONSULTANT TASK ORDER NO COMMISSION 006 CITY HALL PARKING GARAGE Design Services Repair Within 6 Months 02-13-24 003.pdf**

DocVerify ID: 794711B8-1C57-471D-9714-AE86C4B90B85  
Created: February 26, 2024 09:11:10 -5:00  
Pages: 10  
Remote Notary: Yes / State: VA

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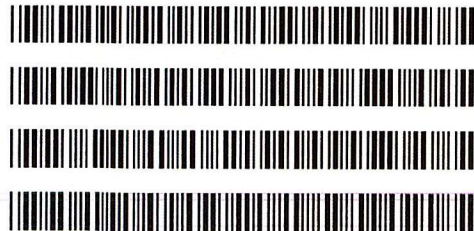
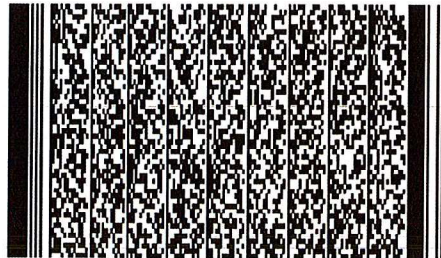
**E-Signature Summary**

**E-Signature 1: Jessica Anne Josselyn (JAJ)**  
February 26, 2024 09:26:32 -5:00 [091EAF5C8C4C] [99.180.111.105]  
jjosselyn@kittelton.com (Principal) (Personally Known)

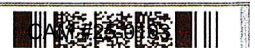
**E-Signature 2: Dorret Oosterhoff (DCO)**  
February 26, 2024 09:26:32 -5:00 [9CBDB3159732] [107.0.180.73]  
doosterhoff@kittelton.com (Principal) (Personally Known)

**E-Signature 3: Ricardo Daubon (RD)**  
February 26, 2024 09:26:32 -5:00 [C0C6F0858BC3] [99.180.111.105]  
rdaubon@kittelton.com (Principal) (Personally Known)

**E-Signature Notary: Bonnie Lee Clark (BLC)**  
February 26, 2024 09:26:32 -5:00 [F6EBD1E604D5] [108.45.26.102]  
bclark@kittelton.com  
I, Bonnie Lee Clark, did witness the participants named above electronically sign this document.



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The undersigned, being the Chief Executive Officer of Kittelson & Associates, Inc., an Oregon corporation (the "Company"), does hereby certify that at a meeting of the Board of Directors of the Company duly called and held on August 31, 2022, at which a quorum was present and acted throughout, the Board of Directors adopted the following resolution, which has not been modified or rescinded:

WHEREAS, pursuant to Article 2.1 of the Company's Amended and Restated Bylaws, adopted by the Board of Directors on June 13, 2017, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Company shall be managed under the direction of, the Company's Board of Directors.

WHEREAS, the Company is determined to grant signing authority to certain persons described hereunder.

RESOLVED, that the Board of Directors does hereby authorize and empower the following officers of the Company to sign any and all documents as may be necessary to represent the business interests of the Company:

Brandon L. Nevers, President, Chief Executive Officer  
Lawrence A. Van Dyke, Vice President, Chief Financial Officer

RESOLVED, that the following officers, all of whom have been duly appointed by the Board of Directors to serve as a Vice President of the Company, are hereby authorized and empowered by the Board of Directors to sign office and equipment lease documents, and vendor purchase orders necessary to represent the business interests of the Company:

Marc A. Butorac      Bailey R. Lozner  
Jane Lim-Yap        David L. Mills  
Karl A. Passetti     Anthony S. Yi

RESOLVED, that in addition to the aforementioned officers, the following individuals are hereby authorized and empowered by the Board of Directors to execute bid/proposal certifications, affidavits and other required business solicitation forms, awarded client contracts and addenda, subconsultant contracts and addenda, and other related contract documents, on behalf of the Company:

Michael N. Aronson Justin A. Bansen Chris L. Brehmer Scott G. Beaird Adam M. Burghdoff Ryan J. Cunningham Andrew J. Daleiden Sonia A. Daleiden Richard G. Dowling Timothy A. Erney John R. Freeman, Jr.	James M. Hughart Jessica A. Josselyn Wayne K. Kittelson Julia A. Kuhn Felipe Ladron de Guevara Janette E. Lennon Laurence V. Lewis Jennifer Musselman Ed J. Myers Dorret C. Oosterhoff John R. Ringert	Bastian J. Schroeder Conor M. Semler Damian Stefanakis Hermanus J. Steyn Christopher B. Tiesler Mark A. Vandehey John Paul Weesner Wende L. Wilber Susan L. Wright Vamshi Krishna Yellisetty
---	--	---

3:54A182-3CA3-17BA-99E9-8EA8746C9C31 --- 2023/06/16 11:21:10 -5000 --- Remote Notary





**LAKDAS / YOHALEM ENGINEERING, INC.**  
*Consulting Engineers EB 0005458*  
*"Zone of Excellence in Engineering"®*

Lakdas Nanayakkara, P.E  
C Eng., M.I. Str. Eng (London)

August 18, 2020

***Lakdas/Yohalem Engineering Hourly Rates***  
***City of Fort Lauderdale – Traffic and Transportation Engineering Services***  
***RFQ #12370-206***

<b>Staff Title</b>	<b>Rate/Hour/Unit</b>
Principal	\$205.00
Senior Engineer	\$145.00
Project Manager	\$135.00
Project Engineer	\$120.00
Senior Designer/Technician	\$90.00
Senior Drafter	\$90.00
Senior Inspector	\$88.50
Inspector	\$83.000
Administrative	\$62.00



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## Detail by Entity Name

Foreign Profit Corporation  
KITTELSON & ASSOCIATES, INC.

