



## DOCUMENT ROUTING FORM

Rev: 6 | Revision Date: 10/01/2024

16

## CITY MANAGER AND MAYOR'S REVIEW AND/OR SIGNATURE COVERSHEET

## 1) ORIGINATING OFFICE:

Routing Start Date: 2/5/2025 2/26/2025 ☒ Agenda Item ☐ Non-Agenda ItemDocument Title: CHANGE ORDER NO. 3 - Construction Engineering and Inspection Services for the City Hall Parking Garage Emergency Repairs - Kittelson & Associates, Inc. - \$86,888 - (Commission District 4)Commission Mtg. Date: 2/4/2025 CAM #: 25-0103 Item #: CM-7Routing Origin: Finance Department - Procurement Division CAM attached: ☒ Yes ☐ NoRouter Name: Shamori Aldridge Ext: 6238 Action Summary attached: ☒ Yes ☐ NoCIP FUNDED: ☒ YES ☐ NO

Capital Investment / Community Improvement Projects defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include land, real estate, realty, or real.

## 2) CITY ATTORNEY'S OFFICE (CAO):

Documents to be signed/routed? ☐ Yes ☐ No Is the attached Granicus document Final? ☐ Yes ☐ NoNumber of originals attached: \_\_\_\_\_ Approved as to Form: ☐ Yes ☐ NoAttorney's Name: Kimberly Cunningham Mosley Initials: KCM

Continue Routing To: FIN (if applicable) Date: \_\_\_\_\_ and then to CCO Date: \_\_\_\_\_

## 3) CITY CLERK'S OFFICE (CCO):

# of originals: 1 Routed to: WAY Date: 02/27/254) CITY MANAGER'S OFFICE: CMO LOG #: Mar-05 Document received from: \_\_\_\_\_ASSIGNED TO: ☐ SUSAN GRANT, ACTING CITY MGR. ☐ ANTHONY FAJARD, ASST. CITY MGR.  
ACTING ASST. CITY MANAGERS.: ☐ BEN ROGERS, ☐ CHRIS COOPER ☐ LAURA REECE  
ACTING CRA EXECUTIVE DIRECTOR ☐ APPROVED FOR CITY MANAGER'S SIGNATURE ☐

CITY MANAGER TO SIGN PER ACM OR AcACM (Initial): \_\_\_\_\_

☐ A. FAJARDO ☐ B. ROGERS ☐ C. COOPER ☐ L. REECE ☐ PENDING APPROVAL (See comments)

Comments/Questions: \_\_\_\_\_

Forward originals to CCO for continuous routing to Mayor Date to CCO: 3/5/25

5) MAYOR/CRA CHAIRMAN: Please sign as indicated and forward the originals to the City Clerk's Office for a final processing and review of attestation and/or seal, if applicable. Date to CCO: \_\_\_\_\_

## 6) INSTRUCTIONS TO CITY CLERK'S OFFICE: Please retain a scan record copy and forward originals to:

Dept.: Fin-Procurement \*Name: Shamori Aldridge Ext 6238

\*Please scan the record copy to the City Clerk once review and sign at the last level of government (Federal, State, County) is complete.

Scan Date: \_\_\_\_\_ Attach certified Resolution # \_\_\_\_\_ ☐ Yes ☐ No Original form route to CAO

details

File #: [250103](#) Version: 1

Type: CONSENT MOTION

Title: Motion Approving Change Order No. 3 to Task Order No.19 for Construction Engineering and Inspection Services for the City Hall Parking Garage Emergency Repairs - Kittelson & Associates, Inc. - \$86,888 - (Commission District 4)

Mover: [Ben Sorensen](#)                      Second: [Steven Glassman](#)

Result: Pass

Agenda note:

Minutes note:

Action: APPROVED

Action text: APPROVED

consent votes (5:0)

5 records	Group	Export
Person Name	Vote	
<a href="#">Steven Glassman</a>	Yea	
<a href="#">Pam Beasley-Pittman</a>	Yea	
<a href="#">John C. Herbst</a>	Yea	
<a href="#">Dean J. Trantalis</a>	Yea	
<a href="#">Ben Sorensen</a>	Yea	



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#25-0103**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Susan Grant, Acting City Manager

**DATE:** February 4, 2025

**TITLE:** Motion Approving Change Order No. 3 to Task Order No.19 for Construction  
Engineering and Inspection Services for the City Hall Parking Garage  
Emergency Repairs – Kittelson & Associates, Inc. – \$86,888 –  
(Commission District 4)

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**Recommendation**

Staff recommends the City Commission approve Change Order No. 3 to Task Order No. 19, in substantially the form attached, in the amount of \$86,888, for engineering and inspection services for the construction phase of the City Hall Parking Garage Emergency Repairs with Kittelson & Associates, Inc.

