

**(TO) TASK ORDER AMENDMENT TO CSC AGREEMENT  
(PROFESSIONAL CCNA SERVICES)**

**THIS TASK ORDER AMENDMENT** (the "Amendment") to the (CSC) Continuing Services Contract for Professional CCNA Services is made and entered into effective the 12<sup>th</sup> day of April 2016, by and between the **CITY OF NAPLES**, a Florida Municipal Corporation (the "City"), and **VICTOR J. LATAVISH ARCHITECT, P.A.**, a Florida Profit Corporation (the Consultant").

**WHEREAS**, the City and the Consultant entered into that certain Agreement to furnish CCNA Services, on **July 14, 2015** (the "Original Agreement") (Reference Original **RFQ 14-054** and Original **Clerk Tracking No.15-00110**. **This Task Order Amendment** is for services associated with **Naples Fire Station No.2 EMS Alterations: Task Order No. 16-01-08-10-16E22**; (the 'Project'); and

**WHEREAS**, the parties desire to amend the Original Agreement by this Task Order Amendment so that the Consultant will provide said services pursuant to the terms and conditions contained in the Original Agreement and Amendment herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants, promises and conditions herein set forth, it is hereby acknowledged and agreed as follows:

1. The above recitals are true and correct and are incorporated herein by this Reference.
2. "Article Three, Time" is amended to state that this Project Task Order Amendment will be performed and completed within 360-days from the issuance of a Notice-to-Proceed and with a 60-day Project close-out time frame. Project: **Naples Fire Station No.2 EMS Alterations**.
3. "Article Four, Compensation" is amended to reflect an increase to the Consultant for this Task Order Amendment in the amount of **\$22,840.00** for the Project as indicated in **Attachment A-1 Scope of Services and Basis of Compensation**, attached and made a part of this Amendment.
4. All other terms, provisions and conditions of the Original Agreement, except as expressly amended and modified by this Amendment, shall remain in full force and effect.
5. This Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original as against any part whose signature appears thereon and all of which shall together constitute one and the same instrument.

**IN WITNESS WHEREOF**, the City and the Consultant have caused this Task Order Amendment to be duly executed by their duly authorized officers, all as of the day and year first above written.

**ATTEST:**

By: Patricia L. Rambosk  
Patricia L. Rambosk, City Clerk



**CITY:**

**CITY OF NAPLES, FLORIDA**

By: A. William Moss  
A. William Moss, City Manager

Approved as to form and legal sufficiency:

By: Robert D. Pritt  
Robert D. Pritt, City Attorney

**CONSULTANT:**

**Victor J. Latavish Architect, P.A.**  
4100 Corporate Square, Suite 100  
Naples, Florida 34104

Attention:  
**Victor J. Latavish, AIA, President**

E. Diaz  
Witness (Signature)

By: Victor J. Latavish  
(Signature)

Name: Elizabeth S Diaz

Name: Victor J Latavish, AIA

Title: President, FL Architect AR11942

FEI/EIN Number: On File  
A Florida Profit Corporation (FL)



## Victor J. Latavish Architect, PA

Revised April 1, 2016

City of Naples  
Gerald Secory, MBA, CPPPO, CPM, Purchasing Manager  
735 Eighth Street South  
Naples, Florida 34102

Re: Proposal for Professional A/E Services for NFD Station 2 EMS Alterations

Dear Mr. Secory,

I am very pleased to submit this proposal for your review and consideration, and look forward to working for the City on this project.

This revised proposal includes the design of Kitchen, Shower & Restroom, Gear Storage, Compressor, Workshop, and Bunkrooms renovations, and an opinion of probable construction cost as requested.

### SCOPE OF PROJECT

Construction of interior alterations and renovations for EMS at Station 2;

- Selective demolition
- New Accessible Restroom with Shower
- New Kitchen with Casework
- New Bunkrooms
- Renovated Dayroom with casework for EMS office
- New Workshop with insulation, lights, HVAC, oxygen tanks, workbench
- New Compressor Room with lights, impact louver, and motorized damper
- Renovated Gear Storage with new doors, insulation, finishes, HVAC, and lights
- Impact rated windows where required in renovated areas
- New electrical circuits and provisions for residential Kitchen appliances
- New ceilings, floor finishes, fixtures, emergency lighting, and related work
- Modifications to existing HVAC, lights, sprinkler system where applicable
- New HVAC, lights, circuits where applicable
- Modifications to existing Fire Alarm system

## SCOPE OF SERVICES

Architectural services include plans required for permits, bids, and construction:

### TASK 1- PRELIMINARY DESIGN

- Predesign meeting onsite
- Existing Floor Plan based on existing building plans and field measurements
- Preliminary Floor Plan
- Preliminary Life Safety Plan
- Progress Meeting with City staff to review plans and confirm materials, finishes, and fixtures.

