# INDIAN RIVER COUNTY, FLORIDA MEMORANDUM

то:	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. 1, CPZ Architects, Inc – IRC Administration Building B- 2 <sup>nd</sup> Floor East Side Office Build Out
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. 1 is to prepare construction documents for an interior build-out project for the Department of Natural Resources within the existing Administration Building B, 2<sup>nd</sup> floor. Work Order to include preparing drawings of architectural, structural engineering, mechanical/electrical engineering and assist with bidding for the project for a total lump sum amount of \$140,200.00

## **FUNDING**

Funding in the amount of \$140,200.00 is budgeted and will be made available in Impact Fees-Public Buildings, Building & Facility Services Department/Account number 10322019-066510-23033/IRC Admin Bldg.  $- 2^{nd}$  East Side Floor Office Build Out.

Account Description	Account Number	Amount
Impact Fees – Public Buildings, Building	10322019-066510-23033	\$140,200.00
& Facility Services Department/IRC		
Admin Bldg. B – 2 <sup>nd</sup> East Side Floor Office		
Build Out		

#### RECOMMENDATION

Staff recommends approval of Work Order No. 1 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. 1 on their behalf for the total lump sum amount of \$140,200.00.

# **ATTACHMENTS**

CPZ Architects, Inc. Work Order No. 1 CPZ Architects, Inc. Proposal

# **APPROVED AGENDA ITEM FOR MARCH 25, 2025**