

WORK ORDER NUMBER 3
Indian River County Courthouse Roof Replacement
IRC Project No. 1764

This Work Order Number 3 is entered into as of this _____ day of _____, _____, pursuant to that certain Continuing Contract Agreement for Roof Consultation Services, dated February 18th, 2014, (referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Jay Ammon Architect, Inc. ("Consultant").

EXHIBIT A
SCOPE OF WORK

Jay Ammon Architect, Inc. (Consultant) proposes to provide architectural services to Indian River County (County), for the proposed Roofing Replacement at the Indian River County Courthouse. The construction consists of the replacement of the roofing assemblies of the Indian River County Courthouse, located at 2000 16th Ave, Vero Beach, FL 32960. The existing low slope roofing assemblies will be replaced with a new modified bitumen roofing assembly. The existing skylight assemblies will be waterproofed. The roofing work will be coordinated with an ongoing Courthouse exterior wall restoration project.

Scope of Services:

1.0 Phase 1 - Roofing Evaluation Report: Not Included

2.0 Phase 2 - Construction Documents:

2.1 Meetings: Meet with representatives of Owner to review the scope of work, materials, and Project schedule.

2.2 Existing Roof Conditions Verification:

2.2.1 Visual Examination: Conduct a visual examination of the roofing assemblies to determine the composition, condition, and performance of the roof assemblies.

2.2.2 Moisture Readings: Take relative moisture readings of exterior finishes to check of areas of excessive moisture.

2.2.3 Infrared Scan: Conduct an infrared scan to determine if water is entrapped within the roofing substrate below the existing roof membrane.

2.2.4 Roofing Cores: Extract cores from the roof surface to determine the roof composition and to confirm the areas of excessive moisture depicted during the infrared scan. Record the results and patch the cores.

2.2.5 Pull-out Resistance Testing: Complete preliminary pull-out resistance testing to determine the performance of the existing roofing substrate and/or roof deck.

2.3 Drawings: Prepare construction drawings consisting of roof plans and details; which depict the Scope of Work.

2.4 Specifications: Provide construction specifications which describe the scope of work, general requirements, and building products proposed for the facility.

2.5 Documentation: Submit one copy of the documents to the Owner. Make any mutually agreed upon changes to the documents. Also submit two signed and sealed copies of the documents to the Owner for permitting.

- 3.0 Phase 2 - Bidding:**
- 3.1 Prebid Meeting:** Meet at the site with representatives of the Owner and Bidders to review the scope of work and to examine the site.
- 3.2 Addenda:** Respond to clarifications requests from the Bidders. Issue any required addenda to the Bidders and submit a copy of the addenda to the Owner.
- 3.3 Bid Evaluation:** Review the bids submitted to the Architect from the Owner and provide recommendations for bid award to the Owner.
- 4.0 Phase 3 - Construction Administration:**
- 4.1 Pre-Construction Meeting:** Attend a pre-construction meeting at the site with representatives of the Owner and the Contractor to review the contract schedule, contract requirements, staging area, and safety issues.
- 4.2 Submittals:** Review and process product submittals, Applications for Payment, Requests for Information, Change Orders, and Supplemental Instructions, from the Contractor and distribute to the Contractor and Owner.
- 4.3 Construction Observations:** Conduct observations at major stages of the construction. Prepare a report of each observation and submit the report to the Owner. This proposal is based upon 6 regular observations plus the following 2 close-out observations.
- 4.4 Substantial Completion Observation:** Conduct a substantial completion observation and submit a Certificate of Substantial Completion document including a list of uncompleted Work items to the Contractor and Owner.
- 4.5 Final Completion Observation:** Conduct a final completion observation and submit a Final Completion Report to the Contractor and Owner.
- 4.6 Construction Close-Out:** Review the construction close-out documents submitted by the Contractor and submit a copy to the Owner.

County Furnished Items: The County will furnish the following items to the Architect:

1. Available construction drawings and specifications of the building.
2. Available shop drawings and product data of the roofing components.
3. Personnel to access the building.

