

## ENGINEERING SERVICES WORK ORDER \_\_\_\_\_

This Work Order Number \_\_\_\_ is entered into as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, pursuant to that certain Continuing Contract Agreement, dated May 2, 2023, ("Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and \_\_\_\_\_ ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the mutually agreed upon lump sum or maximum amount not-to-exceed professional fee. Any additional costs must be approved in writing, and at a rate not to exceed the prices set forth in Exhibit B of the Agreement (Rate Schedule) for RFQ 2023015, made a part hereof by this reference. The Consultant will perform the professional services within the timeframe more particularly set forth in Exhibit A (Time Schedule), attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

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

CONSULTANT:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS OF  
INDIAN RIVER COUNTY:

By: \_\_\_\_\_

Joseph E. Flescher, Chairman

BCC Approval Date: \_\_\_\_\_

By: \_\_\_\_\_

John A. Titkanich, Jr., County Administrator

Approved as to Form and Legal Sufficiency:

By: \_\_\_\_\_

Jennifer W. Shuler, County Attorney

Ryan L. Butler, Clerk of Court and Comptroller

Attest: \_\_\_\_\_

Deputy Clerk

(SEAL)

**EXHIBIT 'A'**  
**SCOPE OF WORK**  
**WORK ORDER No. 2**

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**PROFESSIONAL CIVIL ENGINEERING AND ARCHITECTURAL SERVICES  
FOR A NEW VEHICLE SERVICE BUILDING FOR THE INDIAN RIVER COUNTY  
GO-LINE OPERATIONS AND MAINTENANCE FACILITIES**

**PROJECT DESCRIPTION**

The CONSULTANT shall provide professional consultant services including: civil engineering; surveying; architecture; structural, geotechnical, electrical, and mechanical engineering; construction budgeting, contract procurement services and related services to the COUNTY for those phases of the project described below as the new VEHICLE SERVICE BUILDING FOR THE INDIAN RIVER COUNTY GO-LINE OPERATIONS AND MAINTENANCE FACILITIES (Service building), located at 4395 43<sup>RD</sup> Ave, and the consultant shall serve as the COUNTY's professional representative for the project as set forth herein, and any related or similar project as the COUNTY may deem necessary; and shall give professional civil engineering; surveying; architecture; structural, geotechnical, electrical, and mechanical engineering; construction budgeting, and related advice to the COUNTY during the performance of the services to be rendered.

The project limits shall include the County owned tract of land, located on the west side of 43<sup>rd</sup> Ave, which occupies approximately 2.53 acres, with addresses of 4385 (admin offices) and 4395 (existing service bldg.) 43<sup>rd</sup> Ave.

Consultant services are required for the preparation of site and building construction plans, including surveying, civil engineering, architectural design, structural engineering, geotechnical engineering, mechanical and electrical engineering, preparation of working drawings, contract documents, an opinion of probable cost, field inspections and reports, and related construction administration services for the construction of site and building improvements necessary for the development of a new vehicle service and maintenance building. The improvements will include:

- 3100 sf +- pre-engineered steel structure/ vehicle maintenance building providing two service bays, equipment and parts storage and bathrooms.
- A 35' x 45' +- roof covered metal structure over a paved driveway area. The structure will span between and connect the existing service bldg. and the new service bldg..

- Modify pavement, drainage, utilities, and lighting in the vicinity of the service building to accommodate the placement of the new structures in the existing parking and storage lot.

## **GENERAL RESPONSIBILITIES**

- A. Design services required by the Agreement shall be performed by qualified registered Florida architects, engineers and other design professionals. The contractual obligations of such professional persons or entities are undertaken and performed in the interest of the CONSULTANT.
- B. The agreements between the CONSULTANT and the persons or entities identified in this Agreement, and any subsequent modifications, shall be in writing. These agreements, including financial arrangements with respect to this Project, shall be promptly and fully disclosed to the COUNTY upon request

## **COUNTY OBLIGATIONS**

The COUNTY agrees to provide the following material, data, or services as required in connection with the work to be performed under this Agreement:

- A. Provide the CONSULTANT with all available drawings, and other documents in the possession of the COUNTY pertinent to the project.
- B. The COUNTY shall be responsible for acquiring all right-of-ways, easements and other rights in land as necessary to complete the project.
- C. The COUNTY shall be responsible for obtaining those permits required to perform the work to complete the project only if such permit requirements are established by regulatory agencies after the date of this Agreement.
- D. The COUNTY shall make provisions for the CONSULTANT to enter upon public or private property as required for the CONSULTANT to perform his services.
- E. The COUNTY will promptly execute all permit applications prepared by CONSULTANT that are necessary to expedite the acquisition of any local, state or federal permits made necessary by the project.
- F. The COUNTY designates **Brian Freeman**, or his designee, as Project Manager for the Project.
- G. The COUNTY shall provide any necessary phase I/II environmental audits of the site.
- H. The COUNTY shall attend meetings with agencies having jurisdiction and approval authority for this project, when requested by CONSULTANT.
- I. The COUNTY shall select final colors for the interior and exterior finishes selected by the CONSULTANT.

