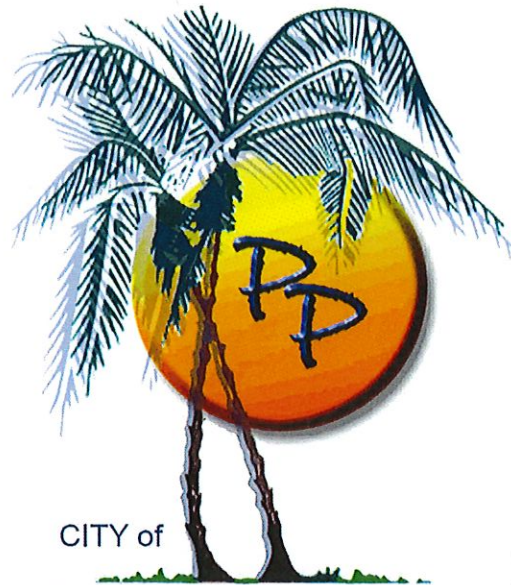


City of Pinellas Park



CITY of
Pinellas Park, FL
The Heart of Pinellas

RFP 18/012
Task Order 01/2022

Youth Park Phase II
Engineering Services

Pennoni Associates Inc.
2555 Nursery Road
Suite 104
Clearwater, FL 33764

Leisure Services Administration

RFP 18/012
TASK ORDER 01/2022
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Scope of Service

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Task Order 01/2022 Agreement



**SCOPE OF SERVICES
PINELLAS PARK - YOUTH PARK
PROFESSIONAL ENGINEERING SERVICES – PHASE 2**

1.0 PROJECT DESCRIPTION

This proposal is for Phase 2 of the Youth Park development, which will include architectural, structural and civil engineering services for the concession buildings, bleachers, restroom facilities and finalizing detailing for the running track and artificial turf fields associated with the youth park designed in phase one. Architectural services for the building design will be provided by our subconsultant Sofarelli & Associates Architecture Inc.

The scope of services is as follows:

2.0 PROJECT MANAGEMENT

- 2.1 Project Setup: The ENGINEER will develop project documents and filing systems for the project that will include, project set-up, Work Plan, QA/QC Plan, hard and electronic files, sub-contract agreements and conduct an internal kick-off meeting.
- 2.2 Kick-off Meeting: The ENGINEER will conduct a project Kick-Off meeting with the CITY to review project goals, scope of work, project schedule, communication protocol, administrative issues, plans preparation and submittal procedures.
- 2.3 Status Reports and Administration: The ENGINEER will provide monthly status reports of the progress of this scope of work to accompany monthly invoices and administer the project.
- 2.4 Project Internal Team Meetings: The ENGINEER will conduct various internal project team meetings throughout the duration of the project to assure proper communications and adherence to project scope items.

3.0 PRELIMINARY DESIGN PHASE

- 3.1 Architectural Design and coordination: Preparation and coordination of preliminary architectural plans for the vertical structures. Also includes mechanical and electrical.
- 3.2 Structural Design and coordination: Preparation and coordination of preliminary structural plans for the vertical structures.
- 3.3 The ENGINEER will prepare design criteria and setup project sheet drawings at a scale of 1" = 40'/50' or other appropriate scale depicting property lines, curb lines, known utilities, and other features. All work will be done in AutoCAD.
- 3.4 The Engineer will provide detailed site design coordinated with the architectural, structural and design team.
- 3.5 Prepare preliminary plans. The plans submittal will include the following estimated elements or sheets:
 - 3.5.1 Cover Sheet.
 - 3.5.2 Existing Conditions Plan.
 - 3.5.3 Site Geometry Plans
 - 3.5.4 Grading Plans
 - 3.5.5 Utility Plans
 - 3.5.6 Landscape Plans (Code Compliant)



- 3.5.7 Site Cross Sections
- 3.5.8 Site Details
- 3.5.9 Incorporate the architectural and structural plans within the overall plan set.
- 3.6 The ENGINEER will revise the preliminary quantities and probable construction cost estimate.
- 3.7 The ENGINEER and ARCHITECT will attend two (2) meetings to refine the architectural design. This will include floor plan, exterior elevations, and interior and exterior renderings of the proposed building.
- 3.8 The ENGINEER will attend one (1) project field meeting during design and plans preparation.
- 3.9 The ENGINEER will attend one (1) project status meeting with the CITY.
- 3.10 The ENGINEER will submit the following deliverables to the CITY:
 - 3.10.1 Preliminary architectural layouts.
 - 3.10.2 Four (4) sets of 11x17-inch prints.
 - 3.10.3 An opinion of probable construction costs.
- 3.11 The ENGINEER will complete quality control checks for work efforts and deliverables.