Time of Performance: The Architect will provide the services within the following time frame except for any situations beyond the control of the Architect:

Phase 1: Roofing Evaluation: Not included

Phase 2: Construction Documents: 4 weeks after receipt of a Notice to Proceed from the Owner

Phase 3: Bidding: 4 Weeks

Phase 4: Construction Administration: Observation Reports - 2 days from observation

Fees to Be Paid (A fee breakdown is attached):

Phase 1: Roofing Evaluation Report: Not included	\$0.00
Phase 2: Construction Documents:	\$27,045.00
Phase 3: Bidding:	\$2,965.00
Phase 4: Construction Administration:	\$17,241.00
Total Fee:	\$47,431.00

Personnel and Non-personnel Expenses: The above fee includes all personnel and non-personnel expenses.

Invoices: The Architect will submit an invoice to the Owner upon completion of the report

Additional Services Fees: Any additions to the scope of services and associated fees will be mutually agreed upon by the Owner and Architect, prior to the Architect performing those services. The fee for any additional service will be based upon the following rate schedule, plus reimbursement for direct non- salary expenses:

- Principal Architect: \$196/hr
- Project Architect: \$138/hr
- Project Manager: \$116/hr
- Thermographer: \$112/hr
- Field Technician: \$96/hr
- CAD Technician: \$82/hr
- Construction Observer: \$75/hr
- Secretary: \$48/hr

The above fees are valid through December 31, 2017.


Acceptance: Acceptance of this proposal may be indicated by the signature below by an authorized representative of the Owner and the return of one executed copy of this proposal or by issuance of a purchase order to the Architect.

The COUNTY has selected the Consultant to perform the Roofing Consultation Services set forth in Exhibit A (Scope of Services), part of this Work Order and made part hereof by this reference. The Roofing Consultation Services will be performed by the Consultant for a lump sum fee of \$47,431.00. The Consultant will perform the Roofing Consultation Services within the timeframe more particularly set forth in Exhibit A (Time of Performance), part of this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to 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.

CONSULTANT: JAY AMMON, INC.

**BOARD OF COUNTY COMMISSIONERS
OF INDIAN RIVER COUNTY**

By: 
Title: Jay Ammon, President

By: _____
Peter D. O'Bryan, Chairman

BCC Approved Date: _____

Attest: Jeffrey R. Smith, Clerk of Court and Comptroller

By: _____
Deputy Clerk

Approved: _____
Jason E. Brown, County Administrator

Approved as to form and legal sufficiency: _____
Dylan T. Reingold, County Attorney

