

WORK ORDER NUMBER 4
Sebastian Corners Roof Replacement
IRC Project No. 1765

This Work Order Number is entered into as of this _____ day of _____, _____, pursuant to that certain Continuing Contract Agreement for Roof Consultation Services, dated April 18th, 2014, and extended on February 6, 2018 for an additional 3-year term, (referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and REI Engineers, Inc. ("Consultant").

All services performed under this contract shall be supervised and certified by a licensed Professional Engineer (PE) licensed with the State of Florida and staff employed directly with your firm.

Scope of Services:

Indian River County is requesting that REI Engineers, Inc., prepare construction drawings consisting of roof plans and details; which depict the Scope of Work, assist in the bidding phase, and provide construction administration services for the replacement of the roof at the Sebastien Corners, 1919 US Highway 1, Sebastian, Florida 32958.

All work shall be performed in accordance with the attached Proposal dated November 22, 2017 (EXHIBIT "A") and shall comply with Standards enumerated in the Continuing Contract Agreement for Professional Services, dated April 18, 2014, and extended on February 6, 2018 for an additional 3-year term.

Compensation:

The COUNTY agrees to pay, and REI Engineers, Inc., agrees to accept, \$25,900.00 for services rendered according to the Proposal dated November 22, 2017, identified in the attached EXHIBIT "A", incorporated by reference herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

CONSULTANT:

[REI Engineers, Inc](#)

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

By:



Mark Renninger

Title:

Branch Manager

By:

Peter D. O'Bryan, Chairman

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



November 22, 2017

Indian River County
1801 27th Street
Vero Beach, FL 32960

Attention: Andrew Sobczak
Infrastructure Project Manager

Reference: Proposal for Engineering Services
Sebastian Corners Retail LLC
Contract Documents and Construction Administration
REI Proposal No. P17TPA-031 Revision 1

Dear Mr. Sobczak:

In response to our recent discussions, we are pleased to submit this proposal for your consideration. The roof areas outlined in this proposal include roof sections of the facility located at 1919 US Highway 1, Sebastian, Florida 32958 (totaling approximately 22,000 square feet). The following is an outline of the proposed services for Contract Documents and Construction Administration:

I. CONTRACT DOCUMENTS

- A. Conduct the site visit(s) to develop detailed Contract Documents for the subject building.
- B. Extract roof samples to identify roof system composition and condition. Cored locations to be repaired with compatible materials.
- C. Perform the following engineering design calculations for all roof areas which will be sealed by a Licensed Engineer:
 - 1. Determine design wind loads in accordance with ASCE 7 as required by the current edition of the State Building Code.
 - 2. Primary and secondary (overflow) drainage for compliance with the current edition of the State Plumbing Code.
 - 3. Existing and proposed roof system R-Value for compliance with the current edition of the State Energy Conservation Code.
 - 4. Estimate existing and proposed roof system dead load unit weights to determine load change and the need for a structural analysis. If a structural analysis is required, REI will coordinate applicable work with a licensed Structural Engineer. The cost for the structural analysis (if necessary) is not included in this proposal.
- D. Prepare comprehensive scaled drawings for conditions present to ensure competitive bids are received. All plans and details to be developed on Computer Aided Drafting (AutoCAD).

- E. Prepare technical specifications of the removal or other preparation of the existing roofing system(s) and installation of the insulation, roof system(s) and sheet metal for the building.
- F. Issue preliminary Contract Documents for Owner review. Upon acceptance, final Contract Documents will be prepared and submitted.
- G. Provide advertisement for bids to Owner for use in advertising in accordance with applicable laws and/or submit names of three or more qualified Contractors to bid the Contract Documents.
- H. Hold one Pre-Bid Meeting for potential contractors to review the Contract Documents and resolve any questions that may arise during the bid stage of the project.
- I. Bids shall be analyzed and a recommendation made based on low bid, alternates, contractor's past performance and Owner's budget restrictions. Submit a certified Bid Tabulation and recommendation for award.

