

**AMENDMENT No. 1 TO TASK ORDER No. 3
CONTINUING PROFESSIONAL SERVICES AGREEMENT
(Architecture)**

THIS FIRST AMENDMENT TO TASK ORDER No. 3 ("Amendment") is made as of _____, between the **City of Lake Worth Beach**, a Florida municipal corporation located at 7 North Dixie Highway, Lake Worth, Florida 33460 ("City") and **SONG & Associates, Inc.**, a Florida corporation ("CONSULTANT").

1.0 Project Description:

The City desires the CONSULTANT to provide those services as identified herein and generally described as: **Renovation of the Youth Empowerment Center Building** (the "Project").

2.0 Scope

Under this Amendment, the CONSULTANT will provide additional professional Engineering services to the City as detailed in the CONSULTANT's Proposal, dated May 21, 2025, attached hereto as "Exhibit 1" (Consultant's Proposal) and incorporated herein.

3.0 Schedule

The services to be provided under this Amendment shall be completed within 10 business days from the City's approval of this amendment to this Task Order or the issuance of a Notice to Proceed.

4.0 Compensation

This Amendment is issued for a lump sum, not to exceed amount of **30,000.00.** The attached proposal identifies all costs and expenses included in the lump sum, not to exceed amount. CONSULTANT shall be solely responsible for any and all amounts which exceed those stated in "Exhibit 1" unless approved in writing by the City.

5.0 Project Manager

The Project Manager for the CONSULTANT is Henrique Certad, Senior Project Manager, phone: 786.344.8928, email: hcertad@songandassociates.com and, the Project Manager for the City is Mina Tawadros, phone: 561-586-7422; email: Mtawadros@LakeWorthBeachFL.gov.

6.0 Progress Meetings

The CONSULTANT shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days as a minimum.

7.0 Compliance with section 787.06, Florida Statutes.

By Signing this Task Order before a notary public and taking an oath under the penalty of perjury, the CONSULTANT attests and warrants that the CONSULTANT does not use coercion for labor or services as defined in section 787.06, Florida Statutes (2024).

8.0 Authorization

This Amendment is issued pursuant to the Professional Services Agreement (Architecture) based on RFQ#23-300 between the City of Lake Worth Beach and the CONSULTANT, dated **March 28, 2023** ("Agreement" hereafter). If there are any conflicts between the terms and conditions of this amendment, this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment #1 to Task Order # 3 as of the day and year set forth above.

CITY OF LAKE WORTH BEACH, FLORIDA

By: _____
Betty Resch, Mayor

ATTEST:

By: _____
Melissa Ann Coyne, MMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

APPROVED FOR FINANCIAL
SUFFICIENCY

By: _____
Glen J. Torcivia, City Attorney

By: _____
Yannick Ngendahayo, Financial Services Director

CONSULTANT: SONG & Associates, Inc.,

By: 
Henrique Certad, Senior Project Manager

[Corporate Seal]

STATE OF FLORIDA)
COUNTY OF DADE)

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 23 day of MAY 2025, by **SONG & Associates, Inc.**, as the HENRIQUE CERTAD [title] of _____, a _____ authorized to do business in the State of Florida, who is personally known to me or who has produced _____ as identification, and who did take an oath under penalty of perjury that the facts stated with regard to section 787.06, Florida Statutes, are true and correct, and that he or she is duly authorized to execute the foregoing instrument and bind **SONG & Associates, Inc.**, to the same.



Perry Douglass
Comm.: HH 512715
Expires: May 01, 2028
Notary Public - State of Florida

Notary Seal:


Notary Public Signature

Exhibit 1

(Consultants Proposal _ 5 Pages)



May 21, 2025

Mina Tawadros,
City of Lake Worth Beach
Assistant Director of Public Works Department
1749 3rd Avenue South,
Lake Worth Beach, FL 33460

RE: Renovation Project of the Youth Empowerment Center Building
Adjusted Scope for Roofing Consultant Services

Dear Mr. Tawadros,

Song + Associates, Inc. respectfully requests approval of this Additional Service Proposal for Roofing Consultant Services related to the following changes in the scope of work.