4.0 FINAL DESIGN PHASE

- 4.1 Final design will commence upon completion of CITY-approved preliminary design and will consist of the final development and detailed design of the project, final preparation of design plans, quantity estimates, cost estimates and technical specifications. The ENGINEER will incorporate CITY related comments to the previous phase submittal.
- 4.2 Architectural Design and coordination: Preparation and coordination of final architectural plans for the vertical structures. Also includes mechanical and electrical.
- 4.3 Structural Design and coordination: Preparation and coordination of final structural plans for the vertical structures.
- 4.4 The Final Design Plans will reflect further development of the preliminary design elements and features. It is estimated that the plans set will include, but not be limited to, the following elements or sheets:
 - 4.4.1 Cover Sheet.
 - 4.4.2 Existing Conditions Plan.
 - 4.4.3 Site Geometry Plans
 - 4.4.4 Grading Plans
 - 4.4.5 Utility Plans
 - 4.4.6 Site Cross Sections
 - 4.4.7 Site Details
 - 4.4.8 Incorporate the architectural and structural plans within the overall plan set.
- 4.5 The Final design tasks will include, but not be limited to, the following:
 - 4.5.1 Civil related design and details
 - 4.5.2 Construction and general notes
 - 4.5.3 Probable cost estimates
 - 4.5.4 Technical specifications (all disciplines)
- 4.6 The ENGINEER will provide coordination with the architectural, structural, and civil teams.



- 4.7 Prepare the building permits for the vertical structures. Also respond to any RFI's related to the permitting.
- 4.8 The ENGINEER will prepare the project specifications, special conditions and bid tabulation form necessary for the proper construction of the project. The preparation of construction specifications does not include their reproduction for bidding and construction purposes.
- 4.9 The ENGINEER will take-off final quantities and prepare a preliminary probable construction cost estimate.
- 4.10 The ENGINEER and ARCHITECT will attend two (2) meetings to finalize the architectural design. This will include floor plan, exterior elevations, and interior and exterior renderings of the proposed building.
- 4.11 The ENGINEER will attend one (1) project field meetings to review and discuss issues related to the final design.
- 4.12 The ENGINEER will attend one (1) project status meeting with the CITY.
- 4.13 The ENGINEER will submit the following deliverables to the CITY:
 - 4.13.1 Final architectural layouts.
 - 4.13.2 Four (4) sets of 11x17-inch prints.
 - 4.13.3 Three (3) sets of final technical specifications.
 - 4.13.4 Engineer's estimate of probable construction costs.
 - 4.13.5 Work prepared and/or submitted will be reviewed and checked by a civil engineer registered in Florida as the Engineer of Record. The Engineer of Record will sign, seal and date the design calculations, technical specifications and contract drawings as required by Florida law.
- 4.14 The ENGINEER will complete quality control checks for work efforts and deliverables.

5.0 CONSTRUCTION SERVICES PHASE

- 5.1 The ENGINEER will attend the Pre-Construction Conference and address any questions. Construction schedule and phasing as well as private utility coordination will be discussed at the meeting.
- 5.2 The ENGINEER and ARCHITECT will review and process the Contractor submitted shop drawings for the project. The ENGINEER will review the Contractor submitted shop drawings up to two (2) times each.
- 5.3 During construction the ENGINEER will review and respond up to five (5) of CITY generated RFIs. Each response will be in writing and will be submitted to the CITY for transmittal to the Contractor.
- 5.4 The ENGINEER will attend up to five (5) Construction Progress Meetings or site visits with the CITY and/or Contractor. CONSULTANT will provide technical input as required during each Progress Meeting.
- 5.5 The ENGINEER will conduct one (1) walk through meeting of the project with the CITY and Contractor at or near substantial completion. The ENGINEER will coordinate with the CITY to develop a punch list of items that need to be completed or corrected prior to final payment for the project.
- 5.6 The ENGINEER will conduct one (1) final completion meeting with the CITY and the Contractor.
- 5.7 The ENGINEER will prepare required project certifications and project close out.



6.0 ASSUMPTIONS

- 6.1 Additional Permitting other than the building permits are not included.
- 6.2 Revisions to Permits obtained in Phase 1 will not be required.
- 6.3 Field lighting design and plans are not included.
- 6.4 Design, permitting and plans for enclosing the eastern ditch is not included.
- 6.5 Structural analysis, evaluation, or design outside of proposed structures is not included.
- 6.6 FEMA dry floodproofing is not included.
- 6.7 Utility provider coordination has been included with the Phase 1 Design.
- 6.8 Improvements outside the City property are not included.
- 6.9 Record drawings to be prepared by the Contractor.
- 6.10 CITY will conduct required public noticing and public meetings.
- 6.11 CITY will provide full-time construction services.

