

Resolution No. 3159

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023; 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, 2022 and terminating on September 30, 2023 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, 2022 and terminating on September 30, 2023 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, 2022 and

terminating on September 30, 2023 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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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 11th day of September, 2023.

Attest:



Traci Houchin, MMC, FCRM
City Clerk
Cathy Lotempio
Deputy City Clerk

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



William Colbert, City Attorney

City Commission of the City of
Sanford



Art Woodruff, Mayor



ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2023
Department: Fire

Division: Operations

9/11/2023

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	FDST40 Use of Reserves	\$ 329,683	\$ 329,683	\$ 23,892	353,575
TOTAL CHANGES IN REVENUES								<u>\$ 23,892</u>	

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	\$ 847,683	7,412	23,892	871,575
TOTAL CHANGES IN EXPENDITURES								<u>\$ 23,892</u>		

REASON FOR AMENDMENT: To fund Add'l Design Services for Station 40

DIRECTOR APPROVAL: Ronnie McNeil *Rm*

DATE: 8-31-2023

FINANCE APPROVAL: *Cynthia Lindsey*

DATE: 8/31/2023

CITY MANAGER APPROVAL: *Craig M. Bergquist*

DATE: _____

CITY COMMISSION AGENDA DATE: 9/11/2023

APPROVED *[checkmark]*

FOR FINANCE USE

Entry Date: _____

Batch Number: _____

Document #: BA 12-100

PURCHASE ORDER

DATE: 06/19/23
 FACSIMILE: 407-688-5021



CITY OF
SANFORD
 FLORIDA

PO NUMBER: 039419

FLORIDA TAX EXEMPT
 NO.: 858012621681C-8

SUBMIT INVOICES TO:
 INVOICE_FP@SANFORDFL.GOV

VENDOR NO.: 13195

TO:


THE LUNZ GROUP, LLC
 58 LAKE MORTON DR.
 LAKELAND, FL 33801

SHIP TO:

CITY OF SANFORD
 300 N PARK AVENUE
 SANFORD, FL 32771

DELIVER BY	TERMS	F.O.B. DESTINATION UNLESS OTHERWISE INDICATED	BID OR QUOTATION NO.	REQUISITION NO.	
09/30/23	NET/30			70622	
ACCOUNT NO.: 323-3001-522.62-00		PROJECT NO.: FDST40			
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
1	DESIGN SERVICES FOR FIRE STATION 40 Conceptual Design The Lunz Group shall review the program and other information furnished by the City and shall review laws, codes & regulations applicable to our services. The Lunz Goup shall prepare a preliminary evaluation of the City's program, schedule, project site, and other initial information as required. The Lunz Group shall submit the Concep Design Documents to the City for approval. Deliverables shall consist of Architectural conceptual site plan, conceptual floor plan, conceptual exterior elevations, and renderings.	39060.00	NA	1.00	39060.00
2	SCHEMATIC DESIGN We will conduct a design charrette with the key stakeholders. The goal of the meeting is to confirm scope and develop conceptual designs/confirm program. At the	80780.00	NA	1.00	80780.00

APPROVED BY: 
 PURCHASING AGENT

APPROVED BY: 
 CITY MANAGER

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3	conclusion of the meeting, we will establish a direction for the plan and elevations. The refined plan and interior elevations will be produced and delivered to the City for approval within ten (10) business days. We anticipate commentary and are prepared for one round of changes based on feedback from the refined plan. Deliverables for this phase may include schematic floor plans, elevations, and diagrammatic sections. DESIGN DEVELOPMENT The Design Development Documents shall illustrate and describe the development of the approved Schematic Documents and shall consists of drawings and other documents including plans, sections elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project	116000.00	NA	1.00	116000.00

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4	as to architectural, mechanical, and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels. CONSTRUCTION DOCUMENTS The Lunz Group shall prepare Construction Documents for the City's approval. The level of completion will be delivered in three (3) phases at 75% complete City Approval, 90% complete for bidding, and 100% complete for construction. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawing and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other	246160.00	NA	1.00	246160.00

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5	requirements for the construction of the work. BIDDING/NEGOTIATIONS The Lunz Group shall assist the Owner in bidding by facilitating the distribution of Bidding Documents to prospective bidders, organize and conduct pre-bid meetings, prepare responses to questions from bidders and provide clarification as needed, and organize the bid opening for the Owner. After the bidding process, The Lunz Group will assist the Owner in negotiations including interviewing, preparing response to questions, providing clarification of the proposal documents, and participating in negotiations with the prospective contractor.	18000.00	NA	1.00	18000.00
6	CONSTRUCTION ADMINISTRATION The Lunz Group will review Shop Drawings and Product Data submitted by the Construction Manager within ten (10) business days and	80000.00	NA	1.00	80000.00

