

## **Resolution No. 2024-3244**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

### **Section 1. Adoption of Budget Amendment.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2023 and

terminating on September 30, 2024 shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

Passed and adopted this 13<sup>th</sup> day of May, 2024.

Attest:

City Commission of the City of  
Sanford




Traci Houchin, MMC, FCRM  
City Clerk *5/13/24*





Art Woodruff, Mayor

For use and reliance of the Sanford  
City Commission only.  
Approved as to ~~form~~ and legality.

  
William Colbert, City Attorney  
*LONNIE N. CROFT*  
*ACA*

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2024  
 Department: Fire

Division: Operations

5/13/2024

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
323	0000	389	98	00	Use of Reserves	\$ 10,344,713	\$ 10,344,713	\$ 208,560	10,553,273
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 208,560</b>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining	
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
323	3001	522	62	00	FDST40	Fire Control Buildings	\$ 9,824,400	9,000,575	208,560	10,032,960
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 208,560</b>		

REASON FOR AMENDMENT: To purchase Pre-Construction/Construction Mgmt Services - ZHA Inc.

DIRECTOR APPROVAL: *Ronnie McNeil* DATE: 30/04/24  
Ronnie McNeil (Apr 30, 2024 12:25 EDT)

FINANCE APPROVAL: *Cynthia Lindsay* DATE: 30/04/24

CITY MANAGER APPROVAL: *Craig M. Bradford* DATE: 30/04/24

CITY COMMISSION AGENDA DATE: May 13, 2024 APPROVED Y

**FOR FINANCE USE**

Entry Date: \_\_\_\_\_ Batch Number: \_\_\_\_\_ Document #: \_\_\_\_\_



**TASK AUTHORIZATION FORM ISSUED BY CITY OF SANFORD**

Date: **April 23, 2024**

Task Authorization No.: **4**

Project Title: **Fire Station Project – Pre-Construction & Construction**

Consultant: **ZHA Incorporated**

Agreement Date and Solicitation Number: **02/13/2023, PBA #22/23-231**

This Task Authorization implements the above-referenced Agreement and assigns work to be performed under the Agreement. The terms, conditions and provisions of the Agreement apply to and govern all work under this Task Authorization Form. The Consultant shall not under any circumstances attach to any document which proposes in conjunction with this Task Assignment or otherwise propose any term, condition or provision relating to the work. A Consultant so doing will be in breach of the Agreement and will be engaging in conduct, which the City will deem to be as unethical.

Execution of this Task Authorization by the City shall serve as authorization for the Consultant to provide the above project, professional services as set out herein and further delineated in the specifications, conditions and requirements stated in the following listed documents, which are attached hereto and made a part hereof.

**ATTACHMENTS (Check all that apply):**

- Drawings/Plans/Specification
- Detailed Services and Task for project or Study
- Special Conditions
- Schedule of Subcontractor Participation (approved by the City).
- Other please specify: Schedule and Fees based on Oelrich Construction Schedule

**Time for completion:** The work authorization by this Task Authorization shall be commenced upon receipt of a purchase order by the Consultant and shall be completed within approximately Three Hundred and Sixty Five (365) calendar days from date of the Architect's NTP for the design issued by the City to the Architect. The task shall be completed in accordance with the contract time schedule set forth below.

**TASK AUTHORIZATION**

**Task A: Pre-Construction**

**Description of Work:**

As part of the Fire Station Design Management, ZHA staff will:

- Assist architect and engineer in permitting process.
- Assist the City in establishing basis for the "Guaranteed Maximum Price" (GMP) contract with the Contractor.
- Prepare and/or reconcile cost estimates and assist the City in negotiations with GMP.
- Assist Contractor on early works (fencing, relocating of fill, and building pad)

**Contract Price: \$29,760.00**

**Contract Time: 184 Hours**

**Task B: Construction**

**Description of Work:**

As part of the Fire Station Post Design Bidding Support, ZHA staff will:

- Assist in monitoring RFIs and Submittals.
- Provide onsite construction oversight of the project to review the job site, including a separate part-time Construction Inspector.
- Monitor construction in compliance with contract and construction documents.
- Participate in Owner / Architect / Contractor meetings.

