

**WORK ORDER NO. 4**  
**NORTH COUNTY REGIONAL PARK AQUATIC FACILITY ROOF REPLACEMENT**  
**IRC PROJECT NO. 1826**

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This Work Order Number 4 is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, pursuant to that certain Continuing Contract Agreement for Roof Consultation Services, dated February 6th, 2018, (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").

**SCOPE OF WORK**

Jay Ammon Architect, Inc. (Consultant) proposes to provide architectural services to Indian River County (County), for the proposed replacement of the low slope roofing assemblies of the Indian River County North County Regional Park Aquatic Facility, located at 9450 County Road 512 Sebastian, FL. The existing low slope roofing assemblies will be replaced with a new modified bitumen roofing assembly. The existing clerestory stucco wall assemblies will be waterproofed.

**1.0 Phase 1 - Construction Documents:**

- 1.1 Meetings:** Meet with representatives of Owner to review the scope of work, materials, and Project schedule.
- 1.2 Existing Roof Conditions Verification:**
  - 1.2.1 Visual Examination:** Conduct a visual examination of the roofing assemblies to determine the composition, condition, and performance of the roof assemblies.
  - 1.2.2 Moisture Readings:** Take relative moisture readings of exterior finishes to check for areas of excessive moisture.
  - 1.2.3 Infrared Scan:** Conduct an infrared scan to determine if water is entrapped within the roofing substrate below the existing roof membrane.
  - 1.2.4 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.
- 1.3 Drawings:** Prepare construction drawings consisting of roof plans and details; which depict the Scope of Work.
- 1.4 Specifications:** Provide construction specifications which describe the scope of work, general requirements, and building products proposed for the facility.
- 1.5 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.

**2.0 Phase 2 - Bidding:**

- 2.1 Prebid Meeting:** Attend the pre-bid meeting and explain the scope of work to attendees.
- 2.2 Addenda:** Respond to clarifications requests from the Bidders through the Owner. Issue any required addenda to the Owner for distribution.
- 2.3 Bid Evaluation:** Review bids received by the Owner and provide recommendations for bid award to the Owner.

**3.0 Phase 3 - Construction Administration:**

- 3.1 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.
- 3.2 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.
- 3.3 Construction Observations:** Conduct observations at major stages of construction. Prepare a report of each observation and submit the report to the Owner. This proposal is based upon 3 regular observations plus the following 2 close-out observations.
- 3.4 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.
- 3.5 Final Completion Observation:** Conduct a final completion observation and submit a Final Completion Report to the Contractor and Owner.
- 3.6 Construction Close-Out:** Review the construction close-out documents submitted by the Contractor and submit a copy to the Owner.

**Owner Furnished Items:** The Owner 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: Construction Documents:** 6 weeks after receipt of a Notice to Proceed from the Owner

**Phase 2: Bidding:** 4 Weeks

**Phase 3: Construction Administration:** Observation Reports - 2 days from observation.

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

<b>Phase 1: Construction Documents:</b>	\$15,242.00
<b>Phase 2: Bidding:</b>	\$1,941.00
<b>Phase 3: Construction Administration:</b>	\$9,454.00
<b>Total Fee:</b>	<b>\$26,637.00</b>

**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 each phase.

**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, 2018.

**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.

**CONSULTANT: JAY AMMON, INC.**

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

**By:**

  
\_\_\_\_\_

**By:**

\_\_\_\_\_  
**Peter D. O'Bryan, Chairman**

**Title:**

Jay Ammon, 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**

**JAY AMMON ARCHITECT,  
INC.**

July 26, 2018

**North County Regional Park Aquatic Facility Roof Replacement Project  
FEE BREAKDOWN - CONSULTING SERVICES**

<b>1.0 Evaluation Services: (Not Included)</b>				
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
<b>TOTAL EVALUATION PHASE COSTS</b>				<b>\$0.00</b>
<b>2.0 Design:</b>				
Principal Architect:	24 hrs. @	\$196.00 / hr.		\$4,704.00
Project Architect:	0 hrs. @	\$138.00 / hr.		\$0.00
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:	80 hrs. @	\$82.00 / hr.		\$6,560.00
Construction Observer:	0 hrs. @	\$75.00 / hr.		\$0.00
Secretary:	8 hrs. @	\$48.00 / hr.		\$384.00
Total Personnel Costs:				\$14,976.00
Air Flight:	0 flights @	\$0.00 /flight		\$0.00
Rental Car	0 days @	\$0.00 /day		\$0.00
Mileage:	2 trips @	266 mi./trip	@ \$0.50 /mi.	\$266.00
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:				\$266.00
<b>TOTAL DESIGN PHASE COSTS</b>				<b>\$15,242.00</b>
<b>3.0 Bidding:</b>				
Principal Architect:	4 hrs. @	\$196.00 / hr.		\$784.00
Project Architect:	0 hrs. @	\$138.00 / hr.		\$0.00
Project Manager:	8 hrs. @	\$116.00 / hr.		\$928.00
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:	2 hrs. @	\$48.00 / hr.		\$96.00
Total Personnel Costs:				\$1,808.00
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
<b>TOTAL BIDDING PHASE COSTS</b>				<b>\$1,941.00</b>
<b>4.0 Construction Administration:</b>				
Principal Architect:	16 hrs. @	\$196.00 / hr.		\$3,136.00
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:	16 hrs. @	\$96.00 / hr.		\$1,536.00
CAD Technician:	0 hrs. @	\$82.00 / hr.		\$0.00
Construction Observer:	48 hrs. @	\$75.00 / hr.		\$3,600.00
Secretary:	8 hrs. @	\$48.00 / hr.		\$384.00
Total Personnel Costs:				\$8,656.00
Air Flight:	0 flights @	\$0.00 /flight		\$0.00
Rental Car:	0 days @	\$0.00 /day		\$0.00
Mileage:	6 trips @	266 mi./trip	@ \$0.50 /mi.	\$798.00
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:				\$798.00
<b>TOTAL CONSTRUCTION PHASE COSTS</b>				<b>\$9,454.00</b>
<b>TOTAL COSTS:</b>				<b>\$26,637.00</b>