### Filing Information

**Document Number** F96000002547  
**FEI/EIN Number** 93-0964447  
**Date Filed** 05/21/1996  
**State** OR  
**Status** ACTIVE

### Principal Address

225 E. Robinson Street, Suite 355  
Orlando, FL 32801

Changed: 05/14/2024

### Mailing Address

225 E Robinson Street, Suite 355  
Orlando, FL 32801

Changed: 01/11/2024

### Registered Agent Name & Address

CORPORATION SERVICE COMPANY  
1201 HAYS STREET  
TALLAHASSEE, FL 32301

Name Changed: 06/27/2019

Address Changed: 06/22/2019

### Officer/Director Detail

#### **Name & Address**

Title President  
  
 Nevers, Brandon L  
 416 Nelson Drive  
 Vienna, VA 22180

Title VP, Secretary

BUTORAC, MARC A  
3017 NE 13th Ave  
PORTLAND, OR 97212

Title CFO

VAN DYKE, LAWRENCE A  
8720 SW LODI LN  
TIGARD, OR 97224

Title VP

Mills, Dave L  
5944 Herriman Drive  
Clayton, CA 94517-1328

Title FL Business Development Leader

Burghdoff, Adam  
515 Evergreen St  
New Smyrna Beach, FL 32169

Title FL Director of Landscape Architecture

Weesner, John Paul  
2408 Brookshire Ave  
Winter Park, FL 32792

Title Director

Daleiden, Sonia  
908 W Pueblo St  
Boise, ID 83702

Title Chairman

Passetti, Karl  
213 E Hornbeam Dr  
Longwood, FL 32779

Title VP

Yi, Anthony  
8967 SW Greening Lane  
Portland, OR 97224

Title VP

Lozner, Bailey  
638 15th Street NE  
DC, WA 20002

Title VP

Lim-Yap, Jane  
1297 Bennett Road  
Orlando, FL 32814

Title Director

Lewis, Laurence  
1411 Alice Street  
Unit 212  
Oakland, FL 94612

Title VP

Schroeder, Bastian  
272 North Front Street  
Suite 410  
Wilmington, NC 28401

**Annual Reports**

Report Year	Filed Date
2022	04/27/2022
2023	03/15/2023
2024	01/11/2024

**Document Images**

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<a href="#">06/09/2021 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/27/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">04/17/2017 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
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## Detail by Entity Name

Florida Profit Corporation

LAKDAS/YOHALEM ENGINEERING, INC.

### Filing Information

**Document Number** K01968  
**FEI/EIN Number** 65-0014248  
**Date Filed** 11/09/1987  
**State** FL  
**Status** ACTIVE  
**Last Event** AMENDMENT  
**Event Date Filed** 12/07/1995  
**Event Effective Date** NONE

### Principal Address

LAKDAS NANAYAKKARA  
 2211 NE 54TH ST  
 FORT LAUDERDALE, FL 33308

Changed: 01/04/2011

### Mailing Address

LAKDAS NANAYAKKARA  
 2211 NE 54TH ST  
 FORT LAUDERDALE, FL 33308

Changed: 01/04/2011

### Registered Agent Name & Address

NANAYAKKARA, LAKDAS  
 2211 NE 54TH ST  
 FORT LAUDERDALE, FL 33308

Address Changed: 02/16/1989

### Officer/Director Detail

#### **Name & Address**

Title President

Nanayakkara, Lakdas  
2211 NE 54th Street  
Fort Lauderdale, FL 33308

**Annual Reports**

Report Year	Filed Date
2022	02/11/2022
2023	01/25/2023
2024	02/13/2024

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March 28, 2024

Contract Number: 12370-206-4

NOTICE FOR: Jessica Joselyn  
Kittelson & Associates, Inc.  
200 SW 1 Ave. Ste. 1070  
Fort Lauderdale, Fl. 33301

FROM: Mitxi Sanchez  
290 NE 3<sup>rd</sup> Avenue  
Fort Lauderdale, FL 33301

SUBJECT: Project Number 12879, City Hall Parking Garage  
Notice to Proceed for **DESIGN**

1. This is your Notice to Proceed with work under Task Order number 19. This Notice to Proceed is effective March 28, 2024, and all work shall be completed by **July 30, 2024**.
2. Note that neither the time for completion, nor the maximum amount of the contract shall be exceeded without prior approval of the City's Project Manager, and without written approval in the form of a modified purchase order and change order.
3. Please reference Purchase Order Number **7825** on all your invoices and correspondence to this notice.
4. The City's Project Manager for this project will be Mitxi Sanchez, Project Manager I. Please direct all communications to Mitxi Sanchez, at (954) 828-3722, or at [MSanchez@fortlauderdale.gov](mailto:MSanchez@fortlauderdale.gov).

Sincerely,

Kristin Thompson  
Division Manager

c:

Ben Rogers, Transportation and Mobility Director