

INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM

TO: Board of County Commissioners

THROUGH: John A. Titkanich, Jr., County Administrator
Anthony Warren, Director of Building and Facility Services

FROM: Robert S. Skok, Capital Projects Manager

SUBJECT: **Work Order No. 2, CPZ Architects, Inc** – IRC Administration Building, Property Appraiser's Office Renovations

DATE: March 11, 2025

DESCRIPTION AND CONDITIONS

On January 9, 2024, the Board of County Commissioners approved a Continuing Contract Agreement with CPZ Architects, Inc., to perform continuing architectural services to include design solutions for remedial work, design solutions for new facility, preparation of design documents, and project management.

The purpose of Work Order No. 2 is to prepare construction documents for interior renovations for the Property Appraiser's Office within the existing Administration Building B. Work Order to include preparing construction documents, drawings of architectural, mechanical/electrical engineering, and assist with bidding for the project for a total lump sum amount of \$80,896.00

FUNDING

Funding in the amount of \$80,896.00 is budgeted and will be available in Optional Sales Tax, Facilities Management, Construction In Progress, Property Appraiser Renovations, Account number 31522019-066510-25018.

| Account Description | Account Number | Amount |
|--|-----------------------|-------------|
| Optional Sales Tax/Facilities Management/Construction in Progress/Property Appraiser Renovations | 31522019-066510-25018 | \$80,896.00 |

RECOMMENDATION

Staff recommends approval of Work Order No. 2 for CPZ Architects, Inc., authorizing the above-mentioned professional services as outlined in the attached Proposal and requests the Board authorize the Chairman to execute Work Order No. 2 on their behalf for the total lump sum amount of \$80,896.00.

ATTACHMENTS

CPZ Architects, Inc. Work Order No. 2
CPZ Architects, Inc. Proposal

APPROVED AGENDA ITEM FOR MARCH 25, 2025