7.0 ENGINEER'S COMPENSATION

For the above-described Scope of Services, the City will compensate the Engineer on a lump sum basis as detailed below and per Exhibit B:

TASK NO.	TASK DESCRIPTION	DESIGN FEE ESTIMATE
2.0	Project Management	\$8,900
3.0	Preliminary Design Phase	\$37,220
4.0	Final Design Phase	\$48,840
5.0	Construction Services Phase	\$21,500
	Expenses	\$1,165
	TOTAL	\$117,625

8.0 ESTIMATED PROJECT SCHEDULE

For the above-described Scope of Services, the project schedule will be as follows:

Upon receiving written notice to proceed, the Engineer will complete the project design within nine (9) months.

Pursuant to 558.0035 F.S., an agent or individual employee may not be individually held liable for negligence.

END OF SCOPE

Exhibit B

12/09/21
11:55 AM

Project Fee Breakdown

City of Pinellas Park

PINELLAS PARK - YOUTH PARK PROFESSIONAL ENGINEERING SERVICES – PHASE 2

TASK	DESCRIPTION	Project Manager	Senior Engineer	Project Engineer	Staff Engineer	Senior Designer	Project Designer	Clerical	Total Hours	Sub Fee	TOTAL FEE
		\$185.00	\$175.00	\$155.00	\$145.00	\$125.00	\$115.00	\$65.00			
2.0	PROJECT MANAGEMENT										
2.1	Project setup	2		4				2	8		\$1,120
2.2	Kickoff Meeting	3	3					2	8		\$1,210
2.3	Status reports and administration	12						4	16		\$2,480
2.4	Project internal team meetings	10	6	6				4	26		\$4,090
	Subtotal	27	9	10				12	58		\$8,900
3.0	PRELIMINARY DESIGN PHASE										
3.1	Architectural design and coordination		2	2					4	\$1,400	\$2,060
3.2	Structural design and coordination		2	8					10		\$1,590
3.3	Design criteria and project setup	4		8					12		\$1,980
3.4	Coordination with all disciplines		4	8					12		\$1,940
3.5	Prepare preliminary plans		8	20	26				54	\$11,000	\$19,270
3.6	Quantities and construction cost estimate		2	8				2	12		\$1,720
3.7	Attend architectural design meeting (2)	6	6					2	14	\$1,000	\$3,290
3.8	Attend field meeting (1)	3		3				2	8		\$1,150
3.9	Attend project status meeting (1)	3		3				2	8		\$1,150
3.10	Prepare deliverables		2	2			2		6		\$890
3.11	QA/QC	8	4						12		\$2,180
	Subtotal	24	30	62	26		2	8	152		\$37,220
4.0	FINAL DESIGN PHASE										
4.1	Incorporate city comments on previous submittal	4	4	8	16			2	34		\$5,130
4.2	Architectural design and coordination		2	2					4	\$1,400	\$2,060
4.3	Structural design and coordination		2	8					10		\$1,590
4.4	Prepare final plans		8	20	26				54	\$11,000	\$19,270
4.5	Design tasks			4	4	8			16		\$2,200
4.6	Site coordination	4		4	8				16		\$2,520
4.7	Prepare specifications, special provisions & bid tab		4	8				4	16		\$2,200
4.8	Prepare building permits and respond to RFIs	2	2	2				2	8	\$2,200	\$3,360
4.9	Quantities and construction cost estimate		2	8				2	12		\$1,720
4.10	Attend architectural design meeting (2)	6	6					2	14	\$1,000	\$3,290
4.11	Attend field meeting (1)	3		3				2	8		\$1,150
4.12	Attend project status meeting (1)	3		3				2	8		\$1,150
4.13	Prepare deliverables		2	2			2	2	8		\$1,020
4.14	QA/QC	8	4						12		\$2,180
	Subtotal	30	36	72	54	8	2	18	220		\$48,840
5.0	CONSTRUCTION SERVICES PHASE										
5.1	Pre-construction meeting (1)	4		4				2	10		\$1,490
5.2	Shop drawing reviews	4	8	8				2	22	\$2,000	\$5,510
5.3	Requests for information (RFIs)	4	8	8				2	22		\$3,510
5.4	Meetings and site visits (5)	3		15				10	28	\$2,000	\$5,530
5.5	Substantial completion meeting (1)	4	4					2	10		\$1,570
5.6	Final completion meeting (1)	4	4					2	10		\$1,570
5.7	Project certifications and closeout	4	4	4				4	16		\$2,320
	Subtotal	27	28	39				24	118		\$21,500
	Subtotal All Labor	108	103	183	80	8	4	62	548		\$116,460
	Estimated Expenses										\$1,165
	Project Grand Total (Rounded)	108	103	183	80	8	4	62	548		\$117,625
	Allowance										
	Grand Total										\$117,625