**Contract Price: \$178,800.00**

**Contract Time: 1,160 Hours**

<b>TASK AUTHORIZATION SUMMARY</b>			
<b>No.</b>	<b>Description</b>	<b>Contract Price</b>	<b>Contract Time</b>
A	Pre-Construction	\$29,760.00	184 hours
B	Construction	\$178,800.00	1,160 hours
<b>TOTAL</b>		<b>\$208,560.00</b>	<b>365 Days</b>



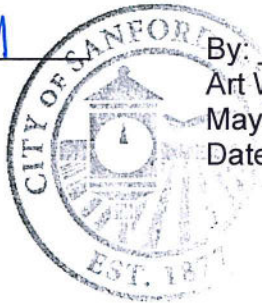
**APPROVAL OF TASK AUTHORIZATION AND ACKNOWLEDGMENTS**

IN WITNESS WHEREOF, the City and following named Consultant have executed this instrument for the purpose herein expressed.

**ATTEST:**

**CITY OF SANFORD**

Traci Houchin, MMC, FCRM  
City Clerk *5/13/24*



By: *Art Woodruff*  
Art Woodruff  
Mayor  
Date: 5-13-2024

Approved as to form and legal sufficiency.

*William L. Colbert*  
William L. Colbert, City Attorney  
*RONNIE N. OROTT*  
*ACA*

**ATTEST:**

**ZHA INCORPORATED**

*Cludeen Roundtree*  
Cludeen Roundtree  
Print Name

By: *Frederick J. Mellin, Jr.*  
Frederick J. Mellin, Jr.  
President/CEO

Title: Executive Administrative Assistant

Date: April 23, 2024

**TASK ORDER #4**  
**City of Sanford - Firestation**  
**(Pre-Construction / Construction)**  
**4/23/2024**

	Role	Billing Rate	Task A		Task B		Task Total	
			Hours	Fee	Hours	Fee	Hours	Fee
<b>ZHA FEE PROPOSAL</b>								
<b>PERSONNEL</b>								
	Project Executive/Principal	\$ 225.00	8	\$ 1,800	40	\$ 9,000	48	\$10,800
	Project Manager - Construction	\$ 210.00	64	\$ 13,440	320	\$ 67,200	384	\$80,640
	Project Manager - Design	\$ 190.00		\$ -		\$ -	0	\$0
	Architect	\$ 165.00	16	\$ 2,640	80	\$ 13,200	96	\$15,840
	Engineer	\$ 165.00		\$ -		\$ -	0	\$0
	Planner	\$ 160.00		\$ -		\$ -	0	\$0
	Senior Inspector	\$ 135.00		\$ -		\$ -	0	\$0
	Graphic Specialist	\$ 130.00		\$ -		\$ -	0	\$0
	Inspector	\$ 125.00	80	\$ 10,000	640	\$ 80,000	720	\$90,000
	Clerical	\$ 80.00	16	\$ 1,280	80	\$ 6,400	96	\$7,680
	<b>Total Personnel</b>		184	\$ 29,160	1160	\$ 175,800	1344	\$204,960
	<b>SUB TOTAL FEES</b>		184	\$ 29,160	1160	\$ 175,800	1344	\$204,960
	Reimbursable Expenses			\$ 600		\$ 3,000		\$3,600
	<b>GRAND TOTAL</b>			\$ 29,760		\$ 178,800	1344	\$208,560

