



## MEMORANDUM

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Date: June 4, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Glynn Meienburg  
Senior Project Manager

Subject: **FILE ID 25-3814 Approving Change Order #1 for Updated Design for Fire Station #1 for the replacement of windows, doors, and roof along with exterior spalling repair.**

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### **Introduction**

Staff recommends the approval of a change order in the amount of \$7,250.00, to the task order to William P. Horn, Architect, P.A., to provide Architectural and Engineering services for the exterior building hardening for the Fire Station #1 and authorize the City Manager to execute the change order upon consent of the City Attorney and provide any necessary budget transfers/amendments.

### **Background**

In October of 2023, the City issued a task order via Resolution 22-236, to William P. Horn, Architect, P.A. for design services for FEMA-HMGP funded project to wind retrofit and dry flood proofing to Fire Station #1 in the amount of \$32,250.00.

The engineering for this project was originally completed based on 2020 building codes, which have been updated since the start of the project. The work will include updating specifications to the new building codes for a new roofing system, new louvers, windows, garage doors, storefront systems, doors, concrete spalling repairs.

This project is funded by The Florida Division of Emergency Management (FDEM), Project 4337-441-R under the Hazard Mitigation Grant Program. Grant funding has recently been increased and approved. Once engineering is complete based on the updated building codes and specifications this project will go out for bid.

**Procurement**

The funds for this change order are budgeted in Adaptation and Sustainability Fund, account number 108-3806-538-4600, Project AS38062202.

**Recommendation**

Staff recommends the approval of a change order in the amount of \$7,250.00, to the task order to William P. Horn, Architect, P.A., to provide Architectural and Engineering services for the exterior building hardening for the Fire Station #1 and authorize the City Manager to execute the change order upon consent of the City Attorney and provide any necessary budget transfers/amendments.