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7	<p>also will provide four construction reviews. The Lunz Group will respond to Requests for Information within five (5) business days. Additional Construction Administration, if needed, will be provided on an hourly basis based on Owner's request. Hours will be billed per the rate schedule attached. (This is an estimated timeframe based on past experience. Only the GC can determine and control the schedule, therefore, this timeframe may be modified.)</p> <p>CIVIL ENGINEERING SERVICES 1. Preparation of three alternative preliminary site plans based on the Feasibility Study. 2. Determine pond size to finalize the site plan. 3. Contact utility companies regarding connection points. 4. Revise and refine preliminary plans per County comments.</p>	229031.00	NA	1.00	229031.00

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	5. Contact Seminole County Traffic regarding signal configuration and ITS locations. Final Engineering: 1. Preparation of final site plans with all geometry, building setbacks, utility locations, roadway right-of-way, existing and proposed easements, and proposed hardscape features. 2. Preparation of grading and drainage plans for the site with detail sheets. 3. Preparation of utility plans and details for coordination with the water and sewer utility providers. Meet with utility companies as needed to ensure proper coordination. It is assumed that adequate utility services shall be located adjacent to the selected site, this proposal does not include the extension of any off-site utilities to the development if required. The sanitary sewer system will be				

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	served by a new private lift station. 4. Provide the stormwater system design, including onsite pond design, along with the required details, cross sections, and a stormwater pollution prevention plan. 5. Perform hydraulic calculations for water service and fire protection. 6. Prepare and submit plans with required permit applications. 7. Prepare and submit an Environmental Resource Permit Application to the appropriate Water Management District and coordinate with the environmental engineer as needed. An onsite pond will be required as part of the development. 8. Prepare and submit FDEP Permit Applications for water and sewer facilities. This will require coordination and approval by the AHJ, not including application fees. 9. Bidding Services to include answering				

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	contractor questions and issuance of addenda, if required. 10. Provide Construction Administration Services including shop drawing review, two (2) site visits, respond to contractor questions, as-built documentation for site issues, FDEP water and sewer clearances and certification for stormwater permitting. Emergency Traffic Signal Design: 1. Design an emergency traffic signal on Avalon Road at the apparatus bay driveway. 2. Design the mast arm supports for the emergency signal. 3. Connect ITS to a signal that is currently under design at Street A and Avalon. Connection to a further signal is not included. 4. Utilize the services of a subconsultant for SUE services at the mast arm foundation location. Aviation Services:				

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	1. Review The proposed structure in relation to the Part 77 surfaces for any height restrictions. 2. Review the constructability of the building and proposed crane heights in relation to the Part 77 surfaces for any height restrictions. 3. File Form 7460 with FAA related to the permanent building heights, light poles and any other structure on the property. 4. File Form 7460 for the temporary cranes anticipated to construct the buildings, light poles, and any other structure on the property. Civil Engineering Services will be performed concurrently with A&E services and not consecutively. RFQ 22/23-07 Task Authorization No. 1				
				SUB-TOTAL	809031.00
				TOTAL	809031.00

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CITY OF
SANFORD
FLORIDA



APPROVED

of

WS __ RM X

Item No. 9.0

**CITY COMMISSION MEMORANDUM 23-168
SEPTEMBER 11, 2023 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. 3159; Increase Purchase Order #39419

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. 3159 to amend the budget in the amount of \$23,892, to increase purchase order #39419, for additional design services to the Lunz Group is requested.

FISCAL/STAFFING STATEMENT:

Funding in the amount of \$29,892 is requested from Reserves for additional Fire Station 40 Design Services.

BACKGROUND:

The Lunz Group has submitted RFQ 22/23-07 ST40 Task Authorization No 2 for additional Design Services at a proposed cost of \$29,892. The new total contract price proposed is \$832,923 with the original completion time of 457 days.

LEGAL REVIEW:

No legal review requested of the City Attorney.

RECOMMENDATION:

City staff recommends that the City Commission approve Resolution No. 3159 to amend the budget to increase purchase order #39419 of ST40 design services in the amount of, \$29,892 to The Lunz Group.

SUGGESTED MOTION:

"I move to approve Resolution No. 3159 to amend the budget to increase purchase order #39419 of ST40 design services in the amount of \$29,892 to The Lunz Group."

Attachments: Budget Amendment Resolution no. 2023-3159
RFQ 22/23-07 Task Authorization No. 2
Purchase Order #39419



TASK AUTHORIZATION FORM ISSUED BY CITY OF SANFORD

Task Authorization No.: 2 PO 39419
Project Title: City of Sanford – Fire Station 40
Contractor/Consultant/Vendor: The Lunz Group, LLC
Agreement Date and Solicitation Number: May 22, 2023 / RFQ 22/23-07

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 Contractor 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 Contractor/Consultant/Vendor 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 Contractor/Consultant/Vendor 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 _____

Time for completion: The work authorization by this Task Authorization shall be commenced upon receipt of a purchase order by the Contractor/Consultant/Vendor and shall be completed with (457) calendar days from date of the purchase order issued by the City to the Contractor/Consultant/Vendor. Each enumerated task shall be completed in accordance with the contract time schedule set forth below.