### TASK 2-CONSTRUCTION DOCUMENTS

- Cover Sheet with Code Data
- Construction Management Site Plan (required by City of Naples)
- Architectural Floor Plan based on approved Preliminary Plan
- Life Safety Plan for work area only
- Reflected Ceiling Plan including fire sprinkler head layout
- Interior Elevations of Restroom and Kitchen Casework
- Casework Details
- Shower Details
- Door, Finish, and Accessory schedules
- Plumbing Plan, Fixture Schedule, Details
- Sanitary Riser Diagram
- Energy Code calculations
- HVAC Plan, schedules, details
- Electrical Plan
- Panel schedules, calculations, details
- Architects opinion of probable construction cost

### TASK 3- BUILDING PERMIT AND BIDDING PHASE

- Prepare sealed plans and permit documents
- Submit Building Permit Application to City of Naples
- Replies and clarifications if required (1)
- Reply to bidders requests for information (RFI's)

### TASK 4- CONSTRUCTION PHASE

- Attend one progress meeting onsite
- Reply to contractors requests for information (RFI's)
- Review contractors requests for payment (2)
- Attend one punchlist meeting onsite

## EXCLUSIONS

- Expanded Scope of Project
- Expanded Scope of Services
- Civil Engineering, Survey, Landscape design, exterior site development
- Material testing, asbestos or hazardous material reports

- Plans for Apparatus Bays or Fire Station
- Plan revisions due to client or contractor changes
- Renderings
- Design Review Board Documents or Presentation
- Detailed budget

#### REIMBURSABLE EXPENSES

- Copies, plotting media, prints, postage, courier

#### FORM OF AGREEMENT

Professional services standard contract, 14-054 CSC Agreement, Clerk Tracking No. 15-00110.

#### PRELIMINARY SCHEDULE

We are prepared to begin services within 5 days of an NTP if received within 30 days of this proposal date. We will endeavor to complete design services Tasks 1 & 2 within 90 days of NTP. Please use a minimum 360 day contract schedule to allow time for reviews, meetings, permits, bids, contracts, and construction.

#### BASIC SERVICES FEE SCHEDULE

Task	Phase		Amount
1	Preliminary Design	LS	\$4,680.00
2	Construction Documents	LS	\$14,680.00
3	Permit and Bid Phase	LS	\$1,080.00
4	Construction Administration	LS	\$2,160.00
5	Reimbursable Expenses	TM	\$240.00
Total			\$22,840.00

Please feel free to call if you have any questions or need additional information. I look forward to working with you again.

Sincerely,

VICTOR J. LATAVISH ARCHITECT, PA



Victor J. Latavish, AIA  
Florida Registered Architect AR11042  
Corporate Certificate of Authorization AA001831

## 2016 NFD STATION 2 EMS ALTERATIONS

## TASK 1 -PRELIMINARY DESIGN

	PRINCIPAL ARCHITECT	SR DESIGNER	CLERICAL	TOTAL, LS
HOURS	16	16	4	36
RATE	\$180.00	\$100.00	\$50.00	
TOTAL	\$2,880.00	\$1,600.00	\$200.00	\$4,680.00

## TASK 2 -CONSTRUCTION DOCUMENTS

	PRINCIPAL ARCHITECT	ENGINEERS	SR DESIGNER	TOTAL, LS
HOURS	26	40	40	106
RATE	\$180.00	\$150.00	\$100.00	
TOTAL	\$4,680.00	\$6,000.00	\$4,000.00	\$14,680.00

## TASK 3 -PERMITS &amp; BIDS

	PRINCIPAL ARCHITECT	SR DESIGNER	CLERICAL	TOTAL, LS
HOURS	6	0	0	6
RATE	\$180.00	\$100.00	\$50.00	
TOTAL	\$1,080.00	\$0.00	\$0.00	\$1,080.00

## TASK 5 - CONSTRUCTION ADMINISTRATION

	PRINCIPAL ARCHITECT	SR CONSTRUCTION ADMINISTRATOR	CLERICAL	TOTAL, LS
HOURS	4	16	0	20
RATE	\$180.00	\$90.00	\$50.00	
TOTAL	\$720.00	\$1,440.00	\$0.00	\$2,160.00

## REIMBURSABLE EXPENSES

BLUEPRINTS, COPIES, COURIER, UPS, POSTAGE	
SHIPPING, PLOTTING MATERIALS - ESTIMATE	\$240.00

TOTAL	\$22,840.00
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