

**ARCHITECTURAL SERVICES WORK ORDER 002**

**Community Development/Building Division Renovation**

This Work Order Number 002 is entered into as of this 30th day of January, 2020, pursuant to that certain Continuing Architectural Services Agreement for Professional Services entered into as of this 13<sup>th</sup> day of November, 2018 (collectively referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Donadio & Associates, Architects, P.A. ("ARCHITECT").

The COUNTY has selected the ARCHITECT to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The ARCHITECT will perform the professional services within the timeframe and for the fees detailed in Exhibit A, all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

ARCHITECT:

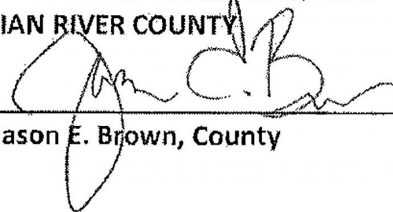
By:  \_\_\_\_\_

Administrator

Print Name: ANTHONY J. DONADIO

Title: PRESIDENT

BOARD OF COUNTY COMMISSIONERS  
OF INDIAN RIVER COUNTY

By:  \_\_\_\_\_

Jason E. Brown, County

Approved Date: 2/3/2020

Approved as to form and legal sufficiency:

 \_\_\_\_\_  
Dylan T. Reingold, County

Attorney



**DONADIO**  
& Associates, Architects, P.A.

December 18, 2019

Mr. Scott McAdam, CBO, MCP  
Building Official  
Indian River County  
1801 27<sup>th</sup> Street, Bldg. A  
Vero Beach, Florida 32960

Dear Mr. McAdam,

**RE: ARCHITECTURAL, MECHANICAL, ELECTRICAL AND PLUMBING PROPOSAL  
FOR THE INTERIOR DEMOLITION AND RE-DESIGN OF  
THE COMMUNITY DEVELOPMENT DEPARTMENT LOCATED IN  
BUILDING "A" IN THE INDIAN RIVER COUNTY ADMINISTRATION COMPLEX,  
VERO BEACH, FLORIDA**

**ARCHITECTS PROJECT #2019-48/1.2**

A brief description of the work covered by this proposal includes the following:

Part of the First Floor of Building "A" is occupied by the Community Development Department. This consists of a Reception area, Waiting area, Building Department Customer Service Counters, "Planner of the Day's Office" Fire Department Reception, Building Officials Offices, Fire Department Offices/Cubicles, Document Center, Production area, Café and General Circulation space. The Floor area described above is approximately 10,000 sq. ft.

All of the above are to be demolished and the accumulative spaces re-designed/space planned to improve Department efficiency, connectivity and Public access. All services i.e. Electrical, Mechanical, Plumbing and Automatic Sprinkler System to be re-designed to accommodate the new proposed Tenant improvement.

This proposal is based upon the provision of the following Scope of Services:

**I) ARCHITECTURAL**

**• SCHEMATIC DESIGN PHASE**

The Architect shall assist the Owner in establishing the program and ascertain the requirements of the project and shall arrive at a mutual understanding of such requirements with the Owner. Based on this understanding the Architect shall prepare Schematic Design Documents consisting of drawings, outline specifications,



• **DESIGN DEVELOPMENT PHASE**

Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program schedule or construction budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the project as to Architectural, Mechanical and Electrical systems, materials and such other elements as may be appropriate.

• **CONSTRUCTION DOCUMENTS PHASE**

Based on the approved Design Development Documents and any further adjustments in the scope or quality of the project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

• **BIDDING AND NEGOTIATION PHASE**

The Architect, following the Owner's approval of the Construction Documents shall assist the Owner in the review of Bids for Construction, attendance at Pre-Bid Meeting, clarifications of RFI's and issuance of addenda.

• **CONSTRUCTION ADMINISTRATION PHASE OF THE CONSTRUCTION CONTRACT**

The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the contract for construction and terminates at the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work, whichever comes first.

The Architect shall provide periodic a maximum of eight (8) periodic Site Observations, Review of Contractor's Applications for Payment, Contractors request for information and/or clarifications, Shop Drawing Reviews, Review of Change Order and decisions on any claims or disputes, Punch-List Walk-Thru with Client and Contractor to determine general conformity with approved plans and specifications.