**Background**

On January 17, 2020, Request for Qualifications (RFQ) No. 12370-206 was issued for Traffic and Transportation Engineering and Planning Services. The City received nine (9) proposals in response to the solicitation. After evaluation, the Committee shortlisted the top seven (7) firms and invited them for the presentations. Upon careful evaluation of submissions, presentations and interviews, the Committee recommended entering negotiation with the five (5) top firms.

On January 5, 2021, the City Commission approved agreements with Marlin Engineering Inc.; Tindale-Oliver & Associates; Kimley-Horn and Associates, Inc.; The Corradino Group, Inc; and Kittelson & Associates, Inc. (CAM #21-0011). The agreement with Kittelson & Associates, Inc. (Kittelson) was executed on February 24, 2021.

The project scope for Kittelson was to provide engineering design, pre-construction, and construction phase services as required in the signed and sealed set of plans for the six-month construction phase of the City Hall Parking Garage Emergency Repairs project. The Notice to Proceed for the design phase of the project was issued to Kittelson on March 28, 2024, and the Notice to Proceed for the construction phase was issued to the contractor, Alen Construction Group, Inc., on August 14, 2024.

Due to unforeseen conditions and additional coordination after the project commencement, Alen Construction Group, Inc. requested a time extension to complete the emergency repairs. The request was approved; however, it also extended the need for the engineer of record's (Kittelson's) time and services to be extended. The oversight

and inspection services provided for the project are critical to ensure the contractor is performing the work according to the plans. The Construction Engineering and Inspection (CEI) services that Kittelson will continue to provide include:

- Onsite Inspection Services
- Troubleshooting at the Site
- Review Contractor's Pay Request and Final Certification
- Ongoing Contract Management.

Task Order No. 19 has received two (2) previous Change Orders as follows:

#### Change Order No.1

The purpose of Change Order No. 1 was to modify the existing task order with Kittelson by adding a total of \$9,908. The additional funds were allocated to cover the services of the subconsultant, Lakdas Engineering, Inc. (Lakdas), for performing additional work as outlined below:

- Lakdas was tasked with reviewing the existing bid schedule for both the City Hall and Riverwalk Parking Garages.
- Lakdas will also compile a General Bid Schedule for the aforementioned work.

In addition to the financial adjustment, this Change Order provided an extension of thirty (30) calendar days to the original task order schedule to accommodate the completion of the new scope of work, aligning the task with the revised project timelines.

#### Change Order No.2

The purpose of Change Order No. 2 was to extend the duration of the existing task order with Kittelson and their subconsultant, Lakdas, to continue providing services as the CEI consultant for the City Hall Parking Garage Emergency Repairs project.

- The extension added ninety-four (94) calendar days to the existing task order, enabling Lakdas to complete its responsibilities through the final completion of the project.

The purpose of this Change Order is to add the additional funds needed for the cost of the continued CEI services of Kittelson and Lakdas until the project's full completion date of April 5, 2025.

#### Resource Impact

There will be a fiscal impact in the amount of \$86,888 for this Change Order. Funds for this Change Order are available in the FY 2025 Parking Fund in the account listed below.

<i>Funds available as of January 2, 2025</i>					
ACCOUNT NUMBER	COST CENTER NAME (Program)	CHARACTER/ ACCOUNT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
10-463-8999-545-60-6599-P12879	TAM-City Hall Parking Garage Improvements	Capital Outlay/Construction	\$8,469,512	\$8,469,512	\$86,888
TOTAL AMOUNT ►					\$86,888

### **Strategic Connections**

This item is a FY 2025 *Commission Priority*, advancing the Public Spaces and Community Initiatives.

This item supports the *Press Play Fort Lauderdale 2029* Strategic Plan, specifically advancing:

- The Public Places Focus Area, Goal 5: Build a beautiful and welcoming community.

This item advances the *Fast Forward Fort Lauderdale 2035* Vision Plan: We Are Ready.

This item supports the *Advance Fort Lauderdale 2040* Comprehensive Plan, specifically advancing:

- The Infrastructure Focus Area
- The Transportation & Mobility Element
- Goal 1: Ensure the equitable development of a Complete Network for transportation that prioritizes Safety and emphasizes multimodal mobility and accessibility.