- J. The COUNTY shall obtain the As-Built drawings from the General Contractor awarded the project. The project contract documents will be prepared to specify this requirement.

## **SCOPE OF SERVICES**

The CONSULTANT agrees to perform professional services in connection with the project as required and as set forth in the following:

### **A. GENERAL**

1. The CONSULTANT will provide professional engineering and architectural Consultant services for the preparation of site and building construction plans, including surveying, civil engineering, architectural design, structural engineering, geotechnical engineering, mechanical and electrical engineering, preparation of working drawings, an opinion of probable cost, field inspections and reports, and related construction administration services, for the construction of site and building improvements necessary for the development of the new Service Building.
2. The CONSULTANT shall prepare all building architectural and building engineering system designs, including structural, mechanical, and electrical systems, except the structural engineering and design normally provided by the steel manufacturer for pre-engineered steel structures.
3. The CONSULTANT shall prepare all site structure designs, including but not limited to, flag pole foundation, dumpster enclosure, grade level walkways, curbing, wheel stops, bollards, culverts, transformer pad, headwalls, and signage. All site structures shall comply with the wind pressure requirements in 2020 Florida Building Code for high velocity wind zones.
4. The CONSULTANT will provide a site plan conforming to 2020 Florida Building Code accessibility requirements including building location, and accessible route to other buildings on site and required entries and exits, sidewalks, accessible route to public R.O.W., parking, vehicular use areas, curb cuts, driveways, circulation, site lighting, light pole locations, selected fixture manufacturer's photometric site overlay, utility and drainage facilities, site data and site calculations. The format for this documentation will be AUTO CAD (latest version), and shall clearly show the area for placement of the buildings/improvements required in the program data.
5. The CONSULTANT'S preliminary planning and programming efforts for the Service Building should take into account the following:
  - A. The service building should be a pre-fabricated steel structure (to match the existing service building), approximately 51' x 61', providing 2 service bays, parts and equipment storage, optimal equipment location utilized to service transit vehicles.

- B. Safe and adequate access, circulation and parking areas for employees and the transit system vehicles.

The CONSULTANT'S planning efforts for the VEHICLE SERVICE BUILDING FOR THE INDIAN RIVER COUNTY GO-LINE OPERATIONS AND MAINTENANCE FACILITIES should take into account the following:

- A. Improvement locations to be mutually agreed upon by COUNTY staff and Design Build Team
  - B. Exterior and interior finishes.
  - C. Construction Costs
  - D. IRC requirements for Operation and use – space allocation
  - E. Location of existing facilities, structures, utilities and stormwater systems, and capacity of existing utility and stormwater management systems.
  - F. Local and state Stormwater regulations and requirements.
  - G. Views
  - H. Prevailing winds
  - I. Flood zones, Wind Resistance, Building Codes, and life safety issues
- 6. The CONSULTANT will endeavor not to duplicate any previous work done on the project. After written authorization to proceed, the CONSULTANT shall consult with the COUNTY staff to clarify and define the COUNTY'S requirements for the project and review all available data, after which, a meeting with the CONSULTANT and County will be held.
  - 7. The CONSULTANT will attend conferences with the COUNTY and its representatives upon the request of COUNTY.
  - 8. The Consultant will be responsible for scheduling the design team meetings and coordinating the construction documents generated by its sub-contractors involved in this project
  - 9. The CONSULTANT will prepare all necessary sketches to accompany applications for any required federal, state, or local permits.
  - 10. The CONSULTANT will cooperate fully with the COUNTY in order that all phases of the work may be properly scheduled and coordinated.
  - 11. The CONSULTANT, will prepare all permit applications, and will prepare and furnish copies of the drawings, specifications and contract documents, as required for federal, state and local agencies from which approval of the project must be obtained.
  - 12. The drawings prepared by the CONSULTANT will be of sufficient detail to permit the actual location of the proposed building improvements on the ground.
  - 13. The CONSULTANT will supply drawings and AutoCAD files for final as-builts.

