



# TRANSPORTATION & MOBILITY

## TASK/CHANGE ORDER ROUTING FORM


Rev: 1 | Revision Date: 6/20/24

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:	The project includes design services on the upcoming repairs needed at City Hall Parking Garage. The purpose for this change order is to add funds and time to the existing executed contract with Kittelson and Associates, for their sub consultant Lakdas Engineering to provide additional services. The ask is for Lakdas Engineering to review the existing bid schedule of both City Hall and Riverwalk Parking Garages and compile a General Bid Schedule for the work recommended at 6/12/24 month.		
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:	\$9,908.00
Cost Center/Account Code:	10-461-8999-545-60-6534-712879
Department Financial Authorization:	June 21, 2024
<input type="checkbox"/> Onesi Girona	Date:
<input checked="" type="checkbox"/> Other: Alexandria Thebeau	

Part 3: Approval Path					
	Approved	Returned	Initials	Date	Not Applicable
Mitxi Sanchez Project Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M.S.	6/20/24	<input type="checkbox"/>
Kristin Thompson Division Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	K.T.	6/21/24	<input type="checkbox"/>
Milos Majstorovic Transportation and Mobility Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MM	6-21-24	<input type="checkbox"/>
David Clemente Asst Procurement & Contracts Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		6/26/2024	<input type="checkbox"/>

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

**Parking Garage Bid Tabulation Fee Sheet Summary**  
**Kittelson & Associates, Inc.**

Task / Activity	Kittelson	LYE			Total Hours	Total Fee
	Principal Engineer / Planner	Principal	Senior Engineer	Admin		
	\$ 235.00	\$ 205.00	\$ 145.00	\$ 62.00		
1. Review Existing Bid Schedule of Both City Hall and Riverwalk Parking Garages	1	2	6	0	9	\$ 1,515.00
2. Compile a General Bid Schedule	1	6	40	4	51	\$ 7,513.00
3. Two Team Meetings	2	2	0	0	4	\$ 880.00
<b>Subtotal</b>	<b>4</b>	<b>10</b>	<b>46</b>	<b>4</b>	<b>64</b>	-
	<b>\$ 940.00</b>	<b>\$ 2050.00</b>	<b>\$ 6670.00</b>	<b>\$ 248.00</b>	-	<b>\$ 9,908.00</b>
					<b>Project Total</b>	<b>\$ 9,908.00</b>



To: Glen Marcos, Chief Procurement Officer  
 From: Milos Majstorovic, Director – Transportation and Mobility  
 Date: June 20, 2024  
 Re: Change Order No. 1 for Project P12879

Job Description: Project P12879, City Hall Parking Garage  
 Consultant: Kittelson & Associates, Inc.  
 Amount: **\$9,908.00** Total amount of Change Order # 1, plus 30 additional days  
 Funding: P12879

The purpose of this Change Order is:

*The project includes design services on the upcoming repairs needed at City Hall Parking Garage. 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 to provide additional services. The ask is for Lakdas Engineering to review the existing bid schedule of both City Hall and Riverwalk Parking Garages and compile a General Bid Schedule for the work recommended at 6/12/24 month.*

*The City is also asking for additional time to bring the new Task order to our current scheduled dates.*

**NEW AND EXISTING CONTRACT ITEMS ARE UTILIZED – TOTAL ADDITIVE COST \$9,908.00**

Item No. Task 1 Design Services- New Services are being requested under existing Task 1, to include the bid tabulation and opinion of probable cost for the 6/12/24 month repair items identified. The purpose of this change order is to extend the time and add funds to the existing executed contract to cover the cost for additional services. The requested document should also include a bid schedule for combined post-tension slab and key joist construction that can be used for each type of construction. **Add \$9,908.00**

**NET AMOUNT OF THIS CHANGE ORDER (\$9,908.00)**

**ADDITIONAL CONTRACT TIME BEING REQUESTED– 30 CALENDAR DAYS**

**THE TOTAL AMOUNT OF THIS CHANGE ORDER (\$9,908.00)**





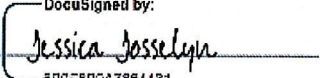
# CITY OF FORT LAUDERDALE




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.)

