

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

CONSENT

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- 2nd 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, 2nd 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. – 2nd East Side Floor Office Build Out.

Account Description	Account Number	Amount
Impact Fees – Public Buildings, Building & Facility Services Department/IRC Admin Bldg. B – 2 nd 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