

**INDIAN RIVER COUNTY, FLORIDA**  
**MEMORANDUM**

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**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. 1, CPZ Architects, Inc** – IRC Administration Building B- 2<sup>nd</sup> Floor  
East Side Office Build Out

**DATE:** March 11, 2025

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**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<sup>nd</sup> East Side Floor Office Build Out.

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

**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**