Approved:   
5007809A7864431...  
Jessica Josselyn, Principal Planner  
Print Name and Title

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

On behalf of:   
GLENN MARCOS  
Chief Procurement Officer

Digitally signed by  
David Clemente  
Date: 2024.06.26  
15:13:15 -04'00'

Date: 6/26/2024  
\*Pursuant to Section 2-178(b) and Section 2-179  
Code of Ordinances of the City of Fort  
Lauderdale, Florida

C: Kristin Thompson, Division Manager, Transportation and Mobility Department  
Mitxi Sanchez, Project Manager I  
Financial Administrator  
Project File





**CHANGE ORDER SUMMARY SHEET**

ORIGINAL CONTRACT AMOUNT	\$127,058.00
COST OF CHANGE ORDERS TO DATE	\$0.00
COST OF THIS CHANGE ORDER	\$9,908.00
<b>TOTAL:</b>	<b>\$136,966.00</b>
ORIGINAL CONTRACT TIME	124 calendar days
TIME ADDED TO DATE	0 calendar days
TIME ADDED TO THIS CHANGE ORDER	30 calendar days
<b>TOTAL:</b>	<b>154</b> Calendar days

**SCHEDULE OF CHANGE ORDERS TO DATE**

C.O.#	DATE	DESCRIPTION	AMOUNT OF COST OR
-------	------	-------------	----------------------



# TRANSPORTATION & MOBILITY

## TASK/CHANGE ORDER ROUTING FORM


Rev: 1 | Revision Date: 3/19/24

<b>Part 1: General Information</b>	
Contract Number:	12370-206-4

<input checked="" type="checkbox"/> Task Order <i>19</i>	<input 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:	City Hall Parking Garage This task order is for design services on the upcoming repairs needed at City Hall Parking Garage.		
Vendor Name:	Kittelson & Associates, Inc.		
Project #:	P12879	Contract Number:	12370-206-4
CAM Number:	21-0011	Task Order Number:	19

<b>Part 2: Funding Information</b>	
CIP Funded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Amount Required:	\$127,058.00
Cost Center/Account Code:	10-461-8999-545-60-6549-P12879 <i>6534</i>
Department Financial Authorization:	<i>March 20, 2024</i>
<input checked="" type="checkbox"/> Onesi Girbna	Date:
<input checked="" type="checkbox"/> Other: <i>Alexandra Thebaud</i>	

Part 3: Approval Path	Approved	Returned	Initials	Date	N/A
Mitxi Sanchez Project Manager <i>Mitxi Sanchez</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>MS</i>	<i>3/19/24</i>	<input type="checkbox"/>
Kristin Thompson Division Manager <i>Kristin Thompson</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>KT</i>	<i>3/19/24</i>	<input type="checkbox"/>
Ben Rogers Transportation and Mobility Director <i>Ben Rogers</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>BR</i>	<i>March 20, 2024</i>	<input type="checkbox"/>
David Clemente Asst Procurement & Contracts Manager <i>David Clemente</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>3/20/2024</i>	<input type="checkbox"/>
James Hemphill Asst Procurement & Contracts Manager	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Glenn Marcos Asst Director Procurement	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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

**TASK ORDER # 19**

<b>CONSULTANT:</b> Kittelson & Associates, Inc.	<b>CONTRACT NUMBER:</b> 12370-206-4
<b>ADDRESS:</b> 200 SW 1 Ave. Ste 1070 Fort Lauderdale, FL 33301	<b>CONTRACT DESC:</b> Traffic and Transportation Engineering and Planning
<b>PHONE:</b> 954-828-1730	<b>CC AWARD:</b> 1/5/2021 CAM# 21-0011
<b>PROJECT MANAGER:</b> Jessica Josselyn	<b>CC Expire:</b> 1/4/2025
<b>EMAIL:</b> <a href="mailto:jjosselyn@kittelson.com">jjosselyn@kittelson.com</a>	<b>TOTAL AUTHORIZED AMOUNT:</b> \$5,100,000.00