### **Attachments**

Exhibit 1 – CAM #21-0011  
Exhibit 2 – Executed Agreement  
Exhibit 3 – Notice to Proceed – Design Phase  
Exhibit 4 – Notice to Proceed – Construction Phase  
Exhibit 5 – Change Order No.1  
Exhibit 6 – Change Order No. 2  
Exhibit 7 – Change Order No. 3

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Prepared by: Glenn Marco, Chief Procurement Officer, Finance  
Kristin Thompson, Acting Deputy Director, Transportation and Mobility  
Mitxi Sanchez, Project Manager I, Transportation and Mobility  
Inessa Rubin, Senior Procurement Specialist, Finance  
Shamori Aldridge, Senior Administrative Assistant, Finance

Department Directors: Milos Majstorovic, MSCE, P.E., Transportation and Mobility  
Linda Short, Finance



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 March 13, 2024, 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: (a) contract documentation involving design-build/alternative delivery projects, (b) office and equipment lease documents and (c) vendor agreements or purchase orders necessary to represent the business interests of the Company:

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

RESOLVED, that in addition to the aforementioned officers and with the exception of contract documentation involving design build/alternative delivery projects, 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:

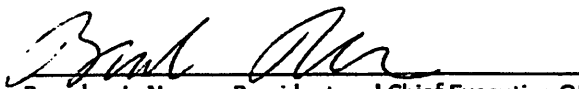
Michael N. Aronson	James M. Hughart	John R. Ringert
Justin A. Bansen	Jessica A. Josselyn	Conor M. Semler
Chris L. Brehmer	Matthew J. Kittelson	Damian Stefanakis
Scott G. Beaird	Wayne K. Kittelson	Hermanus J. Steyn
Adam M. Burghdoff	Julia A. Kuhn	Christopher B. Tiesler
Ryan J. Cunningham	Felipe Ladron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

**RESOLVED**, that Kate Sosa, the Company's current People Operations Leader, is hereby authorized and empowered by the Board of Directors to execute recruiting agreements, compensation and benefit management agreements, employment law compliance documentation, workforce certifications, and all manner of other HR related contracts, forms, and documents.

**RESOLVED**, that this Resolution is effective as of March 13, 2024 (the "Effective Date"), and supersedes all previous resolutions passed by the Board of Directors and/or previous consents of the Board of Directors relevant to signing authority.

Dated this 3rd th day of April 2024.

By:

A handwritten signature in black ink, appearing to read "Brandon L. Nevers", written over a horizontal line.

Brandon L. Nevers, President and Chief Executive Officer  
Kittelson & Associates, Inc.

[See Attached Notarial Certificate]

## NOTARIAL CERTIFICATE

State of Virginia

County of Fairfax

Signed before me on April 3rd, 2024 by Brandon L. Nevers, Chief Executive Officer of Kittelson & Associates, Inc.

Bonnie L. Clark

Notary Public – State of Virginia

Commonwealth Of Virginia  
Bonnie Lee Clark - Notary Public  
Commission No. 7844836  
My Commission Expires 7/31/2027

### Document Description

This certificate is attached to Kittelson & Associates, Inc.'s Corporate Resolution of Signing Authority, with an Effective Date of March 13, 2024, consisting of two pages.



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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, Director

Nevers, Brandon  
11480 Commerce Park Drive, Suite 230  
Reston, VA 20191

Title VP, Secretary



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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
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2024	01/11/2024

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Florida Department of State, Division of Corporations

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851 SW 6th Avenue, Suite 600  
Portland, OR 97204

Title CFO, VP

Van Dyke, Lawrence  
851 SW 6th Avenue, Suite 600  
Portland, OR 97204

Title VP

Mills, David  
155 Grand Avenue, Suite 505  
Oakland, CA 94612

Title FL Business Development Leader

Burghdoff, Adam  
143 N Woodland Blvd, Second Floor  
DeLand, FL 32720

Title FL Director of Landscape Architecture

Weesner, John Paul  
225 E. Robinson Street, Suite 355  
Orlando, FL 32801

Title Director

Hennum Daleiden, Sonia  
101 South Capitol Boulevard, Suite 600  
Boise, ID 83702

