

**WORK ORDER NO. 3**

**ARCHITECTURAL/ENGINEERING PROPOSAL 2019-44.1.2  
NORTH COUNTY LIBRARY ADDITION  
DONADIO & ASSOCIATES, ARCHITECTS, P.A.**

This Work Order Number 3 is entered into this \_\_\_\_ day of April, 2020, pursuant to that certain Continuing Consulting Architectural Services Agreement, dated November 13, 2018, (collectively referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and DONADIO & ASSOCIATES, ARCHITECTS, P.A. ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the fee schedule set forth in Exhibit 1. 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:**  
**Donadio & Associates, Architects, P.A.**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_  
**Susan B. Adams, Chairman**

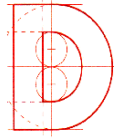
BCC Approved Date: \_\_\_\_\_

**ATTEST: Jeffery 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**



**D O N A D I O**  
& Associates, Architects, P.A.

March 16, 2020

Beth Powell  
Asst. Director - Parks & Conservation Resources  
5500 77<sup>th</sup> Street  
Vero Beach, FL 32967

**RE: ARCHITECTURAL/ ENGINEERING PROPOSAL  
FOR NORTH COUNTY LIBRARY ADDITION  
1001 COUNTY ROAD #512, SEBASTIAN, FLORIDA  
ARCHITECT'S PROJECT NO. 2019 - 44.1.2**

Dear Ms. Powell,

Within the content of this letter is a Proposal for Architectural/Engineering Services for the Design of a new single story 2,800sq. ft. Library Addition and Two (2) new Small Conference Rooms at the North County Library located at 1001 County Road #512, Sebastian, Florida.

**SCOPE OF WORK**

Design of a new single story 2,800sq. ft. Library Addition to be for Multi-Purpose use and Two (2) new Small Conference Rooms constructed with material similar to the existing Library; consisting of masonry bearing walls with bar joist and metal deck roof structure, low slope roof membrane system and interior Architectural, HVAC, Plumbing and Electrical systems and finishes to match that of the existing Library.

Services shall be provided by Donadio and Associates Architect, P.A. pursuant to our Continuing Consultants Engineering Services Agreement for Professional Services with Indian River County dated November 13., 2018. The Scope of Work to be provided shall be as follows:

**Architectural** - Preparation of Construction Documents to include the following:

- Preparation of architectural construction documents consisting of floor plans, elevations, roof plans and details, life safety plan, code review, schedules, general/construction, details, notes and specifications.
- Coordination with MEP, Structural, Civil Engineering and Cost Estimating Consultants.
- Preparation of Schematic, Design Development, Construction Documents and Permit Revision Documents.
- Preparation of all documents for site plan approval and building permit submittal.
- Make application to the City of Sebastian for site plan approval and building permit approval.
- Responses to site plan approval and building permit review comments.
- Attend all preconstruction /design meeting as required.
- Construction Administration Services shall be included. In addition provide scheduled site observations, review of Contractor's requests for information and/or clarifications, shop drawing reviews, review of change order and decisions on any claims or disputes, punch-list walk-thru with contractor and County to determine general conformity with approved plans and specifications.

**Structural Engineering** – Preparation of Construction Documents to include the following:

- Coordination with Donadio & Associates, Architects, P.A.
- Design and prepare the Structural Documents for permit submittal and construction to include Foundation Plans, Floor Plans, Roof Framing Plan, Sections, Details, Schedules and Specifications in short format on the plans.
- Preparation of Schematic, Design Development, Construction Documents and Permit Revision Documents.
- Preparation of all documents for building permits submittal.
- Responses to building permit review comments.
- Attendance at Pre-Construction/Design Meetings.
- Complete Construction Administration Services shall be included In addition provide scheduled site observations, review of Contractor's requests for information and/or clarifications, shop drawing reviews, review of change order and decisions on any claims or disputes, punch-list walk-thru with contractor and County to determine general conformity with approved plans and specifications.

**Mechanical/Electrical/ Engineering** – Preparation of Construction Documents to include the following:

- Coordination with Donadio & Associates, Architects, P.A.
- Design criteria for heating, ventilation and air conditioning (HVAC), electrical and plumbing
- Construction documents and specifications for HVAC, electrical and plumbing, which include but are not limited to: floor plans, schedules, electrical and plumbing risers, electrical panels, reflected ceiling plans and details, along with Fire Sprinkler System Performance Specification.
- Preparation of Schematic, Design Development, Construction Documents and Permit Revision Documents.
- Florida Energy Calculations.
- Preparations of all documents for building permit submittal.
- Responses to building permit review comments.
- Attendance at Pre-Construction/Design Meetings.
- Complete Construction Administration Services shall be included In addition provide scheduled site observations, review of Contractor's requests for information and/or clarifications, shop drawing reviews, review of change order and decisions on any claims or disputes, punch-list walk-thru with contractor and County to determine general conformity with approved plans and specifications.