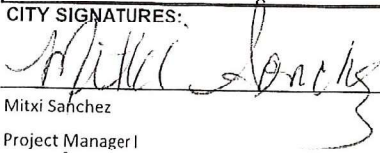
<b>TO:</b> City of Fort Lauderdale 290 North East 3 Avenue Fort Lauderdale, FL 33301	<b>CITY CONTACT:</b> Mitxi Sanchez <b>PHONE:</b> (954) 828 - 3722
--	--

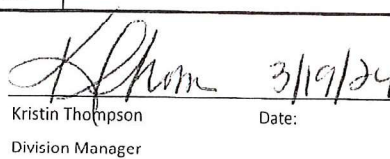
<b>PROJECT NAME:</b> City Hall Parking Garage	<b>FUNDING SOURCE:</b> P12879
<b>PROJECT LOCATION:</b> 100 North Andrews Ave, Fort Lauderdale, FL 33301	<b>TASK ORDER DATE:</b> 3/13/2024


**SUMMARY OF WORK :**  
This task order is for design on the upcoming repairs needed at City Hall Parking Garage, as identified during a structural assessment. The garage is located at 100 North Andrews Avenue. Three tasks will be completed: Design Services, Pre Construction Services and Construction Phase Services.

**BILLING RATES INCLUDED IN CONTRACT**

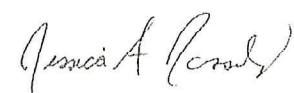
ITEM #	ITEM DESCRIPTION	Qty	UNIT	UNIT PRICE	TOTAL PRICE
1	Principal Engineer/Planner - Kittelson	14	Hours	\$235.00	\$3,290.00
2	Engineer/ Planner - Kittelson	24	Hours	\$123.00	\$2,952.00
3	Reimbursable (Parking) - Kittelson	0	Not to exceed	\$0.00	\$0.00
4	Principal - Lakdas	52	Hours	\$205.00	\$10,660.00
5	Project Manager - Lakdas	152	Hours	\$135.00	\$20,520.00
6	Project Engineer - Lakdas	216	Hours	\$120.00	\$25,920.00
7	Senior Inspector - Lakdas	640	Hours	\$88.50	\$56,640.00
8	Admin - Lakdas	98	Hours	\$62.00	\$6,076.00
9	Reimbursable (Parking) - Lakdas	0	Not to exceed	\$0.00	\$1,000.00
<b>Totals :</b>		<b>1196</b>			<b>\$127,058.00</b>

**CITY SIGNATURES:**  
 Date: 3/19/24  
 Mitxi Sanchez  
 Project Manager

 Date: 3/19/24  
 Kristin Thompson  
 Division Manager

 Date: March 20, 2024  
 Ben Rogers  
 Transportation and Mobility Director

Glenn Marcos  
 Procurement and Contracts Manager/Chief Procurement Officer

Name of Consultant  
 Consultant:   
 By: \_\_\_\_\_  
 Authorized Signature  
 Jessica A. Josselyn, Principal Planner  
 \_\_\_\_\_  
 Print Name and Title

Date: March 18, 2024





# Engineering Task Order Checklist

<b>Attachments:</b>	<input checked="" type="checkbox"/> Routing Form	<input checked="" type="checkbox"/> SunBiz	<input type="checkbox"/> CAM	<input type="checkbox"/> 11x17 Plans	<input type="checkbox"/> 3 Executed Originals
---------------------	--	--	------------------------------	--------------------------------------	---

**The Project Manager has ensured the following checked items:**

**Who:**

- Fort Lauderdale should not be abbreviated.
- Full legal name of entity as registered with the State Division of Corporation in title and signature line.
- Signed by President/Vice President (Inc. or Corp.) or Managing Member (LLC) or GP (LLP or Partnership).
- If not the above, include Authorization of Signature.
- Signatures and printed names of two (2) witnesses. (Notary can be 1 witness.)
- Notarized.

**Incorporated Entities**

- Attested by the Secretary
- Corporate Seal

**What:**

- Task Orders to date do not exceed the amount approved by the City Commission/Contract Cap.
- Funding source is on Task Order or attachment.
- Listed exhibits or schedules are included in the body of the Task Order.
- Item Number and dollar amount match Scope of Services in Master Agreement.