PURCHASE ORDER



CITY OF  
**SANFORD**  
FLORIDA

FLORIDA TAX EXEMPT  
NO.: 858012621681C-8

DATE: 04/19/23  
FACSIMILE: 407-688-5021

PO NUMBER: 039313  
CHANGE #: 3  
DATE CHG: 08/28/23  
SUBMIT INVOICES TO:  
INVOICE\_FD@SANFORDFL.GOV

VENDOR NO.: 13175

TO:  
ZHA INCORPORATED  
2290 LUCIEN WAY, SUITE 300  
MAITLAND, FL 32751

SHIP TO:  
CITY OF SANFORD  
1303 WILLIAM CLARK AVE  
SANFORD, FL 32771

DELIVER BY	TERMS	F.O.B. DESTINATION UNLESS OTHERWISE INDICATED	BID OR QUOTATION NO.	REQUISITION NO.	
09/30/23	NET/30				
ACCOUNT NO.: SEE BELOW		PROJECT NO.:			
NO DEVIATION FROM THIS PURCHASE ORDER WILL BE ALLOWED UNLESS AUTHORIZED BY THE PURCHASING MANAGER - CITY OF SANFORD					
ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT COST	EXTENDED COST
	***** * CHANGE ORDER * *****				
1	PROJECT EXECUTIVE PRINCIPAL 18 hrs. @ \$225.00	.00		.00	.00
2	PROJECT MANAGER -DESIGN 86 hrs @ \$190.00	3450.00	NA	1.00	3450.00
3	ARCHITECT 40 hrs @ \$165.00	.00		.00	.00
4	ENGINEER 40 hrs. @ \$165.00	.00		.00	.00
5	CLERICAL 14 hrs @ \$80.00	20.00	NA	1.00	20.00
	Per Task Authorization No.2 for Fire Station 40 Design Project- Design Mgmt. Consultant: ZHA Inc., Agreement Date/Solicitation 2/13/2023 PBA #22/23-231 approved 03/15/2023				
6	ENGINEER, ARCHITECT, CLERICAL, PM & PROJECT EXEC.	31240.00	NA	1.00	31240.00
7	PROJECT DESIGN MANAGEMENT 156 hours @ \$173.33 = \$27,040.00 Post Design Bidding Support	43620.00	NA	1.00	43620.00

APPROVED BY: M. Orlomey  
PURCHASING AGENT

APPROVED BY: Craig M. Redford  
CITY MANAGER

All packages and Invoices applicable to this P.O. must bear this P.O. Number. The Vendor shall comply with all specified and reference herein before and after. Any attempts to insert language to change these terms and conditions are hereby rejected and will be resolved in favor of the City of Sanford. Standard terms and conditions hereby incorporated into this purchase order may be found at <http://www.sanfordfl.gov/index.aspx?page=879>

PURCHASE ORDER



CITY OF  
**SANFORD**  
FLORIDA

FLORIDA TAX EXEMPT  
NO.: 858012621681C-8

DATE: 04/19/23  
FACSIMILE: 407-688-5021

PO NUMBER: 039313  
CHANGE #: 3  
DATE CHG: 08/28/23  
SUBMIT INVOICES TO:  
INVOICE\_FD@SANFORDFL.GOV

VENDOR NO.: 13175

TO: ZHA INCORPORATED  
2290 LUCIEN WAY, SUITE 300  
MAITLAND, FL 32751

SHIP TO: CITY OF SANFORD  
1303 WILLIAM CLARK AVE  
SANFORD, FL 32771

DELIVER BY	TERMS	F.O.B. DESTINATION UNLESS OTHERWISE INDICATED	BID OR QUOTATION NO.	REQUISITION NO.	
09/30/23	NET/30				
ACCOUNT NO.: SEE BELOW		PROJECT NO.:			
NO DEVIATION FROM THIS PURCHASE ORDER WILL BE ALLOWED UNLESS AUTHORIZED BY THE PURCHASING MANAGER - CITY OF SANFORD					
ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT COST	EXTENDED COST
	***** * CHANGE ORDER * * * * *****  36 hours @ 173.33 = \$\$6,240.00 GC Contract Finalization 46 hours @ \$176.95 = \$8,140.00 Reimbursables (Mileage/Printing Services) = \$2,200.0 Per Task Authorization No. 3 for Fire Station 40 Design Management Consultant: ZHA Inc. Agreement Date/ Solicitation 02/13/2023 PBA 22/23-231 approved 03/15/2023  CC Memo: 23-207 Item 8.I dated, 10/23/2023				
				SUB-TOTAL	78330.00
				TOTAL	78330.00
REQ/ACCT	DATE	REQ. BY	PROJECT	AMOUNT	
0000070469	04/05/23	SA BRINSON	FDST40	3470.00	
13330015226200					
70469	04/19/23	SHIRLEY A BRINSON	FDST40	31240.00	
32330015226200					
0000071066	10/19/23	SA BRINSON	FDST40	43620.00	
32330015226200					