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CITY OF PINELLAS PARK INSURANCE REQUIREMENTS

A. GENERAL CONDITIONS

The Consultant shall not commence work under this Contract until all insurance required has been obtained and such insurance is approved by the City's Risk Management Division, nor shall the Consultant allow any subcontractor to commence work on a subcontract until similar insurance required of the subcontractor has been so obtained and approved by Risk Management.

The cost of all insurance shall be included in the Consultant's proposal.

Companies issuing the insurance policy, or policies, shall have no recourse against the City for payment of premium or assessments for any deductibles; all are the sole responsibility of the Consultant.

The Consultant's insurance coverage shall be primary for operations under this contract. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

The Consultant's policy clause "Other Insurance" shall not apply to any insurance currently held by the City of Pinellas Park, to any such future coverage, or to the City's Self-Insurance Retentions of whatever nature.

The term "City of Pinellas Park" shall include all Authorities, Boards, Bureaus, Commissions, and individual members; Divisions, Departments, and Offices of the City; the Mayor, Vice Mayor and Councilmen; and employees thereof in their official capacities and/or while acting on behalf of the City of Pinellas Park.

The insurance required shall provide protection for the Consultant and subcontractors, respectively, against damage claims which may arise from operations under this Contract, whether such operations are by the insured or by anyone directly or indirectly employed by him, and also against any of the special hazards which may be encountered in the performance of this contract.

B. LIMITS OF INSURANCE

GENERAL LIABILITY

Type – Commercial General Liability (CGL), Occurrence Basis

Limits - \$2,000,000 General Aggregate

- \$1,000,000 Products Completed/Operations Aggregate
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence

PROFESSIONAL LIABILITY – ERRORS AND OMISSIONS

Type – Professional Liability, Occurrence or Claims Made Basis

Limits - \$1,000,000 General Aggregate

- \$1,000,000 Each Occurrence

AUTOMOBILE LIABILITY

Type – Any Auto, Hired autos, and Non-Owned Autos

Limits – \$1,000,000 Combined Single Limit

WORKERS' COMPENSATION

Type – Workers' Compensation and Employer's Liability or Work Comp. Exemption Certificate

Limits - Statutory, Workers' Compensation

- \$100,000 Each Accident
- \$500,000 Disease – Policy
- \$100,000 Disease – Each Employee

EXCESS OR UMBRELLA LIABILITY

When used to reach minimum limits shown for General Liability and Automobile Liability, the primary (underlying) policy limits shall be no less than \$500,000. The primary policy and any excess or umbrella policies shall be with the same insurance carrier. The coverage shall not be more restrictive than the primary policy coverages, including but not limited to coverage trigger, defense, notice of occurrence/accident/circumstances, and notice of claim and extended reporting period.

C. CERTIFICATES OF INSURANCE

Include one Certificate of Insurance outlining insurance coverages to be forwarded the City's Risk Management Division for approval prior to beginning any work for the City. The following shall be included in all Certificates of Insurance.

1. Under heading, "DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES," shall read:
"City of Pinellas Park" is named as Additionally Insured (Owner) as respects the **Task Order 01/2022 - Youth Park Phase II Engineering Services** (Required for General Liability)
2. Under heading, "CERTIFICATE HOLDER" shall read:

**City of Pinellas Park
Human Resources Department
5141 78th Avenue North
Pinellas Park, FL 33781**

D. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In addition to the foregoing requirements, the CONSULTANT shall execute and deliver an indemnification and hold harmless agreement to the City as shown on the following page.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
FOR PROFESSIONAL DESIGN CONTRACT**

By this agreement, **Pennonni Associates Inc.**, hereinafter "CONSULTANT," agrees, for a specific consideration, the receipt and sufficiency of which are hereby acknowledged, to indemnify and hold harmless the City of Pinellas Park, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the above-mentioned contract.