**When:**

- Timeframe for project completion specifically stated, without approximates.
- Reference to Master Agreement, including date of agreement and expiration date.
- Timeframe of task order prior to expiration of Master Agreement.

**Sub consultants:**

- Sub consultants are listed in the Master Agreement.
- If not, attach the approval letter by the PW Director or his designee.
- Sub consultants are active in SunBiz.

**Format:**

- Verify page number format is Page X of X, including exhibits.
- Date line for final approval.
- Ensure Contact Person/ Phone Number is accurate.

**Math:**

- Break down of reimbursable items allowed, as per Master Agreement.
- Math reviewed.

**Administrative**

- Received on **DATE:** \_\_\_\_\_
- Forwarded to Engineering Finance on **DATE:** \_\_\_\_\_

**Finance**

- Finance Sheet attached.

**DRAFT**

**TASK ORDER No. 19**  
**Dated this      day of      , 2024**

**FORT LAUDERDALE TRANSPORTATION AND MOBILITY DEPARTMENT**

**CITY HALL PARKING GARAGE**

**PROFESSIONAL SERVICES**

This Task Order between the City of Fort Lauderdale, a Florida municipal corporation ("CITY"), and Kittelson & Associates, Inc. an Oregon Corporation authorized to transact business in Florida ("CONSULTANT"), is pursuant to the Traffic and Transportation Engineering and Planning 12370-206-4 Consultant Services Agreement dated February 24<sup>th</sup>, 2021, and expiring on January 4<sup>th</sup>, 2025 ("MASTER AGREEMENT").

**PROJECT BACKGROUND**

*The existing 4-story parking garage spreads approximately under one city block. The garage footprint is approximately 396 x 275 with 4 levels of parking. The reference parking garage has multiple entrances and exits. Provide structural engineering design and inspection services.*

**GENERAL REQUIREMENTS**

**Design Standards**

The CONSULTANT shall be solely responsible for determining the standards the industry standards the work shall meet and is limited to the parking garage structure, which describes existing structure components, materials, and any other information necessary for design and inspection service for restoration of the existing parking garage. The design and inspection should coordinate between disciplines, and in all respects, restoration, and shall be in conformity and compliance with all applicable laws, codes, and regulations.

**Quality Control**

The CONSULTANT is responsible for the quality control (QC) of their work and its sub-consultants. The CONSULTANT shall provide to the City the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the CITY. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The City shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT shall provide the CITY with a marked-up set of plans and specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's

scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, plumbing, etc.).

### **Project Schedule**

The CONSULTANT shall submit a preliminary project schedule as an exhibit of this task order. The schedule shall be prepared in Microsoft Project and shall utilize an estimated Notice-to-Proceed (NTP), based on the best available information.

The CONSULTANT shall submit a final project schedule to the CITY, for approval, within 10 business days after receiving the NTP and prior to beginning work. No work shall commence without an approved schedule. The final schedule shall include the completion of construction documents, pre-construction phase services and inspection services, and other project activities as required to complete the work. The CONSULTANT shall submit updated project schedules as required in the specific scope of services. The CONSULTANT shall coordinate with the CITY, regulatory agencies, and any other government entity having an interest or jurisdiction, which may require permits for this project.

## **SPECIFIC SCOPE OF SERVICES**

The Scope of Services to be provided by the CONSULTANT shall be as follows:

### **Task 1 – Design Services**

- Structural Analysis
- Structural Design and Detail Drawings
- Material and Construction Specifications
- Probable Cost Estimate of Construction Cost
- 90% Submittal for City Review Comments
- 100% Sign and Seal Submittal
- Reply to Building Department Review Comments
- Review Bid Tabulation and Schedule Values
- Project administration
  - Project Coordination
  - Project Meetings
  - Meeting Notes

**Deliverables:** The following deliverables shall be provided under Task 1:

- One (1) Electronic Copy of the Construction Documents
- Three (3) Sets of Signed and Sealed Construction Documents, Where the Material and Construction Specifications Will be on the Plans (No Separate Specifications Book)
- Three (3) copies of the Bid Schedule