II) **MECHANICAL, ELECTRICAL AND PLUMBING**

- a) Coordinate with Client to establish design criteria for heating, ventilation and air conditioning (HVAC), electrical and plumbing.
- b) Construction documents and specifications for HVAC, electrical and plumbing, which include but not limited to: Floor Plans, schedules, risers, panels, details, etc.
- c) Coordinate and conform with applicable Building Codes and Building Departments.
- d) Three (3) sets of signed and sealed permit documents. Additional sets to be billed as reimbursables.
- e) State of Florida energy calcs.

**III) PROFESSIONAL FEES (Basic)**

• Demolition Drawings/Field Measure	\$ 6,000.00
• Schematic Design/Demolition Drawings	\$ 8,250.00
• Design Development	\$ 11,000.00
• Construction Documents	\$ 22,000.00
• Bidding	\$ 2,750.00
• Construction Administration	<u>\$ 11,000.00</u>
<b>Total Fee</b>	<b>\$ 61,000.00</b>

**IV) FEE PAYMENT SCHEDULE**

- A. The fee is based upon our understanding of the stated goals and upon completion of services described above. The Fee Payment shall be billed monthly based upon the completion of the Scope of Work of the project as of the date of the invoice. Payment is due upon receipt of the invoice. Invoices not paid within thirty (30) days of invoice date will be subject to a finance charge of one and one-half percent (1.5%) per month.

Reimbursable expenses are in addition to compensation for Basic Services and include expenses incurred by the Architect, in the interest of the project. Such expenses include but are not necessarily limited to the cost of reproduction, postage, long-distance communication, facsimiles, photographs and mileage. Reimbursable expenses will be billed at actual cost. Estimated Cost of Reimbursables is a maximum not to exceed amount of Twenty-Five Hundred Dollars (\$2,500.00).

- B. Should the scope of the project change substantially, the fee will be altered accordingly, based upon Owner approval. Such work will be billed at the hourly rates specified below, for the time involved. No additional work will be initiated without Owner written authorization.

- C. Donadio & Associates, Architects, P.A. Standard Hourly Billing Rates are as follows:

Principal	\$200.00
Senior Project Manager	\$175.00
Project Manager	\$135.00
CADD Manager	\$135.00
CADD Technician I	\$100.00
CADD Technician II	\$ 90.00
CADD Technician III	\$ 85.00
Intern Architect	\$100.00
Office Manager	\$ 85.00
Administrative Assistant	\$ 65.00
Receptionist	\$ 60.00
Technical Support	\$ 55.00

- D. If the project is abandoned or terminated before completion, owner will be invoiced for the services performed, together with the reimbursable expenses incurred, as of the date of termination.
- E. Should any questions arise regarding an invoice or any portion thereof, this office should be contacted immediately. Payment for the amount in question may be withheld. However, timely payment of the balance is required.

- F. Payment for services performed is in no way based upon the receipt of regulatory approvals or project financing.
- G. This Proposal is valid for 30 days from the date shown hereon and represents the entire understanding between Parties with respect to the referenced Project and may only be modified in writing.

V) GENERAL

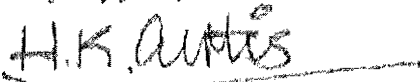
- A. Illustrative renderings or models are not part of the Basic Services.
- B. Interior Design, Geotechnical Reports, Environmental Surveys, Civil Engineering, Off Site Road Way Improvements, As-built Surveys, Re-Zoning, Traffic Analyses, Full Time on Site Representation, Formal Site Plan Submittal, Landscape and Irrigation Design and Drawings, Permit Application Fees, Building Permit Fees and any other Application Fees for Agency approvals are not part of the Basic Services.
- C. All drawings, specifications and other documents prepared for this project are for use solely with this project and unless otherwise provided Donadio & Associates, Architects, P.A. are the author and owner and retain all lawful copyrights to such documents.

This Proposal letter outlines our Architectural, MEP Scope of Services.

Should this arrangement be acceptable to you, please sign and return one (1) copy to this Office.

Thank you again, for this opportunity to work with you on this project.

Very truly yours,



Haydn K. Curtis, R.I.B. A., ARB

\_\_\_\_\_  
Indian River County

HKC/md

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date