TASK AUTHORIZATION (DESIGN OF FIRE STATION #40)

TASK 7 Civil Engineering Services - Change Order

Description of Work: Alterations to the site location has resulted in adjustments to the Civil Engineering Services scope and fees, specifically revisions to the signal design. Traffic Signal Services have been reduced to remove all but connecting the ITS to a signal that is currently under design at Street A and Avalon. The design for an emergency traffic signal and mast arm supports for the signal are no longer required. Price reduction of \$33,143.

Contract Price: \$-33,143.00 (Reduction)

Contract Time: 0 days

TASK 7 Civil Engineering Services - Change Order

Description of Work: The following items have been added to Civil Engineering scope and fees. Civil Engineering will now include Site and Environmental Survey Services, Subsurface Utility Engineering (SUE) Services, and Geotechnical Site Services.

Site Survey (\$45,252.50)

SUE (\$3,162.50)

Geotechnical Site Allowance (\$7,820.00)

Contract Price: \$56, 235 (Addition)

Contract Time: 0 days



TASK 7 Civil Engineering Services - Change Order

Description of Work: A clerical error occurred on Task Authorization 1. The Task Authorization Summary contract price was entered incorrectly. The Total Contract price was entered as \$809,031 but should have been entered as \$809,831. This was a shortage of \$800.

The following is to correct the clerical error made on TA 1.

Original Task Authorization Summary on TA 1 -	\$809,031
Correction to TA 1 Task Authorization Summary -	\$ 800
Updated Task Authorization Summary for TA 1 -	\$809,831

Contract Price: \$ 800 (Addition/Correction)

Contract Time: 0 days

Total Contract Time: 457 days

Total Contract Price: \$832,923

TASK AUTHORIZATION SUMMARY			
No.	Description	Contract Price	Contract Time
1	Reduction of Traffic Signal Services	\$ -33,143.00	0 Days
2	Adding Site Survey	\$ 45,252.50	0 Days
3	Adding Subsurface Utility Engineering (SUE)	\$ 3,162.50	0 Days
4	Adding Geotechnical Site Allowance	\$ 7,820.00	0 Days
5	Correction to TA #1 Contract Price	\$ 800.00	0 Days
			0 Days
TOTAL		\$ 23,892.00	0 Days

*** Civil Engineering Services will be performed concurrently with A&E services and not consecutively.*



APPROVAL OF TASK AUTHORIZATION AND ACKNOWLEDGMENTS

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

ATTEST:

CITY OF SANFORD

Traci Houchin
Traci Houchin (Aug 23, 2023 09:12 EDT)

By: Art Woodruff
Art Woodruff (Aug 22, 2023 20:16 EDT)

Traci Houchin, MMC, FCRM
City Clerk

Art Woodruff
Mayor
Date: Aug 22, 2023

Approved as to form and legal sufficiency.

Lonnie N. Groot, ACA, for WLC, CA
Lonnie N. Groot, ACA, for WLC, CA (Aug 22, 2023 16:35 EDT)

William L. Colbert, City Attorney

ATTEST:

(INSERT CONTRACTOR/CONSULTANT/VENDOR NAME)

Eden F. Konishi

By: Bradley T. Lutz

EDEN F. KONISHI
Print Name

BRADLEY T. LUTZ, AIA
Print Name

Title: DIRECTOR OF OPERATIONS

Title: PRESIDENT / CEO

Dated: 08.22.2023











Lunz Group Task Authorization No. 2 RFQ 22-23-07 230817_TLG Signed

Final Audit Report

2023-08-23

Created:	2023-08-22
By:	Chase Kaiser (chase.kaiser@sanfordfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsOqeRCek4Zffr-Y76DUOle1iznPsrVmt

"Lunz Group Task Authorization No. 2 RFQ 22-23-07 230817_T LG Signed" History

-  Document created by Chase Kaiser (chase.kaiser@sanfordfl.gov)
2023-08-22 - 8:07:57 PM GMT
-  Document emailed to lgroot@stenstrom.com for signature
2023-08-22 - 8:08:47 PM GMT
-  Email viewed by lgroot@stenstrom.com
2023-08-22 - 8:32:21 PM GMT
-  Signer lgroot@stenstrom.com entered name at signing as Lonnie N. Groot, ACA, for WLC, CA
2023-08-22 - 8:35:38 PM GMT
-  Document e-signed by Lonnie N. Groot, ACA, for WLC, CA (lgroot@stenstrom.com)
Signature Date: 2023-08-22 - 8:35:40 PM GMT - Time Source: server
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-  Email viewed by art.woodruff@sanfordfl.gov
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-  Signer art.woodruff@sanfordfl.gov entered name at signing as Art Woodruff
2023-08-23 - 0:16:18 AM GMT
-  Document e-signed by Art Woodruff (art.woodruff@sanfordfl.gov)
Signature Date: 2023-08-23 - 0:16:20 AM GMT - Time Source: server
-  Document emailed to Traci Houchin (traci.houchin@sanfordfl.gov) for signature
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2023-08-23 - 1:12:31 PM GMT

 Document e-signed by Traci Houchin (traci.houchin@sanfordfl.gov)

Signature Date: 2023-08-23 - 1:12:47 PM GMT - Time Source: server

 Agreement completed.

2023-08-23 - 1:12:47 PM GMT