---

### **Task 2– Pre-Construction Services**

- Review Shop Drawings
- Review Material (Product) Information
- Reply to Contractor RFI's and Review Comments
- Project administration
  - Project Coordination
  - Project Meetings
  - Meeting Notes

**Deliverables:** The following deliverables shall be provided under Task 2:

- Approved Shop Drawings
- Approved Product Information

---

### **Task 3 – Construction Phase Services**

- Onsite Inspection Services
- Troubleshooting at the Site
- Review Contractor's Pay Request
- Final Certification
- Project administration
  - Project Coordination
  - Project Meetings
  - Meeting Notes

---

**Deliverables:** The following deliverables shall be provided under Task 3:

- One (1) Electronic Copy of As-Built Construction Documents
- Three (3) As-Built Sets of Signed and Sealed Construction Documents

---

### **PROJECT ASSUMPTIONS**

The CITY will assist with providing the CONSULTANT access to the parking garage.

### **ADDITIONAL SERVICES**

If authorized in writing by the CITY, as an amendment to this Task Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in the MASTER AGREEMENT. The CITY, as indicated in the MASTER AGREEMENT, will pay for these services.

### **PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Tasks 1 – 3 within 120 days of the written Notice to Proceed.

### **PROJECT FUNDING**

Performance of this project is at the CITY's discretion and may be contingent upon the CITY receiving funding and work shall not begin until the CITY provides a Notice to Proceed to the CONSULTANT.

### **METHOD OF COMPENSATION**

The services performed will be accomplished using the Not-to-Exceed method of compensation. The total hourly rates payable by the CITY for each of CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on **Exhibit A** attached hereto and made a part hereof. Pay application requests shall be prepared on the CITY's approved pay application request form. The CONSULTANT shall submit the pay application request to the CITY's Project Manager for review and approval. Once the CITY's Project Manager approves the CONSULTANT's pay application request, the CONSULTANT may submit it to the CITY's accounts payable department via email ([AcctsPayable@fortlauderdale.gov](mailto:AcctsPayable@fortlauderdale.gov)) with a copy to the Project Manager. Pay application requests shall be submitted monthly.

**TERMS OF COMPENSATION**

Services will be provided for the following Not-to-Exceed amounts:

<b>Lakdas/Yohalem Engineering Inc</b>							
Tasks	Principal	Project Manager	Project Engineer	Senior Inspector	Admin	Total Hrs.	Total Amount
Rate	\$205.00	\$135.00	\$120.00	\$88.50	\$62.00		
Task 1 - Design Services	32	88	128	-	16	264	\$34,792.00
Task 2 - Pre-Construction Services	4	8	8	-	2	22	\$2,984.00
Task 3 - Construction Services	16	56	80	640	80	872	\$82,040.00
<b>Labor Total for Tasks 1 - 3</b>							<b>\$119,816.00</b>
Reimbursable (Parking)							\$1,000.00
<b>Total</b>							<b>\$120,816.00</b>

<b>Kittelson &amp; Associates, Inc.</b>				
Tasks	Principal Engineer/ Planner	Engineer/ Planner	Total Hrs.	Total Amount
Rate	\$235.00	\$123.00		
Task 1 - Design Services	4	8	12	\$1,924.00
Task 2 - Pre-Construction Services	2	2	4	\$716.00
Task 3 - Construction Services	8	14	22	\$3,602.00
<b>Labor Total for Tasks 1 - 3</b>				<b>\$6,242.00</b>
Reimbursable (Parking)				\$0.00
<b>Total</b>				<b>\$6,242.00</b>

<b>TOTAL COST</b>		
Tasks	Total Hrs.	Total Amount
Task 1 - Design Services	276	\$36,716.00
Task 2 - Pre-Construction Services	26	\$3,700.00
Task 3 - Construction Services	894	\$85,642.00
<b>Labor Total for Tasks 1 - 3</b>		<b>\$126,058.00</b>
Reimbursable (Parking)		\$1,000.00
<b>Total</b>		<b>\$127,058.00</b>



