

WORK ORDER NUMBER #7
Sebastian Corners Building Renovations
IRC Project No. 1744

This Work Order Number 7 is entered into as of this ___ day of _____, 2017, pursuant to that certain Continuing Contract Agreement for Professional Services, dated November 15, 2011, and that certain Extension and Amendment of Continuing Contract Agreement for Professional Services entered into as of the 4th day of November, 2014 (collectively referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and MBV Engineering, Inc. ("Consultant").

SCOPE OF WORK

It is our understanding that Indian River County intends to purchase and renovate the existing Sebastian Corners retail center in Sebastian, Florida. The scope of the project for the purposes of this proposal are as follows:

Renovate 7200 SF of existing retail tenant spaces in two existing suites. Renovate the tenant spaces to accommodate the north county offices for the Tax Collector, DMV, Concealed Weapons, Property Appraiser, Utilities, and Veterans' Affairs. The work will be tenant finish, including demolition of the existing ceiling in the 6000 SF space, new rooftop units and curbing for HVAC and all new exposed ductwork & electrical in the open area of the space. The rear third of the larger suite will include primarily enclosed spaces and other employee-only functions. Security, access control, camera surveillance, and IT requirements are a significant and crucial component of the design. Scope includes custom millwork for license plate display and reception, and systems furniture by the County's vendor for workstations behind low walls with built-in counters. Program also includes private offices, breakroom with kitchen, public and private men's and women's toilets, IT room, dealer room for plating, and secured space for safes, plate storage and the CWP application process. Public art will be incorporated if the budget allows, such as a mural enlargement of the sea turtle license plate image on the upper wall area. The existing storefront system will be modified to include another entrance. The secured, staff-only entrance at the rear of the large suite will be reconfigured to allow for forklift delivery of palletted items. The small suite ceiling, entrance, and single toilet will remain. The tenant finish will be designed to suit the requirements of the departments slated for that area.

In addition to the building improvements and renovations, the project will analyze the existing site infrastructure such as: stormwater system, fencing around pond, and lighting. It is understood that new lighting is anticipated in the rear of lot of the building and that a fiber optic line will be installed to the building from the US#1 ROW.

MBV Engineering, Inc. will provide the project oversight, architectural, mechanical, electrical, plumbing, structural design, permitting (as required), bidding service and construction administration related to the above activities.

1. **Architectural Design Services**

- a. The Consulting Architect will design and document interior tenant improvements, as well as staff and public entrances at the perimeter of the tenant spaces, per the program information provided by the County. The Consultant will work in conjunction with the design team to coordinate civil, structural, MEP, cost estimating, and architectural components of the proposed improvements.
- b. **County Reviews**
The Consultant will attend four (4) progress review meetings with the COUNTY Engineering Department representative at approximately 30, 60, 90 and 100 percent levels of design completion. A single set of review comments shall be provided to Consultant from COUNTY Engineering Division staff prior to each review meeting.
- c. **Specifications**
The Consultant will prepare full technical specifications for the proposed improvements. The County will provide in an electronic format the Front End specifications for the Consultant's use in assembling the project's Specifications Book.
- d. **Permit Coordination and Bid Services**
The Consultant will provide permit coordination responses and bidding services as noted in those sections of this proposal, below. The Consultant will attend the Pre-Bid Conference and deliver addenda if required.

2. **Structural Design Services**

- a. The Structural Consultant will design and document structural framing, and connections for the proposed improvements regarding the roof top mechanical units, and any exterior opening revisions. This includes one meeting for Design Development coordination.
- b. The Consultant will provide electronic format documents for cost estimating purposes at 30%, 60%, and 90% completion, as well as deliverables as noted below.
- c. The Consultant will prepare technical specifications for the structural portion of the proposed improvements.
- d. The Consultant will provide permit coordination responses and bidding services as noted in those sections of this proposal, below. The Project Manager will attend the Pre-Bid Conference and deliver addenda if required.
- e. Construction Administration structural services shall include shop drawing and submittal review, as well as RFI responses per the language in that section of this proposal. Site visits and construction meetings may be provided as an additional service.

3. **Mechanical, Electrical and Plumbing (MEP) Design Services**

- a. The MEP Consultant will design and document Mechanical, Electrical, and Plumbing systems and equipment for the proposed improvements. This includes one meeting for Design Development coordination, with Project Manager in person and Mechanical Engineer via teleconference.
- b. The Consultant will provide electronic format documents for cost estimating purposes at 30%, 60%, and 90% completion, as well as deliverables as noted below.
- c. The Consultant will prepare technical specifications for the MEP portion of the proposed improvements.
- d. The Consultant will provide permit coordination responses, technical specifications and bidding services as noted in those sections of this proposal, below. The Project Manager will attend the Pre-Bid Conference and deliver addenda if required.
- e. Construction Administration MEP services shall include shop drawing and submittal review, as well as RFI responses per the language in that section of this proposal. Site visits and construction meetings may be provided as an additional service.

