



1117 East Robinson St.  
Orlando, FL 32801  
Phone: 407.425.0452  
Fax: 407.648.1036

December 27 2022

Mr. Albert English  
Public Works Director  
Town of Eatonville  
307 East Kennedy Blvd  
Eatonville, Florida 32751

**RE: E6611 - Eatonville Town Hall Roof Replacement and HVAC Renovation**

Dear Albert:

This ADDITIONAL SERVICES proposal is being submitted in accordance with the MASTER *AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES* dated January 19, 2022, between the Town of Eatonville (TOWN) and the firm of CPH, LLC, (CPH).

**SCOPE OF SERVICES**

As follow-up to our call, the additional work recommended for the roof project is as follows:

1. Mechanical and Electrical demolition plans for existing roof top air conditioning units.
2. Mechanical and Electrical renovation plans for new roof top air conditioning units to include new roof curbs and connection to existing ductwork.
3. Air balance calculations.
4. COMcheck energy forms.
5. Structural review of roof support and repair recommendations

Exclusions:

1. Modification of ductwork beyond what is required to connect to new roof top air conditioning units.
2. Fire protection and plumbing plans.
3. Any scope of work not explicitly stated in scope of work.

**Billing Basis**

This Task Authorization will be issued as a lump sum payment method for a total project amount of **\$19,900.00**. The man-hour and fee breakdown table is provided in **Exhibit I**.

CPH's hourly rates and miscellaneous expenses are based on the "2022 Agreement" with the Town, and miscellaneous expenses for mileage, reproduction, postage, FEDEX, etc. will be billed in the normal course of completing the project. Expenses have been included in the costs listed above.

CPH, Inc. appreciates this opportunity to provide our services to the Town of Oakland. If the Town is in agreement with the terms and fees proposed, please execute this proposal where provided below, and return a copy for our use and records.



ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT ARE HEREBY INCORPORATED HEREIN. IN THE EVENT THAT THE LANGUAGE OF THIS PROPOSAL IS CONSTRUED TO BE IN CONFLICT WITH THE LANGUAGE IN THE MASTER AGREEMENT, THE LANGUAGE OF THE MASTER AGREEMENT SHALL CONTROL.

Made and executed by and between the Town and the CPH on this EXECUTED date HEREIN.

**Town:**

**TOWN OF EATONVILLE, a Florida  
municipal corporation**

**By:**

\_\_\_\_\_  
Angie Gardner  
Title: Mayor

**DATE:** \_\_\_\_\_

**Consultant:**

**CPH, LLC,**

A handwritten signature in blue ink, which appears to read 'Scott A. Breitenstein', is written over a horizontal line.

**By:**

\_\_\_\_\_  
Scott A. Breitenstein, P.E.  
Title: Vice President/Associate