**Civil Engineering** – Preparation of Construction Documents to include the following:

- Coordination with Donadio & Associates, Architects, P.A.
- Project coordination with the following regulatory agencies:
  - City of Sebastian (COS)
  - Indian River County (IRC)
  - St. John's River Water Management District (SJRWMD)
- Project coordination and review of the required boundary, project specific topographic and tree survey as provided by the County. It is also understood that the necessary hard copies (signed and sealed) will be provided by the County as needed to support the permit agencies application submissions.
- Coordination with project Architect for Base plan coordination on project building area and addition.

- Attendance to (3) project team meetings with project architect and / or County during Design.
- Development of Traffic Statement for project (to be noted on Site Plan). Does not include formal traffic study.
- Preliminary meeting (Pre-Application Conference) with the COS Planning Department.
- Coordination with SJRWMD for stormwater permitting.
- Design of the minor paving and drainage systems to incorporate the new additions.
- Development of the on-site drainage calculation reflecting on-site modeling only. Base contract does not include re-modeling of the Sebastian Lakes PUD Master Stormwater system. However, should this level of drainage analysis be required, the fee for this additional scope has been provided below in Additional Services
- Preparation of the site construction drawings.
- Preparation of a code compliant landscape plan to incorporate in-fill landscaping as required for the specific additions.
- Preparation of the following permit applications:
  - City of Sebastian (COS) Pre-Application Conference
  - COS PUD Major Site Plan Modification
  - COS Land Clearing
  - COS Tree Removal
  - IRC Concurrency
  - IRC Fire Review
  - SJRWMD Letter Exemption
- Attendance at the COS Planning & Zoning Commission meeting.
- Attendance at the COS City Council meeting.
- Construction Administration & Certifications to be provided by the County.

Architectural/Engineering Basic Services and Additional Services Fees shall be broken down as stated below.

The Basic Services Fees shall include Basic Services for Architectural, Structural, Mechanical, Electrical and Plumbing Services.

**I. BASIC SERVICES:**

Architectural Services.....	\$ 36,450.00
Structural Engineering.....	\$ 4,275.00
MEP Engineering.....	\$ 2,850.00
<u>Fire Sprinkler Performance Specification.....</u>	<u>\$ 1,375.00</u>
<b>TOTAL</b>	<b>\$44,950.00</b>
Reimbursable Expenses .....	\$15,000.00

Additional Services Fees shall include Additional Services for Civil Engineering, Cost Consulting Services, Geotechnical Testing and Report and Site Lighting and Photometrics.

**II. ADDITIONAL SERVICES:**

- A. Civil Engineering:
  - 1. On-Site Civil Design/Permitting:.....\$ 17,500.00
  - 2. Sebastian Lakes PUD Master Stormwater Tract Drainage Modeling ....\$ 4,500.00  
(only if required)
- B. Construction Cost Consulting Services:
  - 1. 100% Schematic Design Construction Budget.....\$ 2,175.00
  - 2. 50% Construction Documents Construction Budget .....\$ 1,475.00
- C. Geotechnical Testing.....\$ 1,825.00
- D. Site Lighting and Photometrics.....\$ 1,045.00 (only if required)

This proposal is based upon the provision of the following Scope of Services:

**SCHEMATIC DESIGN PHASE**

The Architect shall assist the County in establishing the program and ascertain the requirements of the project and shall arrive at a mutual understanding of such requirements with the County. Based on this understanding the Architect shall prepare Schematic Design Documents consisting of drawings and outline specifications

**DESIGN DEVELOPMENT PHASE**

Based on the approved Schematic Design Documents and any adjustments authorized by the County in the program schedule or construction budget, the Architect shall prepare, for approval by the County, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the project as to Architectural, Structural, Mechanical and Electrical systems, materials and such other elements as may be appropriate.

**CONSTRUCTION DOCUMENTS PHASE**

Based on the approved Design Development Documents and any further adjustments in the scope or quality of the project or in the construction budget authorized by the County, the Architect shall prepare, for approval by the County, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

**BIDDING AND NEGOTIATION PHASE**

The County’s Contractor shall procure Bids for the Construction of the Project and the Architect shall assist the Contractor in the clarification of any Bid Requests for Information during the Bidding process.

**CONSTRUCTION ADMINISTRATION PHASE  
OF THE CONSTRUCTION CONTRACT**

The Architect’s responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the contract for construction and terminates at the issuance to the County of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work, whichever comes first.

The Architect shall provide periodic Site Observations, Review of Contractor’s Applications for Payment, Contractors request for information and/or clarifications, Shop Drawing Reviews, Review of Change Order and decisions on any claims or disputes, Punch-List Walk-Thru with Client and Contractor to determine general conformity with approved plans and specifications.