IRC Courthouse - Roofing Replacement Project
FEE BREAKDOWN - CONSULTING SERVICES

1.0 Evaluation Services: (Not Included)					
Principal Architect:	0 hrs. @	\$196.00 / hr.			\$0.00
Project Architect:	0 hrs. @	\$138.00 / hr.			\$0.00
Project Manager:	0 hrs. @	\$116.00 / hr.			\$0.00
Thermographer	0 hrs. @	\$112.00 / hr.			\$0.00
Field Technician:	0 hrs. @	\$96.00 / hr.			\$0.00
CAD Technician:	0 hrs. @	\$82.00 / hr.			\$0.00
Construction Observer:	0 hrs. @	\$75.00 / hr.			\$0.00
Secretary:	0 hrs. @	\$48.00 / hr.			\$0.00
Total Personnel Costs:					\$0.00
Air Flight:	0 flights @	\$0.00 /flight			\$0.00
Rental Car	0 days @	\$0.00 /day			\$0.00
Mileage:	0 trips @	266 mi./trip	@	\$0.50 /mi.	\$0.00
Hotel:	0 nights@	\$0.00 /night			\$0.00
Per Diem	0 days@	\$0.00 /day			\$0.00
Sub Consultant	\$0.00 plus	10 percent			\$0.00
Printing	0 copies @	\$0.00 /copy			\$0.00
Total Reimbursable Costs:					\$0.00
TOTAL EVALUATION PHASE COSTS					\$0.00
2.0 Design:					
Principal Architect:	40 hrs. @	\$196.00 / hr.			\$7,840.00
Project Architect:	40 hrs. @	\$138.00 / hr.			\$5,520.00
Project Manager:	0 hrs. @	\$116.00 / hr.			\$0.00
Thermographer	16 hrs. @	\$112.00 / hr.			\$1,792.00
Field Technician:	16 hrs. @	\$96.00 / hr.			\$1,536.00
CAD Technician:	120 hrs. @	\$82.00 / hr.			\$9,840.00
Construction Observer:	0 hrs. @	\$75.00 / hr.			\$0.00
Secretary:	8 hrs. @	\$48.00 / hr.			\$384.00
Total Personnel Costs:					\$26,912.00
Air Flight:	0 flights @	\$0.00 /flight			\$0.00
Rental Car	0 days @	\$0.00 /day			\$0.00
Mileage:	1 trips @	266 mi./trip	@	\$0.50 /mi.	\$133.00
Hotel:	0 nights@	\$0.00 /night			\$0.00
Per Diem	0 days@	\$0.00 /day			\$0.00
Printing	0 copies @	\$0.00 /copy			\$0.00
Sub Consultant	\$0.00 plus	10 percent			\$0.00
Total Reimbursable Costs:					\$133.00
TOTAL DESIGN PHASE COSTS					\$27,045.00
3.0 Bidding:					
Principal Architect:	12 hrs. @	\$196.00 / hr.			\$2,352.00
Project Architect:	0 hrs. @	\$138.00 / hr.			\$0.00
Project Manager:	0 hrs. @	\$116.00 / hr.			\$0.00
Thermographer	0 hrs. @	\$112.00 / hr.			\$0.00
Field Technician:	4 hrs. @	\$96.00 / hr.			\$384.00
CAD Technician:	0 hrs. @	\$82.00 / hr.			\$0.00
Construction Observer:	0 hrs. @	\$75.00 / hr.			\$0.00
Secretary:	2 hrs. @	\$48.00 / hr.			\$96.00
Total Personnel Costs:					\$2,832.00
Air Flight:	0 flights @	\$0.00 /flight			\$0.00
Rental Car	0 days @	\$0.00 /day			\$0.00
Mileage:	1 trips @	266 mi./trip	@	\$0.50 /mi.	\$133.00
Hotel:	0 nights@	\$0.00 /night			\$0.00
Per Diem	0 days@	\$0.00 /day			\$0.00
Printing	0 copies @	\$0.00 /copy			\$0.00
Total Reimbursable Costs:					\$133.00
TOTAL BIDDING PHASE COSTS					\$2,965.00
4.0 Construction Administration:					
Principal Architect:	40 hrs. @	\$196.00 / hr.			\$7,840.00
Project Architect:	0 hrs. @	\$138.00 / hr.			\$0.00
Project Manager:	16 hrs. @	\$116.00 / hr.			\$1,856.00
Thermographer	0 hrs. @	\$112.00 / hr.			\$0.00
Field Technician:	16 hrs. @	\$96.00 / hr.			\$1,536.00
CAD Technician:	0 hrs. @	\$82.00 / hr.			\$0.00
Construction Observer:	64 hrs. @	\$75.00 / hr.			\$4,800.00
Secretary:	4 hrs. @	\$48.00 / hr.			\$192.00
Total Personnel Costs:					\$16,224.00
Air Flight:	0 flights @	\$0.00 /flight			\$0.00
Rental Car:	0 days @	\$0.00 /day			\$0.00
Mileage:	9 trips @	266 mi./trip	@	\$0.50 /mi.	\$1,197.00
Hotel:	0 nights@	\$0.00 /night			\$0.00
Per Diem	0 days@	\$0.00 /day			\$0.00
Printing	0 copies @	\$0.00 /copy			\$0.00
Sub Consultant	\$0.00 plus	10 percent			\$0.00
Total Reimbursable Costs:					\$1,197.00
TOTAL CONSTRUCTION PHASE COSTS					\$17,421.00
TOTAL COSTS:					\$47,431.00