Date _____

Contractor _____

Address _____

Print Name _____

Signature _____

Title _____

President, Vice-President or Treasurer

CORPORATE SEAL

**HUMAN RESOURCES NEED ORIGINAL SIGNED HOLD HARMLESS
AGREEMENT PRIOR TO ANY WORK COMMENCING**

APPENDIX II

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the City of Pinellas Park

by _____
(print individual's name and title)

for _____
(print name of entity submitted sworn statement)

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has not FEIN, include the Social Security Number of the individual signing this
sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contract for the

APPENDIX II

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online

notarization, this _____ day of _____, 2022, by _____,
(Name of person acknowledging)

Who is personally known to me or who has produced _____
(Type of Identification)
as identification.

NOTARY PUBLIC _____

(Notary Seal)

My Commission Expires _____

MASTER CONTRACT 18/012

TASK ORDER 01/2022

Project Name: **Youth Park Phase II Engineering Services**

This Task Order is made this the _____ day of _____, 2022, by and between the City of Pinellas Park (City) and **Pennoni Associates Inc.** (Consultant) pursuant to the terms and conditions set forth in the **Master Contract Agreement 18/012**, with an effective date of **10 May 2019**, which is incorporated into this Task Order by reference.

A. The City Task Order for this Project is 01/2022

B. The Consultant Job Number for this Task Order is _____

The City's Contract Number and Task Order Number shall be referenced on each invoice submitted by Consultant to City under this Task Order.

1. The Services to be performed by Consultant under this Task Order are as follows:
Please see attached Scope of Services document.

2. The Project Schedule is as follows:
Please see attached Scope of Services document.

Calendar Days to Complete: **290**

3. The Compensation to be paid to Consultant for the performance of the Services under this Task Order is set forth in **Exhibit – B**, attached hereto and incorporated herein by reference.

Total Cost: **One Hundred Seventeen Thousand Six Hundred Twenty-Five Dollars (\$117,625.00)**

4. Deliverables to be provided under this Task Order are as follows:
Please see attached Scope of Services document.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written, in FIVE (5) counterparts, each of which shall for all purposes be deemed an original.

Pennoni Associates Inc.

City of Pinellas Park
Pinellas County, Florida

By _____
Signature of Authorized Officer

By _____
Sandra L. Bradbury, Mayor

(Type or Print Signature)

ATTEST:

ATTEST:

By _____
Consultant's Attestor

By _____
Diane M. Corna, City Clerk, MMC

Print Attestor's Name

Approved as to form and correctness:

City Attorney, James W. Denhardt
City of Pinellas Park

Project Approved:

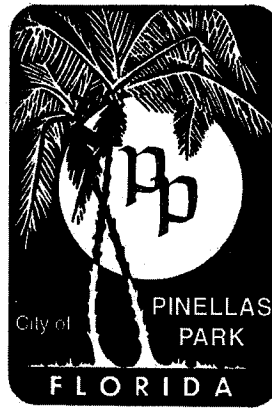
Aaron Petersen, Construction Services Director

Corporate Seal

Approved by City Council: _____

City of
PINELLAS PARK

5141 78TH AVE. • P.O. BOX 1100
PINELLAS PARK, FL 33780-1100



FLORIDA

PHONE • (727) 369-0700
FAX • (727) 544-7448

Please Respond To:

James W. Denhardt, City Attorney
Lauren Christ Rubenstein, Assistant City Attorney
Denhardt and Rubenstein, Attorneys at Law
2700 First Avenue North
St. Petersburg, Florida 33713
(727) 327-3400 - Telephone
(727) 323-0888 - Facsimile

December 28, 2021

Mr. Jeff Roberts
Purchasing Coordinator
City of Pinellas Park
P. O. Box 1100
Pinellas Park, Florida 33780-1100

RE: City Document #21-337
Task Order 01/2022-Youth Park Phase II Engineering

Dear Mr. Roberts:

Our office has received and reviewed Task Order 01/2022 for Youth Park Phase II Engineering Services. The only suggested change from our office is to put the consultant's name, Pennoni Associates Inc., above its signature block (rather than below) to be consistent with how the signature block appears for the City of Pinellas Park.

Once the above change is incorporated into the Agreement, our office would approve of the Task Order as to form and correctness.

Very truly yours,

James W. Denhardt
City Attorney

cc: Doug Lewis, City Manager
Diane M. Corna, MMC, City Clerk
Bart Diebold, Assistant City Manger
Lisa Hendrickson, Assistant City Manager
Kelly Schrader, Finance Administrator
Gary Moskaluk, Purchasing Director
Aaron Petersen, Project Manager

JWD/dh

21-337.12282021.LJR.Task Order 01.2022 Youth Park.wpd



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