4. **Civil Design and Oversight**

- a. Consultant will provide design services, coordination and recommendations as required for modifications to the Site's exterior including:
 - Existing stormwater perimeter fencing analysis and recommendations
 - Exterior lighting additions in the rear of the facility
 - Evaluation of existing stormwater system and recommendations
 - Development of fiber optic routing plan for connection of fiber optic services to the building from US #1 ROW
 - Development of plans as required to reflect mitigation recommendations for the above items
 - Coordination with permit agencies as required for mitigation plans and approvals for the above items
 - Provide overall project oversight throughout project timeline

5. **Construction Cost Estimating**

- a. Consultant will provide construction cost estimating for the project at the following milestones, with related fees as indicated below in the Fee Schedule:
 - Conceptual cost estimate
 - 30% design completion estimate
 - 60% design completion estimate
 - 90% design completion estimate

6. **Permit Coordination**

The Consultant will coordinate and assist the COUNTY with the following agencies:

- City of Sebastian Building Department
- City of Sebastian Planning Department
- Indian River County Fire Department
- Indian river County Utilities Department
- Florida Department of Environmental Health

The Consultant shall submit plans to the above referenced agencies and respond to up to two (2) requests for additional information by the aforementioned permitting agency.

The Consultant will not be responsible for any permit fees.

7. **Bidding Services:**

The COUNTY shall be responsible for setting the bid opening date, advertisement of the bid, scheduling the pre-bid meeting, and scheduling the bid opening. The Consultant will prepare a .pdf of Construction documents for the COUNTY's use in distribution to prospective bidders via Demandstar.

8. **Construction Administration**

The Consultant will coordinate and assist the COUNTY during the construction phase of the project and provide the following:

- a. Architectural Construction Administration services shall include shop drawing and submittal review, as well as RFI responses per the language in that section of this proposal. Site visits / construction meetings are limited to the following:
 - Four (4) site visits/construction meetings during the construction phase, at
 1. Completion of Demolition
 2. Completion of framing / prior to electrical
 3. Completion of drywall, doors, and lighting installation
 4. In-progress flooring, millwork, and finishes
 - Two (2) site visits for substantial completion and punch list development
 - One (1) site visit for final completion
 - Four (4) On-site meetings at County's request
- b. Three (3) Construction Inspections for exterior site improvements associated with Task 4.
- c. Review of Contractor Pay Request Applications.

DELIVERABLES

The Consultant shall provide the COUNTY with the following:

- Four (4) hard copy (24" x 36") of the bid documents Final Drawings, signed & sealed
- Four (4) hard copy (11" x 17") of the bid documents Final Drawings, signed & sealed
- One (1) signed & sealed .pdf and .dwg copy of the drawings and bid documents
- Technical responses for two (2) addenda, as required for clarifying responses from the pre-bid meeting
- Bid award recommendation letter

SCHEDULE

Upon authorization to proceed by the COUNTY, the above described services will be provided based on the following schedule:

- Permit-ready Design Plans 60 days from NTP
- Addressing of Permit Agency Comments 30 days from receipt of comments

FEE SCHEDULE

The COUNTY agrees to pay and the Consultant agrees to accept for services rendered, pursuant to this Agreement, fees inclusive of expenses in accordance with the following:

Task	Fee
Task 1 – Architectural Design Services	\$ 24,000
Task 2 – Structural Design Services	\$ 4,000
Task 3 – MEP Design Services	\$ 11,700
Task 4 – Civil Design & Oversight	\$ 14,500
Task 5 – Construction Cost Estimating	\$ 3,350
Task 6 – Permit Coordination	\$ 5,500
Task 7 – Bidding Services	\$ 2,700
Task 8 – Construction Administration	\$ 8,200
Work Authorization Total	\$ 73,950

Should the scope of the project change substantially at any phase; 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 authorization.

ADDITIONAL SERVICES

When required by the COUNTY or the Contract Documents, where circumstances exist beyond the Consultant’s control, Consultant shall provide or obtain from others, as circumstances required, those additional services not listed as part of the Work Order, the Consultant shall notify the COUNTY promptly prior to commencing said Additional Services, and if agreed upon, will be paid for by County in accordance with the Master Agreement, Professionals and vendor intended to provide additional services shall first be approved by the COUNTY, in writing, by the COUNTY’s Project Manager.

The COUNTY has selected the Consultant to perform the professional services set forth on this Work Order. The professional services will be performed by the Consultant for the fee schedule set forth in this Work Order. The Consultant will perform the professional services within the timeframe more particularly set forth in this Work Order 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.

CONSULTANT:
MBV Engineering, Inc.

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

By: _____
Aaron Bowles, P.E.

By: _____
Joseph E. Flescher , Chairman

Title: _____
Vice President

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