**PAYMENT SCHEDULE**

- A. The fee is based upon our understanding of the stated goals and upon completion of services described above. The Fee Payment Schedule shall be as follows:

Schematic Design Phase	15%
Design Development Phase	20%
Construction Document Phase	40%
Bidding	5%
<u>Construction Administration</u>	<u>20%</u>
<b>TOTAL</b>	<b>100%</b>

**Reimbursable expenses** are in addition to compensation for Basic Services and include expenses incurred by the Architect, in the interest of the project. Such expenses include, but are not necessarily limited to the cost of reproduction of drawing and specifications, including progress sets, postage, long-distance communication and facsimiles, photographs, travel and mileage, and the following permit application fees:

- City of Sebastian (COS) Pre-Application Conference
- COS PUD Major Site Plan Modification
- COS Land Clearing
- COS Tree Removal
- IRC Concurrency
- IRC Fire Review
- SJRWMD Letter Exemption
- City of Sebastian Building Department Plan Review Fee.
- IRC Fire Plans Review FEE

Reimbursable expenses will be billed at actual cost. **Estimated Cost of Reimbursable Expenses is a maximum not to exceed amount of Fifteen Thousand Dollars (\$15,000.00).**

- B. Progress billings will be made monthly based upon the percentage of completion of each phase of the project as of the date of the invoice. Payment is due upon receipt of the invoice. Invoices not paid within thirty (30) days of invoice date will be subject to a finance charge of one and one-half percent (1.5%) per month.
- C. Should the scope of the project change substantially, the fee will be altered accordingly, based upon County approval. Such work will be billed at the hourly rates specified below, for the time involved. No additional work will be initiated without County written authorization.

D. Donadio & Associates, Architects, P.A. Standard Hourly Billing Rates are as follows:

Principal	\$200.00
Senior Project Manager	\$175.00
Project Manager	\$135.00
CADD Manager	\$135.00
CADD Technician I	\$100.00
CADD Technician II	\$ 90.00
CADD Technician III	\$ 85.00
Office Manager	\$ 85.00
Administrative Assistant	\$ 65.00
Receptionist	\$ 60.00
Technical Support	\$ 55.00

MEP Engineering Standard Hourly Billing Rates are as follows:

\$75.00 / Hr. - Clerical
\$85.00 / Hr. - CADD
\$95.00 / Hr. - Designer
\$110.00 / Hr. – Engineering / Field Technician
\$125.00 / Hr. – Project Manager
\$225.00 / Hr. – Principals

Civil Engineering Standard Hourly Billing Rates are as follows:

Principal	\$200 Per Hour
Expert Witness	\$300 Per Hour
Sr. Engineer II	\$175 Per Hour
Sr. Engineer I	\$150 Per Hour
Jr. Engineer	\$130 Per Hour
Sr. Technician	\$115 Per Hour
Jr. Technician	\$ 90 Per Hour
Inspector	\$115 Per Hour
Administrative II	\$ 80 Per Hour
Administrative I	\$ 60 Per Hour

- E. If the project is abandoned or terminated before completion, County will be invoiced for the services performed, together with the reimbursable expenses incurred, as of the date of termination.
- F. Should any questions arise regarding an invoice or any portion thereof, this office should be contacted immediately. Payment for the amount in question may be withheld. However, timely payment of the balance is required.
- G. Payment for services performed is in no way based upon the receipt of regulatory approvals or project financing.
- H. This Proposal is valid for 30 days from the date shown hereon and represents the entire understanding between Parties with respect to the referenced Project and may only be modified in writing.

**GENERAL**

- A. Illustrative renderings or models are not part of the Basic Services.
- B. Landscape and Irrigation Design and Drawings, Material Testing, Re-modeling of the Sebastian Lakes PUD Master Stormwater System, Design of off-site Roadway and Utility improvements, Construction Administration & Certifications to be provided by the County, Emergency Generator Design And Drawings, Environmental Surveys, Topographical Surveys to be provided by County, As-Built Drawings, Re-Zoning, Full Time on Site Representation, Site Plan Application Fees, Building Permit Application Fees, and any other Application Fees for Agency approvals are not part of the Basic Services.
- C. All drawings, specifications and other documents prepared for this project are for use solely with this project and unless otherwise provided Donadio & Associates, Architects, P.A. are the author and County and retain all lawful copyrights to such documents.

This Proposal letter outlines our Architectural/Engineering Scope of Services.  
Should this arrangement be acceptable to you, please sign and return one (1) copy to our Office

If you have any questions or wish to discuss this proposal, please feel free to contact our Office.

Thank you for this opportunity to work with you on this very exciting project.

Very truly yours,

*Anthony J. Donadio*

Anthony J. Donadio, A.I.A., NCARB  
President