



Kevin Ruane  
*District One*

Cecil L Pendergrass  
*District Two*

Ray Sandelli  
*District Three*

Brian Hamman  
*District Four*

Frank Mann  
*District Five*

Roger Desjarlais  
*County Manager*

Richard Wm. Wesch  
*County Attorney*

Donna Marie Collins  
*Hearing Examiner*

(239) 533-8881

March 16, 2021

Ms. Michelle Buchholz  
HighSpans Engineering, Inc.  
2121 McGregor Blvd., Suite 200  
Fort Myers, FL 33901

SUBJECT: CN200224JJB Miscellaneous Professional Services Contract – C-8884

ENCLOSURE: Change Order

Dear Ms. Buchholz,

Enclosed is your executed copy of Change Order No. 2 for the contract known as  
“Miscellaneous Professional Services.”

This Change Order adds Sub-Consultant, Pennoni Associates, Inc. to the contract.

If you should have any questions, please give me a call.

Sincerely,

*Jennifer Brewer-Dano*

Jennifer Brewer-Dano  
Contracts Analyst  
Procurement Management

C: [FinanceOnBase@leeclerk.org](mailto:FinanceOnBase@leeclerk.org)  
Project File



# Lee County Professional Service Change Order/Supplemental Task Authorization

Date Mar 4, 2021

[Print Form](#)

Change Order Agreement #: 02       Supplemental Task Authorization #: \_\_\_\_\_

A Change Order or Supplemental Task Authorization requires approval by the Department Director for expenditures under \$50,000 or approval by the County Manager for expenditures between \$50,000.01 and \$100,000 or approval by the Board of County Commissioners for expenditures over \$100,000

Primary Contact: Michelle L. Buchholz

Contract Name: Miscellaneous Professional Services

Project Name: \_\_\_\_\_

CONSULTANT: HighSpans Engineering, Inc.

Project #: \_\_\_\_\_

Solicitation #: CN200224JJB

Contract #: 8884

Lee County Project Manager: \_\_\_\_\_

Request Date: Mar 4, 2021

Fiscal Staff: \_\_\_\_\_

Account #: \_\_\_\_\_

Upon the completion and execution of this Change Order or Supplemental task Authorization by both parties the CONSULTANT is authorized to and shall proceed with the following exhibits as applicable:

- CO-STA Exhibit A - SCOPE OF PROFESSIONAL SERVICE
- CO-STA Exhibit B - COMPENSATION & METHOD OF PAYMENT
- CO-STA Exhibit C - TIME & SCHEDULE OF PERFORMANCE
- CO-STA Exhibit D - CONSULTANTS ASSOCIATED SUB-CONSULTANTS/SUB-CONTRACTORS

It is understood and agreed that the acceptance of this modification by the CONSULTANT constitutes an accord and satisfaction.

Michelle L. Buchholz, SVP & CFO

Consultant Signature (Print & Sign Name)

3/4/2021

Date Signed

sbuchholz@highspans.com

Contact E-mail Address

239-433-3000

Contact Phone Number

**Lee County Board of County Commissioners - Procurement Management**  
 2115 Second Street - 1st Floor - Fort Myers, FL 33901  
 PO Box 398 - Fort Myers, FL 33902-0398  
 Phone: (239) 533-8881



Print Form

Change Order Agreement #: 02  Supplemental Task Authorization #: \_\_\_\_\_

**Scope of Professional Services for:**

**Section 1.00 Changes to Professional Services**

The 'Scope of Professional Services' as set forth in Exhibit 'A' of the Professional Services Agreement referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT shall provide and perform the following professional services, tasks, or work as a supplement to, change to, the scope of services previously agreed to and authorized.

This zero-dollar change order is to add Pennoni Associates, Inc. as a Sub-Consultant.

**Lee County Board of County Commissioners - Procurement Management**  
2115 Second Street - 1st Floor - Fort Myers, FL 33901  
PO Box 398 - Fort Myers, FL 33902-0398  
**Phone: (239) 533-8881**





Print Form

Change Order Agreement #: 02       Supplemental Task Authorization #: \_\_\_\_\_

**CONSULTANT'S Personnel Hourly Rate Schedule for:**

CONSULTANT or Sub-Consultant Name: Pennoni Associates, Inc.

(A separate Attachment #1 should be included for each Sub-Consultant)

1. Project Position or Classification (Function to be Performed)	2. Hourly Rate to be Charged
See Attachment #1 to Exhibit B	

Reimbursable Item	Cost	Reimbursable Item	Cost
See Attachment #1			
to Exhibit B			

**Receipts or in-house logs are required for all non-personnel reimbursable expenses unless exempt (such as meals).**  
Administrative Services Fees - Applicable only when specifically authorized by the County, for administering the procurement of special additional services, equipment, reimbursables, etc. not covered under the costs and/or changes established in the Agreement

# Region 8 Billing Rates

## 2021 SCHEDULE OF FEES

Pennoni provides engineering consulting services to its clients in accordance with the terms and conditions of our contract. Pennoni's compensation will be based on the following schedule of fees and charges unless our contract specifies otherwise.

LABOR CATEGORY	RATES: \$/HOUR
Senior Principal Professional .....	\$260
Principal Professional.....	\$210
Senior Professional .....	\$180
Project Professional .....	\$166
Staff Professional .....	\$158
Associate Professional .....	\$148
Graduate Professional .....	\$126
Technician III .....	\$112
Technician II .....	\$104
Technician I .....	\$98
3-man Survey Crew.....	\$170
2-man Survey Crew.....	\$125
Senior Field Technician .....	\$125
Field Technician III .....	\$90
Field Technician II .....	\$80
Field Technician I .....	\$70
Laboratory Technician .....	\$90
Building Code Official.....	\$102
Project Assistant .....	\$75

- Add 15% to above Survey Crew rates when OSHA 40-hour training required
- Technical Support/Expert Testimony Fee provided upon request
- 3 Person Survey Crew rates for roadwork provided upon request

“Professional” includes all disciplines (Engineer, Landscape Architect, Surveyor, Geologist, etc.)

### EXPENSES:

Pennoni does not bill for routine office management or accounting services; however, direct expense charges described below are subject to an additional administrative and handling fee as indicated:

- Subconsultant/Subcontractor services: cost plus 10%
- Project Related Travel and Living Expenses: cost plus 10%
- Field Equipment, Expendable Materials/Supplies and Outside Reproduction): cost plus 10%
- Passenger Vehicles: per IRS standard rate
- Field Vehicles: \$100.00/day
- Record Retrieval: \$500.00/request plus reprographic charge
- Communication Fee: 2% of billable labor. Includes cost for non-deliverable in-house photocopies, non-express postage and telephone/fax/computer.