Title Chairman, VP

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

Title VP

Yi, Anthony  
851 SW 6th Avenue, Suite 600  
Portland, OR 97204

Title VP

Lozner, Bailey  
100 M Street SE, Suite 910  
DC, WA 20003

Title VP

Lim-Yap, Jane  
225 E. Robinson Street, Suite 355  
Orlando, FL 32801

Title Director

Lewis, Laurence  
155 Grand Avenue, Suite 505  
Oakland, CA 94612

Title VP

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

Title Market Lead

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

Title Market Lead

Musselman, Jennifer  
400 North Tampa Street, Suite 1360  
Tampa, FL 33602

#### Annual Reports

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# CHANGE ORDER – COMMISSION

Rev: 1 | Revision Date: 12/17/2024 | Print Date: 1/27/2025 I.D. Number: CONOM

To: Glenn Marcos, CPPO, CPPB, FCPM, FCPA, Chief Procurement Officer  
From: Milos Majstorovic, MSCE, PE, Acting Director Transportation & Mobility  
Date: January 2, 2025  
Re: Change Order No. 3 for Project #P12879

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Job Description: Project P12879, City Hall Parking Garage Emergency Repairs  
Consultant: Kittelson & Associates, Inc.  
Amount: \$86,888.00 total amount of Change Order # 3, plus 0 additional days  
Funding: P12879

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The purpose for this change order is to add funds 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 Emergency Repairs. The ask is for Lakdas Engineering, as the CEI to continue to perform all services required under construction phase to include Onsite Inspection Services, Troubleshooting at the Site, Review Contractor's Pay Request, Final Certification, and Ongoing Contract Management. The funds needed will be to pay for Lakdas Engineering continued CEI services.



# CHANGE ORDER – COMMISSION

Rev: 1 | Revision Date: 12/17/2024 | Print Date: 1/27/2025 I.D. Number: CONOM

NET AMOUNT OF THIS CHANGE ORDER	\$86,888.00
ADDITIONAL CONTRACT TIME BEING REQUESTED–	(0) CALENDAR DAYS
THE TOTAL AMOUNT OF THIS CHANGE ORDER	\$86,888.00



# CHANGE ORDER – COMMISSION

Rev: 1 | Revision Date: 12/17/2024 | Print Date: 1/10/2025 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.

**KITTELSON & ASSOCIATES, INC.**, an Oregon corporation authorized to transact business in the State of Florida.

Approved:

  
\_\_\_\_\_  
**Signature**

Adam Burghdoff, FL Business Development Leader

\_\_\_\_\_  
**Name and Title**

January 15, 2025

\_\_\_\_\_  
**Date**

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 – COMMISSION

Rev: 1 | Revision Date: 12/17/2024 | Print Date: 1/27/2025 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	\$86,888.00
	\$223,854.00
ORIGINAL CONTRACT TIME	124 calendar days
TIME ADDED TO DATE	124 calendar days
TIME ADDED TO THIS CHANGE ORDER	0 calendar days
TOTAL:	248 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
2	12/16/2024	Time Only	\$0.00



# CHANGE ORDER – COMMISSION

Rev: 1 | Revision Date: 12/17/2024 | Print Date: 1/27/2025 I.D. Number: CONOM

## CITY

CITY OF FORT LAUDERDALE, a Florida municipal corporation.

By: \_\_\_\_\_

SUSAN GRANT  
Acting City Manager

Date: \_\_\_\_\_

3/5/2025

ATTEST:

By: \_\_\_\_\_

DAVID R. SOLOMAN  
City Clerk



Approved as to Legal Form and Correctness:  
D'Wayne M. Spence, Interim City Attorney

By: \_\_\_\_\_

KIMBERLY CUNNINGHAM MOSLEY  
Assistant City Attorney

<b>Lakdas/Yohalem Engineering Inc</b>							
Tasks	Principal	Project Manager	Project Engineer	Senior Inspector	Admin	Total Hrs.	Total Amount
	\$ 205.00	\$ 135.00	\$ 120.00	\$ 88.50	\$ 62.00		
Construction Services	16	56	80	640	80	872	\$ 82,040.00
<b>Labor Total</b>							<b>\$ 82,040.00</b>
Reimbursable (Parking)							\$ 1,000.00
<b>Total</b>							<b>\$ 83,040.00</b>

<b>Kittelson &amp; Associates, Inc.</b>							
Tasks	Principal Engineer/ Planner	Engineer/ Planner				Total Hrs.	Total Amount
	\$ 235.00	\$ 123.00					
Construction Services	8	16				24	\$3,848.00
<b>Labor Total for</b>							<b>\$3,848.00</b>
Reimbursable (Parking)							\$0.00
<b>Total</b>							<b>\$3,848.00</b>

<b>TOTAL COST</b>		
Tasks	Total Hrs.	Total Amount
Construction Services	896	\$85,888.00
<b>Labor Total</b>		<b>\$85,888.00</b>
Reimbursable (Parking)		\$1,000.00
<b>Total</b>		<b>\$86,888.00</b>