APPROVED BY: \_\_\_\_\_  
PURCHASING AGENT

APPROVED BY: \_\_\_\_\_  
CITY MANAGER

All packages and Invoices applicable to this P.O. must bear this P.O. Number. The Vendor shall comply with all specified and reference herein before and after. Any attempts to insert language to change these terms and conditions are hereby rejected and will be resolved in favor of the City of Sanford. Standard terms and conditions hereby incorporated into this purchase order may be found at <http://www.sanfordfl.gov/index.aspx?page=879>

# Purchasing Division Requisition Form



Department	Fire
Contact Person	SA Brinson
Vendor	ZHA Inc.
Address	601 N. Magnolia Ave., Suite 100 Orlando, FL 32801
Contact Person	

City of Sanford  
PO Box 1788  
Sanford, FL  
Seminole  
32772  
Phone: 407-688-5030  
Fax: 407-688-5021  
Email:  
[purchasing@sanfordfl.gov](mailto:purchasing@sanfordfl.gov)  
[www.sanfordfl.gov](http://www.sanfordfl.gov)

Tel  Email

Requisition#  PO #  Date

LineItem	Account Code	Description	Quantity Unit	Extended Price
1	133-3001-522-62-00	Increase PO 39313		
		Project Design Management	156 hours @ \$173.333	\$27,040.00
		Post Design Bidding Support	36 hours @ \$173.333	\$6,240.00
		GC Contract Finalization	46 hours @ \$176.956	\$8,140.00
		Reimbursables (Mileage/ Printing Services)		\$2,200.00
		<b>PROJECT CODE FDST40</b>	<b>PO Total =</b>	<b>\$34,710.00</b>

**Delivery Instructions:**  
Fire Station 40 Design Project - Design Mgmt.

**Additional Comments:** **New PO Total = \$78,330.00**  
Per Task Authorization No. 3 for Fire Station 40  
Design Management  
Consultant: ZHA Inc.  
Agreement Date/Solicitation 2/13/2023  
PBA 22/23-231 approved 03/15/2023  
CC Memo: 23-207 Item 8.1 dated 10/23/2023

Finance Manager   
BudgetTransfer

Override   
Accounts (Initials)

**Internal Use Only**

AmountPaid	Check No.	Date



**CITY COMMISSION MEMORANDUM 24-138**  
**MAY 13, 2024 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Ronnie McNeil, Fire Chief, CFO  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Approval of Resolution No. 2024-3244; Increase Purchase Order #39313

**STRATEGIC PRIORITIES:**

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Approval of Resolution No. 3244, to amend the budget in the amount of \$208,560, to increase purchase order #39313, making the new total \$286,890, for project pre-construction and construction management services.

**FISCAL/STAFFING STATEMENT:**

Funding in the amount of \$208,560 is requested from Reserves for Fire Station 40 project pre-construction and construction management services.

**BACKGROUND:**

ZHA, Incorporated has submitted Task Authorization No. 4 for project pre-construction and construction management services at a proposed cost of \$208,560, making the new total \$286,890.

**LEGAL REVIEW:**

No legal review is requested of the City Attorney.

**RECOMMENDATION:**

City Staff recommends that the City Commission approve Resolution No. 3244 to amend the budget to increase purchase order #39313 for Station 40 (ST40) project pre-construction and construction management services in the amount of \$208,560, making the new total \$286,890, to ZHA Incorporated.

**SUGGESTED MOTION:**

"I move to approve Resolution No. 3244 to amend the budget to increase purchase order #39313 for ST40 project pre-construction and construction management services in the amount of \$208,560, making the new total \$286,890, to ZHA Incorporated."

Attachments: Budget Amendment Resolution No. 2024-####  
Fire Station Project – Pre-Construction & Construction Management TA No. 4  
Purchase Order #39313