I. PROJECT UNDERSTANDING:

Additional Scope of Work and Roofing Consultant Services: The original contract scope and fees dated October 16, 2024 described a full roof replacement of the existing 1,502 sf asphalt shingles roof for the Youth Empowerment Center building only with a similar in-kind roofing system. With the intent to have a better usage of the federal grant to be allocated to the project, the Owner has requested the roofing system to be upgraded to a concrete barrel tile roof system similar to the adjacent Osborne Community Center Building. The Owner has also requested to include replacing the existing 10,034 sf barrel tile roof on the Osborne Community Center.

For this reason, the Owner is requesting the inclusion of a third party Roofing Consultant to develop the appropriate roofing specifications and detailed drawings as well as to assist during the bidding and construction administration phases with the review and inspection of the roof scope of the project for both buildings.

II. ADJUSTED SCOPE OF SERVICES AND ADDITIONAL SERVICES:

A. Changes to Proposed Building Renovation Scope, Size and Form

The above described changes require additional Architectural Design and Construction Administration Services. The construction documents will be updated in accordance with the above described scope to a 100% level of development. The proposed additional services fees reflect the additional work required for the increased scope. The additional proposed fees will be apportioned as required to the remaining phases of Construction Documents, Permitting/Bidding, and Construction Administration.

Song + Associates, Inc.

Architecture • Planning • Interior Design

1545 Centrepark Drive
West Palm Beach, Florida 33401
T: 561.655.2423 F : 561.655.1482

American Institute of Architects / NCARB

III. PROFESSIONAL FEES

The resulting fees from the services noted above amount to a lump sum of **\$30,000.00** and will be itemized as noted below:

- | | |
|--|-------------|
| a. Roofing Consultant Fees: | \$25,000.00 |
| b. Consultant Management and Scope Fees: | \$5,000.00. |

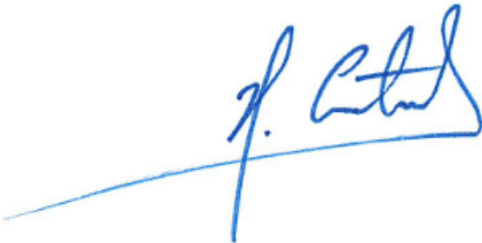
IV. SCHEDULE

At this time, the design documents are pending an update with the information to be provided by the Roofing Consultant. We anticipate this effort will be completed within 10 business days from the date of acceptance to this add service proposal.

Acceptance of this proposal may be indicated by the signature of the duly authorized official of the City of Lake Worth Beach in the space provided below. Returning an executed copy of this proposal to our office will indicate agreement between the two parties.

We appreciate this opportunity and look forward to continuing to serve the City of Lake Worth Beach.

Sincerely,



Henrique Certad, LEED AP
Senior Project Manager

cc: Rob Castrovinci, S+A; Jill Lanigan, S+A; Lisa Centeno, S+A

KNOPF & ASSOCIATES, INC.

ROOFING CONSULTANTS

May 15, 2025, Revised May 21, 2025

Song & Associates, Inc.
Attn: Mr. Henrique Certad
1545 Centrepark Drive North
West Palm Beach, FL 33401
hcertad@songandassociates.com

Re: Specification for Roof Replacement Low Slope and Tile
City of Lake Worth Beach – **Osborne Community Center**: 1699 Wingfield St, Lake
Worth Beach, FL 33460, **Youth Empowerment Center**: 1701 Wingfield St, Lake Worth
Beach, FL 33460

Dear Mr. Certad,

Pursuant to our conversation, I am writing to outline my firm's services with respect to complete roof replacement as follows:

1. Measure the main roof and sketch details toward preparation of Re-roofing Specifications.
2. Preparation of the Project Manual, including specific directions for the work and detailed drawings.
 - a) Title Page
 - b) Invitation to Bid
 - c) Scope of Work / Legal Description
 - d) Definitions Page
 - e) Project Bid Proposal Form
 - f) General Conditions
 - g) AIA Contract Form A104-2017, Payment Request Form G702 & G703, Change Order Form G701
 - h) Project Sections as Required by the Scope of work
 - i) Section 01000 - Instruction to Bidders
 - j) Section 01300 - Submittals
 - k) Section 01700 - Contract Close-out
 - l) Section 03700 - Concrete Repair
 - m) Section 06100 - Rough Carpentry
 - n) Section 07320 – Clay Tile
 - o) Section 07500 - Modified Membrane System/Tapered Insulation
 - p) Section 07600 - Sheet Metal Flashing & Accessories
 - q) Section 09220 - Stucco Veneer

Knopf & Associates Inc.