14. Any additional work required by regulatory agencies pursuant to regulations established after the date of this Agreement shall be an additional service, and the COUNTY shall compensate the CONSULTANT in accordance with SECTION VII Additional Work, of this Agreement and in an approved amendment to this Contract.

## B. CONSULTANTS SCOPE OF WORK AND PRODUCT DELIVERABLES

### 1.0 PHASE 1 - CONSULTANT DEVELOPMENT, PROGRAMMING / SCHEMATIC DESIGN PHASE:

- .01 The CONSULTANT shall coordinate with the design team and the COUNTY'S project manager, collecting available data and documentation, including:
  - A. zoning, utilities, floodplain, as-builts, adjacent site plans/ approvals.
  - B. Bldg type, special requirements, building codes, life safety issues.
  - C. Owner needs / evaluation
  - D. Preliminary discussion with authorities responsible for adjacent sites that are being impacted by storm water design and shared access or parking.
- .02 The CONSULTANT shall develop, together with IRC staff and sub-consultants, a space allocation and building design program. The program's purpose is to optimize space and efficiency and comfort for the user. The program implementation will include researching the project type, establishing goals and objectives, gathering relevant information, identify strategies, determine quantitative requirements, and summarizing the program.
- .03 The CONSULTANT shall prepare schematic level drawings, based on the programming efforts. Drawings shall include:
  - A. Schematic level floor plans and elevations
  - B. Conceptual site plan
  - C. Preliminary stormwater plan
- .05 The CONSULTANT shall prepare submittals for and attend applicable pre-application conference(s) with IRC, SJR, IRFWCD, IRCDUS, FPL, EMS, and Bldg dept..
- .06 The CONSULTANT shall prepare detailed site development evaluations, including:
  - A. Survey – boundary, tree, topo
  - B. Geotechnical Engineering – evaluation for Drainage, pavement and foundation design.

### 2.0 PHASE 2 – PRELIMINARY DESIGN DOCUMENTS PHASE:

- .01 CONSULTANT shall prepare Preliminary Design Documents consisting of design development drawings, outline specifications and other documents sufficient to establish the size, quality and character of the building and site development, including the civil

engineering, architectural, structural, mechanical and electrical systems, and other such elements of the project as may be appropriate. Drawings shall be a refinement of the schematic drawings, and shall further define the project scope, relationships, forms, size and appearance. Drawings and specifications shall include:

- A. Bldg: Plans, sections, elevations, typ. Construction details, equipment lay-out.
- B. Site: Preliminary Site Plan - bldg. location(s), paving and drainage, stormwater system(s), utility locations, typical construction details.
- C. Specifications: identify major materials and systems and quality levels for both bldg. and site.

- .02 The CONSULTANT shall prepare a Concurrency Application and supporting documentation and evaluation of Public infrastructure impacted by the development, including:

- ~~A. Traffic Impact Statement or Analysis as required by IRC Traffic Engineering (Not required).~~
- B. Stormwater management calculations and hydraulic and hydrological modeling of the on-site drainage basin(s) and adjacent off-site drainage basins impacted by the development.

- .03 The CONSULTANT shall prepare a site and building construction plan cost estimate, based on the preliminary Design Documents.

### 3.0 PHASE 3 - FINAL DESIGN AND PERMITTING PHASE

- .01 The CONSULTANT will perform all necessary surveying, civil engineering, architectural, mechanical and electrical engineering and structural design, and incidental work for the site and Buildings. Based on the preliminary design development documents, final construction plans and technical specifications shall be prepared, establishing in detail the material and systems required for the project.

- .02 The CONSULTANT shall Design and prepare a complete set of construction plans for the building suitable for obtaining IRC Site Plan Approval, Building Permits, and Health Department permits, and other permits required for the work. The design shall be in accordance with the 2020 Florida Building Code and current Life Safety Code. These plans shall include:

- A. Architectural
- B. Structural
- C. Mechanical
- D. Electrical
- E. Interior finishes
- F. Equipment and Machinery evaluation and general specification

