

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

TO: Jason E. Brown, County Administrator

FROM: Richard B. Szpyrka, P.E., Public Works Director

SUBJECT: Work Order No. 7, MBV Engineering, Inc.
Indian River North County Offices - Renovation Design
1919-1931 US Highway 1 Sebastian, FL 32958

DATE: September 10, 2017

DESCRIPTION AND CONDITIONS

On November 15, 2011, the Board of County Commissioners approved the Continuing Contract for Professional Services with MBV Engineering, Inc. and on November 4, 2014, approved an Extension and Amendment of the Continuing Contract.

The purpose of Work Order No. 7 is for design and permitting services to renovate 7,200 square feet of existing retail space in the recently purchased Sebastian Corners Retail Center. Work Order No. 7 also includes site work and exterior repairs/renovations. Work Order No. 7 is for a total lump sum amount of \$73,950.00.

On July 18, 2017, the Board approved the purchase of Sebastian Corners Retail Center located at 1919-1931 US Highway 1 Sebastian, FL 32958, for the relocation of the Tax Collector, Property Appraiser, Clerk of Courts, Utilities Department, and Veterans Services. The purchase of the property is now complete.

Currently, there are four tenants in the building, Mattress Firm, AT&T retail, Sally’s Beauty Salon, and a Cuban Restaurant, along with a vacant 1,200 square foot space. Dollar Tree has moved to their recently completed standalone store, vacating 6,000 square feet of space that requires renovation in order to be utilized by the Tax Collector & Property Appraiser. The vacant 1,200 square feet of space will be renovated for use by the Clerk of Courts, Utilities Department, and Veterans Services.

Indian River County currently rents a total of 6,462 square feet of office space in Sebastian Square (North County Offices) for the above offices at an annual cost of \$100,160. The County has been renting office space at this location since 1991. The current leases will expire September 30, 2018.

FUNDING

Funding for Work Order No. 7 is available in Optional Sales Tax/Facilities Mgmt/North County Offices Expansion, Acct # 31522019-066510-17018 for \$73,950.00.

RECOMMENDATION

Staff recommends approval of Work Order No. 7 to MBV Engineering, Inc. authorizing the above-mentioned professional services as outlined in the attached Scope of Services and requests the Board to authorize the Chairman to execute the attached Work Order No. 7 on their behalf for a total lump sum amount of \$73,950.00.

ATTACHMENTS

Work Order No. 07

DISTRIBUTION

MBV Engineering Inc.

APPROVED AGENDA ITEM FOR September 19, 2017