---

**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)

---

**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.

---

GLENN MARCOS  
Chief Procurement Officer

---

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]  
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 \_\_\_\_\_



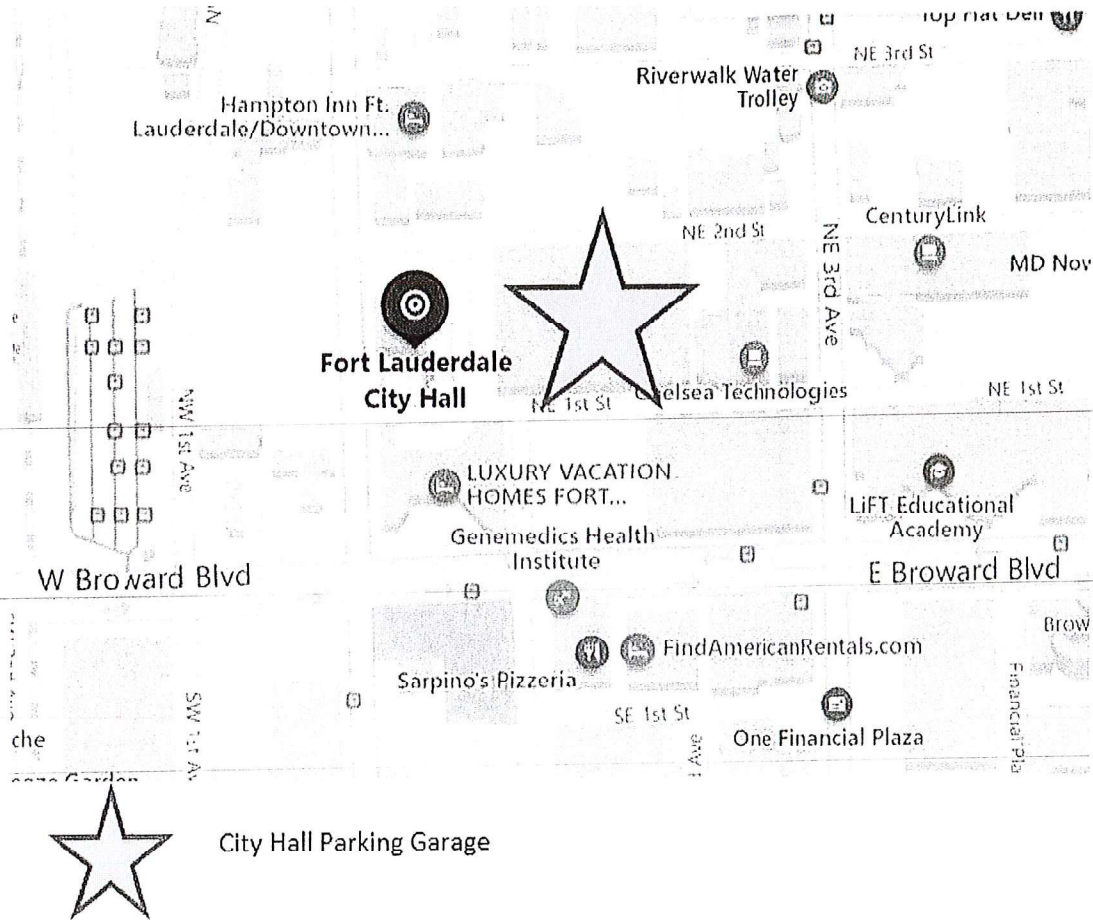
**Exhibit A – Work Break Down Fee Schedule**

<b>Lakdas/Yohalem Engineering Inc</b>							
Tasks	Principal	Project Manager	Project Engineer	Senior Inspector	Admin	Total Hrs.	Total Amount
Rate	\$205.00	\$135.00	\$120.00	\$88.50	\$62.00		
Task 1 - Design Services	32	88	128	-	16	264	\$34,792.00
Task 2 - Pre-Construction Services	4	8	8	-	2	22	\$2,984.00
Task 3 - Construction Services	16	56	80	640	80	872	\$82,040.00
<b>Labor Total for Tasks 1 - 3</b>							<b>\$119,816.00</b>
Reimbursable (Parking)							\$1,000.00
<b>Total</b>							<b>\$120,816.00</b>

