



Levy County Board of County Commissioners
Procurement Department
310 School Street
P.O. Box 310
Bronson, FL 32621
Phone: 352-486-5218, Ext. 2

October 11, 2021

Re: Courthouse Renovations

In July of 2021, the Procurement Department sent out a Scope of Work to the County's Engineer Library. The County received two responses, one from Barnett Fronczak Barlow & Shuler Architects, and the other from Passero Associates, LLC. A public meeting was held on August 25, 2021 at 10 AM, and the Levy County Staff Committee chose Barnett Fronczak Barlow & Schuler Architects. On September 10, 2021 Staff met with the firm at the Courthouse and toured the areas that would need renovations completed (meeting minutes attached to Task Assignment). Barnett Fronczak Barlow & Schuler Architects submitted a proposal on October 4, 2021 for Phase 1 of the Project in the amount of \$13,865. NGN reviewed the Task Assignment and approved, Wilbur Dean, County Coordinator signed off on the TA.

Phase 1 will include measuring and documenting the area of the existing building to be renovated and develop As-Built drawings for use during the design and contract document phase of the project. The will also develop conceptual floor plans based on the scope of work and meeting notes.

Phase 1 will begin 45 days after a notice to proceed is given. Phase 2 will be determined at a later date.

Respectfully,

A handwritten signature in blue ink that reads "Alicia Tretheway". The signature is written in a cursive, flowing style.

Ali Tretheway
Procurement Coordinator