May 15, 2025, Revised May 21, 2025

Re: Specification for Roof Replacement Low Slope and Tile

City of Lake Worth Beach – **Osborne Community Center**: 1699 Wingfield St, Lake

Worth Beach, FL 33460, **Youth Empowerment Center**: 1701 Wingfield St, Lake Worth

Beach, FL 33460

Page ~2~

- r) Section 09920 - Painting
- s) Section 15430 - Plumbing Drains
- t) Section 15700 - Ventilating
- u) Site Maps
- v) Roof Plan
- w) Details

- 3) Conduct an on-site mandatory Pre-Bid meeting of all invited Bidders.
- 4) Review the submitted bids and qualifications of Bidders and provide recommendation prior to final selection.
- 5) Review all product and detail Submittals issued by the successful Contractor.
- 6) Conduct a Pre-Construction meeting with the successful Contractor, Foreman, Subcontractors, Suppliers and Board as necessary.

The above design services shall be provided for a fee of **\$16,500.00**. The services shall be billed at **\$13,500.00** for steps 1-2, due and payable upon completion of the task and within the monthly billing to the City of Lake Worth Beach, and the balance of **\$3,000.00** for steps 3-6.

Knopf & Associates Inc. will also provide in-progress quality assurance inspections of the work process, to which daily written reports, supported with captioned photos will be provided. Additionally, Knopf & Associates will review and approve all pay requests, before the City of Lake Worth Beach pays the successful Contractor any monies. The inspection and payment services will be billed at our standard rate of \$300.00/hr. The frequency of these inspections shall be based upon the time constraints set forth by the successful roof Contractor selected and will be agreed to prior to work commencement.

Quality Control Inspections provide the following:

- To become generally familiar with the progress and quality of the work, and to inform the Owner of such.
- To protect the Owner against defects and deficiencies in the work.
- To determine if the Work is being performed in a manner which will be in complete compliance with the Project Manual and Contract Documents when completed.
- Review and approval of payment requests from Contractor.

The Consultant shall not be responsible for or have charge or control over safety precautions and programs, as these are the sole rights and responsibilities of the Contractor under the Contract Documents.

Knopf & Associates Inc.

May 15, 2025, Revised May 21, 2025

Re: Specification for Roof Replacement Low Slope and Tile

City of Lake Worth Beach – **Osborne Community Center**: 1699 Wingfield St, Lake

Worth Beach, FL 33460, **Youth Empowerment Center**: 1701 Wingfield St, Lake Worth
Beach, FL 33460

Page ~3~

In progress inspections not to exceed \$8,500.00, billed at \$300.00/hr. For a total lump sum of \$25,000.00.

Upon completion of the Project the following services will be provided.

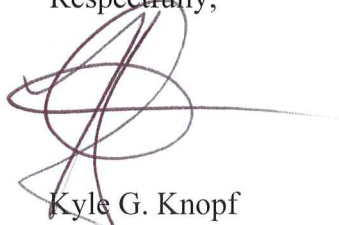
- Provide and verify completion of a list of Punch-Out items necessary to finalize the project.
- Review all required Close-Out Documents prior to final payment.
- Provide follow-up assistance and notification of suggested annual inspections.

Knopf & Associates, Inc. does not assume or represent to replace inspections or authority of the local building officials. We offer to provide services and enhancements beyond the normal scope of the building department requirements.

Should there be any unforeseen delays not related to Knopf & Associates then the prices may be subject to change but will do so only with the written approval of City of Lake Worth Beach. Any meetings or services not specifically outlined or mentioned above will be billed at our standard rate of \$300.00 per hour.

If this Proposal is acceptable, please execute the enclosed Professional Service Agreement and return to sdunnam@knopfassociates.com, along with the completed Contact Information Sheet. A Retainer in the amount of \$**.00** is required and will be applied against our invoice for services.

Respectfully,



Kyle G. Knopf
President

Enc: Professional Service Agreement
Contact Information Sheet