<b>Kittelson &amp; Associates, Inc.</b>				
Tasks	Principal Engineer/Planner	Engineer/Planner	Total Hrs.	Total Amount
Rate	\$235.00	\$123.00		
Task 1 - Design Services	4	8	12	\$1,924.00
Task 2 - Pre-Construction Services	2	2	4	\$716.00
Task 3 - Construction Services	8	14	22	\$3,602.00
<b>Labor Total for Tasks 1 - 3</b>				<b>\$6,242.00</b>
Reimbursable (Parking)				\$0.00
<b>Total</b>				<b>\$6,242.00</b>

<b>TOTAL COST</b>		
Tasks	Total Hrs.	Total Amount
Task 1 - Design Services	276	\$36,716.00
Task 2 - Pre-Construction Services	26	\$3,700.00
Task 3 - Construction Services	894	\$85,642.00
<b>Labor Total for Tasks 1 - 3</b>		<b>\$126,058.00</b>
Reimbursable (Parking)		\$1,000.00
<b>Total</b>		<b>\$127,058.00</b>

**Exhibit B – Location Map**



---

**Exhibit C – Project Tentative Schedule**

---

The CONSULTANT shall perform the services identified in Tasks 1 – 3 within 120 days of the written Notice to Proceed.





**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

This document is a DocVerify VeriVaulted protected version of the document named above. It was created by a notary or on the behalf of a notary, and it is also a DocVerify E-Sign document, which means this document was created for the purposes of Electronic Signatures and/or Electronic Notary. Tampered or altered documents can be easily verified and validated with the DocVerify veriCheck system. This remote online notarization involved the use of communication technology.

Go to [www.docverify.com](http://www.docverify.com) at any time to verify or validate the authenticity and integrity of this or any other DocVerify VeriVaulted document.

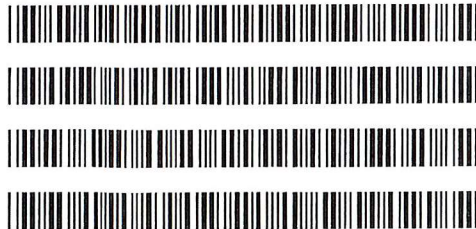
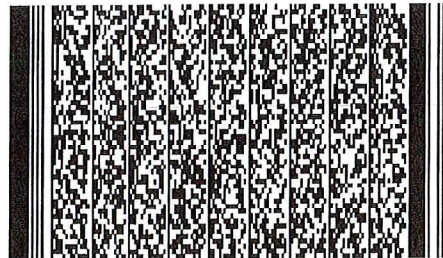
**E-Signature Summary**

**E-Signature 1: Jessica Anne Josselyn (JAJ)**  
February 26, 2024 09:26:32 -5:00 [001EAF5C8C4C] [99.180.111.105]  
jjosselyn@kittelson.com (Principal) (Personally Known)

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

**E-Signature 3: Ricardo Daubon (RD)**  
February 26, 2024 09:26:32 -5:00 [C0C6F0858BC3] [99.180.111.105]  
rdaubon@kittelson.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@kittelson.com  
I, Bonnie Lee Clark, did witness the participants named above electronically sign this document.



DocVerify documents cannot be altered or tampered with in any way as they are protected by the DocVerify VeriVault System. Best viewed with Adobe Reader or Adobe Acrobat. All visible electronic signatures contained in this document are symbolic representations of the persons' signature, and not intended to be an accurate depiction of the persons' actual signature as defined by various Acts and/or Laws.





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

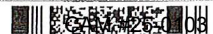
RESOLVED, that the following officers, all of whom have been duly appointed by the Board of Directors to serve as a Vice President of the Company, are hereby authorized and empowered by the Board of Directors to sign office and equipment lease documents, and vendor purchase orders necessary to represent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

99541A182-3CA3-47BA-99E9-BEA8746C9C31 --- 2023/06/16 11:21:10 -5:00 --- Remote No any





**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*

Staff Title	Rate/Hour/Unit
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





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Foreign Profit Corporation  
KITTELSON & ASSOCIATES, INC.