- G. Fire protection systems (a fire sprinkler system is not anticipated to be required and is not included in the scope of services)
- H. Energy Code Calculations/ modeling per F.B.C..
- .03 The CONSULTANT shall design and prepare a complete set of site construction plans for obtaining IRC Site Plan Approval, building permits, and other site development jurisdictional agency permits. These plans shall include:
  - A. Site Plan
  - B. Landscape design
  - C. Site Electrical / site lighting
  - D. Clearing, Earthwork, drainage and paving
  - E. Utilities
- .04 The CONSULTANT shall prepare complete civil site development drawings for the construction of water and sewer, electric, phone, and storm water management system requirements. All coordination with utility providers, design, relocation or routing, and scheduling shall be by the CONSULTANT.
- .05 The CONSULTANT shall provide Landscape Designs conforming to local ordinances and coordinate all underground chases, routes and clearances below walks and drives.
- .06 Prepare Construction Documents. It is anticipated that Technical written specifications will be included in sufficient detail on the Construction drawings prepared by each respective sub-consultant, and that a separate technical written specifications document will not be necessary for this project.
- .07 Permits: The CONSULTANT will prepare permit applications for all government agencies with jurisdiction, including:
  - A. Site Development Permits: Prepare calculations, reports, sketches, and application forms to accompany construction plans for required Federal, state and local site development permits, including:
    - 1.\*IRC Site Plan (TRC, P&Z)
    - 2.\*\*IRC Concurrency
    - 3.\*IRC Stormwater
    - 4.\*IRC Land Clearing and Tree removal
    - 5.\*\*IRC water and sewer utility
    - 6.\*SJRWMD ERP / (10-2 or exemption, or minor mod to existing permit)
    - 7.\*\*FDEP NOI – (SWPPP)
    - 8.\*\*FDEP – (General) Water system extension (if required)
    - 9.\*\*FDEP – (General) Sewer collection System (if required)

*\*Note: this is commenced at 30% to 60% complete construction drawings (preliminary design documents).*



*\*\*Note: this is commenced at 90% complete construction drawings (final design documents), and completed prior to bidding, if possible.*

B. Building permits: Assist contractor with the building permit review process. Provide plans, specifications and supporting documentation. Prepare response to building official review and necessary plan modifications. *(note: This is completed after bidding and construction contract award.)*

#### 4.0 PHASE 4 - PRE-CONSTRUCTION PHASE

- .01 In general, the CONSULTANT will assist the COUNTY with bid procurement including assistance in the preparation of bidding and procurement documents and information for a competitive public bid, or construction management at risk delivery system. Services may include assistance with the description of time, place and conditions of bidding and construction, and review of contract documents provided by IRC.
- .02 IRC will prepare and provide the following:
  - A. Bidding and Proposal forms
  - B. Form of Agreement – between owner and contractor; or owner and construction manager.
  - C. Conditions of the Contract – standard, supplementary, and other special conditions.
  - D. Prepare Notice of Award and finalize construction contract.
- .03 The CONSULTANT will assist the COUNTY with Construction Procurement services, including:
  - A. Prepare and provide construction plan bid sets for competitive bidding; or for construction manager's use in securing bids.

It is anticipated that Technical written specifications will be included in sufficient detail on the Construction drawings prepared by each respective sub-consultant, and that a separate technical written specifications document (spec book/ rear end of contract) will not be necessary for this project.

- B. Attend Pre-bid meeting; or attend meetings /negotiations with the perspective construction manager and its sub-contractors. Respond to RFI's sent by bidders, and prepare Addendums / plan modifications, if necessary.
- C. Bid validation.

#### 5.0 PHASE 5 - CONSTRUCTION PHASE:

.01 The CONSULTANT shall assist the COUNTY with the Contract Administration and Inspections, including: attend progress meetings, review shop drawings and contractors submittals, and provide routine site inspections to verify the work is proceeding in accordance with the plans and specifications for the purposes of certification upon completion of the work. Inspections shall be documented with written reports and digital photographs. The CONSULTANT will coordinate the responsibility for document review, meeting attendance, and inspections with civil engineer, architect and other consultants. The construction period is estimated to be six (6) months, and CA and inspection fees have been estimated by the CONSULTANT based on this time frame, and the tasks and frequency of services listed below. Anticipated tasks / services include:

A. Site:

1. Coordinate and attend pre-construction meetings. (1)
2. Attend progress meetings with contractor/ field inspections engineer - (1 /month)= 6 total
3. Review shop drawings (All)
4. Review contractors pay requests (3 total)
5. Periodic inspections of the site work (2+/- / week)
6. Substantial completion inspection / punch list (1)
7. Review as-builts for adequacy and completeness (1)
8. Final inspection / final completion determination (1)
9. Prepare final certification submittals for site permits

B. Building:

1. Coordinate and attend pre-construction meetings. (1)
2. Attend progress meeting with contractor / field inspection of bldg. construction: Architect & MEP (1 / month = 6 total)
3. Review shop drawings (All)
4. Review contractors pay requests (3 total)
7. Inspections from Structural– as needed
8. Substantial completion inspection / punch list (1)
9. Final inspection / final completion determination (1)

C. Changes to Work: Oversee changes to work, field directives, minor plan changes, administer construction change orders.

