



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

March 10, 2021

Mr. Kevin Guenther
Indian River County
Traffic Engineering Division
1801 27th Street, Bldg. A
Vero Beach, Florida 32960

**RE: ARCHITECTURAL/ ENGINEERING PROPOSAL
FOR A NEW INDIAN RIVER COUNTY
TRAFFIC OPERATIONS FACILITY AND STORAGE STRUCTURE
4548 41st STREET, VERO BEACH, FLORIDA
ARCHITECT'S PROJECT NO. 2021 - 20.1.2**

Dear Mr.. Guenther,

Within the content of this letter is a Proposal for Architectural/Engineering Services for the Design of a new single story 20,600 sq. ft. Traffic Operation Facility and a single story 5,130 Covered Storage Structure and to be located within the existing Indian River County Traffic Operations Complex located at 4548 41st Street, Vero Beach, Florida

SCOPE OF WORK

Design of a new single story 20,600 sq. ft. Traffic Operation Facility and a single story 5,130 Covered Storage Structure open on all four sides and constructed with material 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.

Services shall be provided by Donadio and Associates Architect, P.A. pursuant to our current Continuing Architectural Services Agreement for Professional Services entered into as of the 13th day of November 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 Indian River County 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:
 - Indian River County (IRC)
 - St. John's River Water Management District (SJRWMD)
 - Indian River Farms Water Control District (IRFWCD)
- Project coordination and review of the required boundary, project specific topographic and tree survey. It is understood that surveying services will be provided by County and all necessary existing conditions survey data required for design will be provided in both AutoCAD and pdf formats. 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 Owner during design. Should additional meetings be required/desired, they will be billed pursuant to the hourly rate scheduled attached to this contract.
- Development of traffic statement for project (to be noted on site plan). Does not include formal traffic study.
- Preliminary meeting (pre-application conference) with IRC Planning Department.
- Preliminary meeting (pre-application conference) with SJRWMD.
- Preliminary coordination with IRFWCD.
- Design of the paving, grading and drainage systems to incorporate the new addition.

- Development of the on-site drainage calculations and report. It is understood that the project should only require assessment of Pre and Post Impervious areas to ensure the new building project remains within the previously permitted impervious area allotment for the site. Therefore, this contract does not include re-modeling of the existing wet detention pond and surrounding County Complexes. However, should this level of drainage analysis be required, the fee for this additional scope has been provided below in a separate line item..
- Preparation of the site construction drawings.
- Preparation of a code compliant landscape plan to incorporate in-fill landscaping as required for the specific addition.
- Preparation of the following permit applications:
 - IRC Pre-Application Conference
 - IRC Major Site Plan
 - IRC Stormwater
 - IRC Utilities
 - IRC Land Clearing
 - IRC Initial / Final Concurrency
 - IRC Fire Review
 - SJRWMD Permit Modification
 - IRFWCD Permit Modification
- Development of Civil Plans consisting of:
 - Cover Sheet
 - General Notes and Specifications
 - Existing Conditions Plan
 - Demolition Plan (Site portion only)
 - Erosion Control Plan and Details
 - Site Plan
 - Paving, Grading and Drainage Plan
 - Utility Plan
 - In-fill Landscaping Plan, Landscape Details, Landscape Notes and Specifications
 - Cross-Sections Plan
 - Site Details Plan
 - Paving, Grading and Drainage Details Sheets
 - Utility Detail Sheets
- Submission of civil plans and application packages to permit agencies.
- Attendance at the IRC Technical Review Committee meeting.
- Revisions to plans per agency comments.
- Final construction plans drawings revisions per jurisdictional comments and resubmittal to agencies for final approvals.
- Provide review of site portion of project cost estimate as provided by Architect.
- Construction Administration & Certifications to be provided by the County.

Architectural/Engineering Basic Services and Civil 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.

BASIC SERVICES:

Architectural Services.....	\$163,000.00
Structural Engineering.....	\$ 15,250.00
MEP Engineering.....	\$ 35,500.00
Sub-Total	\$213,750.00
<u>Civil Services (not including E & F below).....</u>	<u>\$ 48,150.00.</u>
Total	\$261, 900.00
Reimbursable Expenses	\$ 50,000.00

Civil Services Fees shall include Additional Services for Civil Engineering, Cost Consulting Services, Geotechnical Testing and Report, Site Lighting and Photometrics, Fire Sprinkler Performance Specification and Emergency Generator Design.

CIVIL SERVICES:

- A. Civil Engineering:
 - 1. On-Site Civil Design/Permitting:.....\$31,350.00.
 - 2. Master Stormwater Modeling.....\$ 3,850.00
- B. Construction Cost Consulting Services:
 - 1. 100% Schematic Design Construction Budget.....\$ 3,250.00
 - 2. 50% Construction Documents Construction Budget\$ 2,650.00
- C. Geotechnical Testing.....\$ 4,800.00
- D. Emergency Generator Design and Drawings..... \$ 2,250.00
- E. Fire Sprinkler Performance Specification.....\$ 5,250.00 (if required)
- F. Site Lighting and Photometrics.....\$ 1,850.00 (if required)

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

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.

DELIVERABLE: 30 Days after issuance of Purchase Order.

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.

DELIVERABLE: 30 Days after issuance of Owners Schematic Design Comments.

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.

DELIVERABLE: 90% Construction Documents 30 Days after issuance of Owners Design Development Comments. 90% Construction Documents, at this time, shall be submitted for Building Permit and Site Plan Approval Process to run concurrently.

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, Contractor’s 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%
Construction Administration	20%
TOTAL	100%

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:

- IRC Pre-Application Conference
- IRC Major Site Plan
- IRC Stormwater
- IRC Utilities
- IRC Land Clearing
- IRC Initial / Final Concurrency
- IRC Fire Review
- SJRWMD Permit Modification
- IRFWCD Permit Modification
- Indian River County 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 Fifty Thousand Dollars (\$50,000.00).**

- 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

Structural Engineering Standard Hourly Billing Rates are as follows:

\$45.00 / Hr. - Clerical
\$75.00 / Hr. - CADD
\$80.00 / Hr. – Engineering Technician/Inspector
\$150.00 / Hr. – Structural Engineer

MEP Engineering Standard Hourly Billing Rates are as follows:

\$75.00 / Hr. - Clerical
\$75.00 / 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 Irrigation Design and Drawings, Material Testing, Re-Modeling of the Existing Wet Detention Pond and Surrounding County Complexes, Design of off-site Roadway and Utility improvements, Threshold or Special Inspections, Construction Administration & Certifications to be provided by the County, Environmental Surveys, Topographical Surveys to be provided by County, As-Built Drawings, Re-Zoning, Full-Time on-Site Representation, 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