II. CONSTRUCTION ADMINISTRATION

- A. Complete Owner's recommended Form of Agreement between Owner and Contractor and submit to Owner and Contractor for acceptance.
- B. Issue "Notice to Proceed" with Date of Commencement and construction period established.
- C. Review and accept, as appropriate, shop drawings and submittals as required by the Contract Documents. Return unacceptable submittals to contractor as required until compliance with specifications is realized.
- D. Hold a pre-construction meeting with the successful contractor to ensure a clear understanding of the plans and specifications.
- E. Perform quality assurance site visit once every five working days, Monday through Friday, to verify work is in compliance with the Contract Documents. Photographs will be taken as deemed necessary for documentation. REI cannot comment on work that takes place and covered while REI is not onsite.
- F. Prepare and submit reports from each quality assurance site visit relaying information pertaining to weather, area worked, application methods, material types installed during the site visit, and listing of non-conforming items requiring Contractor's correction.
- G. Certify Contractor's monthly invoicing based on status of work performed as determined from project site visits.
- H. Route any change orders developed to address changes to the contract requirements.
- I. Upon notification by the contractor that the job is substantially complete, a substantial completion inspection will be conducted with REI, Owner, Contractor and Manufacturer personnel. A punch list will be prepared to list any minor items that require further treatment.

- J. Upon notification by the contractor that the job is fully complete, a final inspection will be conducted with REI, contractor and Owner personnel. A final inspection report will be submitted upon verifying completion or if necessary, an additional punch list will be prepared.
- K. Upon completion of work, verify compliance of warranties and forward to Owner with close out documents and final billing.
- L. Conduct a 2-year Contractor Warranty Inspection before the warranty expires to address warranty issues with the Contractor and Manufacturer.

III. PROPOSED SCOPE OF WORK

- A. Low Slope Roof Section: Remove existing roof system down to the existing structural deck and provide new PVC roof system along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly. Roof system selected will be submitted to Owner for approval.
- B. Steep Slope Roof Section: Remove existing metal roof down to the substrate. Replace damaged or contaminated substrate and provide new roof system along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly. Roof system selected will be submitted to Owner for approval.

IV. OPINION OF PROBABLE CONSTRUCTION COST/ENGINEERING FEES

- A. Based on the anticipated scope of work for this project, the proposed engineering fees are:

Engineering Fees:

| | |
|--------------------------------------|----------------|
| Contract Review Draft Documents..... | \$6,100 |
| Contract Final Draft Documents..... | \$5,200 |
| Bidding Phase | \$900 |
| Construction Administration..... | \$12,400 |
| Close Out | <u>\$1,300</u> |
| Total..... | \$25,900 |

V. PROJECT SCHEDULE

- A. Preliminary Contract Documents shall be completed within thirty (30) days of Notice to Proceed. Final Contract Documents shall be completed and sealed within ten (10) days of receipt of comments.
- B. Construction Administration shall be performed during the estimated construction duration and the project closeout process. This work is expected to take forty-five (45) calendar days.

If this proposal meets with your approval, please notify us in writing. This proposal will remain firm for a period of thirty (30) days. After that time, we reserve the right to review scheduled commitments and prices.

If you have any questions regarding this matter, please do not hesitate to call.



Respectfully submitted,

REI Engineers


Mark Renninger, PE, RRC, RRO
Branch Manager

Exhibit 2

REI ENGINEERS
2014 Standard Fee Schedule

A. PERSONNEL AND EQUIPMENT CHARGES

1. Personnel Charges*

- a. Professional Engineer/Registered Consultant \$155.00/hr.
- b. Project Manager \$115.00/hr.
- c. Technician \$70.00/hr.
- d. Draftsman (includes AutoCAD time) \$55.00/hr.
- e. Clerical \$45.00/hr.

* Depositions and court at time and one-half. Time over 40hrs./wk. & Saturdays at time and one-half. Sundays & Holidays at double time. Minimum technician charge for site visits is four hours.

2. Miscellaneous Charges

- a. Mileage.....\$0.60/mile
- b. Per Diem.....\$90.00/day
- c. Expenses..... Cost ÷ 0.8

B. FIELD TESTING

- 1. Roof Cores..... \$ 40.00/ea
- 2. Asbestos Testing \$ 50.00/ea
- 3. Factory Mutual 1-52 Negative Pressure Test.....Refer to Testing Fee Schedule**
- 4. Infrared Moisture SurveyRefer to Testing Fee Schedule**
- 5. Roof Condition Survey.....Refer to Testing Fee Schedule**

** Provided upon request.

C. CONTRACT DOCUMENTS

- 1. Lump sum, percentage or not-to-exceedAs quoted

D. GENERAL

- 1. Project specific work will be performed as quoted.