## **SUBLETTING**

The CONSULTANT shall not sublet, assign, or transfer any work under this Agreement without the written consent of the COUNTY. When applicable and upon receipt of such consent in writing, the CONSULTANT shall cause the names of the architectural firm or engineering firms, responsible for the major portions of each separate specialty of the work to be inserted on reports or other data.

It is anticipated that the CONSULTANT shall sub-contract the following portions of the work:

-Contract Administrator:	CONSULTANT – Schulke, Bittle & Stoddard, LLC
-Civil Engineering:	CONSULTANT– Schulke, Bittle & Stoddard, LLC
-Surveying:	Houston, Schulke, Bittle & Stoddard, LLC dba Meridian Land Surveyors
-Geotechnical Engineering:	KSM Engineering and Testing, INC
-Traffic Engineering:	N/A
-Architecture:	Caribeno Architectural Group, INC
-Structural engineer:	CONSULTANT – Schulke, Bittle & Stoddard, LLC
-Mechanical and Electrical Engineers:	KAMM Consulting, INC
-Landscape designers:	CONSULTANT– Schulke, Bittle & Stoddard, LLC

**EXHIBIT ‘B’  
RATE SCHEDULE  
WORK ORDER No. 2**

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**PROFESSIONAL CIVIL ENGINEERING AND ARCHITECTURAL SERVICES  
FOR A NEW VEHICLE SERVICE BUILDING FOR THE INDIAN RIVER COUNTY  
GO-LINE OPERATIONS AND MAINTENANCE FACILITIES**

**Method and Amount of Compensation**

Schulke, Bittle & Stoddard, L.L.C. (“SBS”) will provide Indian River County (“County”) the following schedule of services as further described in the above Scope of Services based on the following compensation:

Design Services Fees: For the CONSULTANT'S services, compensation shall be as follows:

A. Site and Building – Design / Permitting / Estimates:

1.0 Phase 1 - Consultant Dev., Programming/Schematic design (21+-%):	\$ 27,500.00
2.0 Phase 2 - Preliminary Design Development (22.5+-%):	\$ 29,500.00
3.0 Phase 3 - Final Design and Permitting (20+-%):	\$ 26,150.00

B. Bidding/ Contract procurement / CA and Inspections

4.0 Phase 4 - Pre-Construction (5.5+-%):	\$ 7500.00
5.0 Phase 5 - Construction (31+-%):	<u>\$ 40,500.00</u>

<b>Sub-Total (100%)</b>	<b>\$131,150.00</b>
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C.Reimbursable expenses	(estimate)	<u>\$10,000.00</u>
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<b>TOTAL</b>	<b>\$141,150.00</b>
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**Reimbursable expenses: Application fees, Printing and Reproduction**

Reimbursable expenses are estimated to be \$10,000.00 and include prints, copies, mail, Fed-Ex, application fees, etc. shall be paid by the CONSULTANT, and then reimbursed by the COUNTY; or paid direct by the COUNTY.

The County shall reimburse for the cost of printing project plan sheets required for construction and for copies of plans, reports, drawings, specifications and other pertinent items required by federal, state and local agencies from whom approval of the project must be obtained, material suppliers, and other interested parties, based on the following tabulation:

8 ½” x 11”	\$ 0.12 / sheet	Full size plan sheets	\$ 1.50 /sheet
11” x 17”	\$ 0.50 / sheet		

**EXHIBIT 'C'**  
**TIME SCHEDULE**  
**WORK ORDER No. 2**

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**PROFESSIONAL CIVIL ENGINEERING AND ARCHITECTURAL SERVICES  
FOR A NEW VEHICLE SERVICE BUILDING FOR THE INDIAN RIVER COUNTY  
GO-LINE OPERATIONS AND MAINTENANCE FACILITIES**

**Time of Performance**

The estimated time frame for completion of services from the approval of this Work Authorization is as follows:

1. Agreement between the CONSULTANT and the COUNTY :     NTP: start day 1
2. Development, Programming / Schematic design Phase: complete by day 30 (1 month)
3. Preliminary Design Development Phase: complete by day 75 (2- 1/2 months)
4. Final Design and Permitting Phase: complete by day 210 (7 months)\_
5. Pre-Construction Phase: start day 180, bids by day 240 (8 months)\_\_\_
6. Construction Phase: start day 270 (9 months), substantially complete day 450 (15 Months)
7. Occupy Facility: day 480 (16 months)