### Filing Information

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

### Principal Address

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

Changed: 01/11/2024

### 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, MARCA  
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**

<a href="#">01/11/2024 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/15/2023 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/27/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<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>
<a href="#">02/05/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/27/2019 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">01/03/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/11/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">12/16/2017 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/17/2017 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">01/30/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/12/2016 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/04/2016 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/04/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/02/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/21/2013 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/29/2013 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/21/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/21/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Profit Corporation  
LAKDAS/YOHALEM ENGINEERING, INC.

### Filing Information

<b>Document Number</b>	K01968
<b>FEI/EIN Number</b>	65-0014248
<b>Date Filed</b>	11/09/1987
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	12/07/1995
<b>Event Effective Date</b>	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**

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

### **Document Images**

<a href="#">02/13/2024 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/25/2023 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/11/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/15/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/21/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/04/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/08/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/13/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/21/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/09/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/24/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/08/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/18/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/04/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/12/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/12/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/25/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/22/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/23/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/13/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/09/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/21/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/23/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/18/2001 -- Off/Dir Resignation</a>	<a href="#">View image in PDF format</a>
<a href="#">02/13/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/18/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/01/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/09/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/31/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/10/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/17/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

# Budget to Actual: Capital Budgets

Home Menu Print Refresh Star Filter Zoom Scaling: 1 Decimal: 00 Display Level: 3

⚠ This report will be unavailable starting with the December 2024 update. Have you tried the next generation of this report?

Measures	FunctionalAmount	Q=
Company	Capital Budgets Top Level	Q=
Currency	Top-Level	Q=
AccountingUnit	COFL	Q=
Project	P12879 - TAM-CITY HALL PAR...	Q=
Fund	All Funds Top Level	Q=
Funding Source	All Fund Sources Top Level	Q=
Cost Center	All Cost Centers Top Level	Q=
Project Category	All Project Categories Top Le...	Q=
Function	All Functions Top Level	Q=
FinanceDimension6	COFL/(blank.)	Q=
FinanceDimension7	COFL/(blank.)	Q=
FinanceDimension8	COFL/(blank.)	Q=
Inter-Company	All Companies Top Level	Q=
FinanceDimension10	COFL/(blank.)	Q=
Calendar Period	2024_LTD	Q=
System	COFL	Q=
Ledger	Capital Budgets Top Level	Q=

	Total Obligations	CAPITAL	Variance	Variance %
60-6599 - CONSTRUCTION	0	500,000	500,000	100.00%
00 CHAR - 00 CHARACTER SUMMARY	0	500,000	500,000	100.00%

# Budget to Actual: Capital Budgets

⚠ This report will be unavailable starting with the December 2024 update. [Have you tried the next generation of this report?](#)

Measures	Functional/Amount	Q=
Company	Capital Budgets Top Level	Q=
Currency	Top-Level	Q=
AccountingUnit	COFL	Q=
Project	P12879 - TAM-CITY HALL PAR...	Q=
Fund	461 - PARKING OPERATIONS ...	Q=
Funding Source	All Fund Sources Top Level	Q=
Cost Center	All Cost Centers Top Level	Q=
Project Category	All Project Categories Top Le...	Q=
Function	All Functions Top Level	Q=
FinanceDimension6	COFL/(blank.)	Q=
FinanceDimension7	COFL/(blank.)	Q=
FinanceDimension8	COFL/(blank.)	Q=
Inter-Company	All Companies Top Level	Q=
FinanceDimension10	COFL/(blank.)	Q=
Calendar Period	2024_LTD	Q=
System	COFL	Q=
Ledger	Capital Budgets Top Level	Q=

	Total Obligations	CAPITAL	Variance	Variance %
60-6534 - CONSULTANT ENGINEERING FEES	127,058	0	-127,058	
60-6599 - CONSTRUCTION	0	500,000	500,000	100.00%
60 CHAR - 60 CHARACTER SUMMARY	127,058	500,000	372,942	74.59%

*Am Ten*  
*10/21/24*



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