

## **REQUEST FOR PROPOSALS**

**18. Award RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15- Road Improvement Project (S.R. 46 to Orange Blvd.) to HDR Acquisition Services, Inc., Tampa, (\$180,000.00).**

RFP-0619-06/DRR will provide a professional real estate acquisition consultant to complete property acquisitions for the County Road 15 – Road Improvement Project. The consultant will be responsible for assembling all professional experts necessary to complete the acquisition process.

The project was publicly advertised and the County received seven (7) submittals, (listed alphabetically):

- American Acquisition Group, L.L.C., Tampa;
- Bender Properties, Orlando;
- Florida Acquisition & Appraisal, Inc., Tampa;
- HDR Acquisition Services, Inc., Tampa;
- PARARA Services, Inc., Edgewater;
- THC, Inc., Duluth, GA;
- The Tiece Company, DeBary.

The Evaluation Committee comprised of Mark Gisclar, Major Projects Acquisition Coordinator; David Nichols, P.E., Principal Engineer; Bob Risner, Appraiser; and Al Schwarz, Assistant County Attorney evaluated the submittals.

Consideration was given to the following criteria:

- Qualifications of the Firm;
- Approach to the Work;
- Hourly Rate Fee Schedule.

The Evaluation Committee short-listed three (3) firms to interview:

- Florida Acquisition & Appraisal, Inc., Tampa;
- HDR Acquisition Services, Inc., Tampa;
- The Tiece Company, DeBary.

Consideration was given to the following criteria:

- Approach to the Work;
- Past Experience with Government Municipalities;
- Qualifications;
- Quality of Presentation.

The Evaluation Committee recommends that the Board award an agreement to HDR Acquisition Services, Inc. of Tampa. HDR Acquisition Services, Inc., demonstrated a thorough understanding of the scope of services, had already identified possible issues with select parcels and completed preliminary interviews with several of the property owners. Also, they had the best price proposal. The agreement will take effect upon execution and remain in effect for two (2) years and at the sole option of the County be renewed for one (1) successive one (1) year period.

The Consultant will be authorized to perform services under this agreement by written Work Orders issued and executed by the County and signed by the Consultant. The scope and dollar amount for each Work Order will be within the constraints of the approved budget. The estimated contract value is \$180,000.00 for the contract term.

This is a budgeted project and funds are available in account number 077515.560610 CIP #00005801. The County Attorney's Office and the Fiscal Services Department/Purchasing and Contracts Division recommend that the Board award the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

# B.C.C. - SEMINOLE COUNTY, FL RFP TABULATION SHEET

RFP NUMBER: RFP-0619-06/DRR  
RFP TITLE: Professional Acquisition Services  
for County Road 15-Road  
Improvement Project (S.R. 46 to  
Orange Blvd.)  
DUE DATE: February 8, 2006 at 2:00PM.

ALL RFP'S ACCEPTED BY SEMINOLE COUNTY ARE SUBJECT TO THE COUNTY'S TERMS AND CONDITIONS AND ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE PROPOSERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. RFP DOCUMENTS FROM THE CONSULTANTS LISTED HEREIN ARE THE ONLY RFP'S RECEIVED TIMELY AS OF THE ABOVE OPENING DATE AND TIME. ALL OTHER RFP DOCUMENTS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE.

PAGE: 1 of 1

Response 1	Response 2	Response 3	Response 4
American Acquisition Group, LLC 5600 Mariner St, Ste 104 Tampa, FL 33609  D. Wade Brown, Pres 813-287-8191 PH 813-287-8272 FX	Bender Properties 2336 Blanda St Orlando, FL 32839  Jeffrey A. Bender, Pres 407-493-5892 PH 407-352-4197 FX	Florida Acquisition & Appraisal, Inc. 2109 E. Palm Ave, #104 Tampa, FL 33605  John J. Curatelli, Jr, Pres 813-241-6354 PH 813-241-6385 FX	HDR Acquisition Services, Inc. 2202 N. West Shore Blvd., #250 Tampa, FL 33607  Marilyn Jackson, VP 813-282-2300 PH 813-282-2458 FX
Response 5	Response 6	Response 7	
PARARA Services, Inc. 602 W. Indian River Blvd., #6 Edgewater, FL 32132  J.E. Hardman, Pres 386-427-1448 PH 386-427-1585 FX	THC, Inc. 2905 Premiere Parkway, Ste. 325 Duluth, GA 30097  Joe A. Carroll, Pres 770-623-0520 PH 770-495-2384 FX	The Tiece Company P.O. Box 530598 DeBary, FL 32753-0598  Steven M. Tiece, Pres 386-668-2553 PH 386-668-2553 FX	

TABULATED BY: D. Reed, SR. Contracts Analyst

EVALUATION MEETING: February 22, 2006, 2:30pm Reflections, Weikiva  
Rm., 520 W. Lake Mary Blvd., Sanford, FL Posted 2/9/2006

SHORTLISTED FIRMS: Florida Acquisition & Appraisal, Inc.,  
HDR Acquisition Services, Inc.,  
The Tiece Company

INTERVIEWS/PRESENTATIONS: March 9, 2006, 1:15 pm, Reflections, Lake  
Jesup Conference Room, 520 W. Lake Mary Blvd, Sanford FL, Posted 2/24/2006

RECOMMENDATION OF AWARD: HDR Acquisition Services, Inc., Posted  
2:00pm, March 10, 2006

BCC MEETING: April 11, 2006

## Presentation Criteria:

Approach to the Work  
Past Experience with Government Municipalities  
Qualifications  
Quality of Presentation

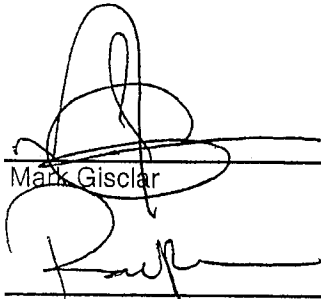
# EVALUATION RANKINGS

RFP-0619-06/DRR-Professional Real Estate Acquisition Services - CR 15- Road Improvement Project (SR 46 to Orange Blvd)

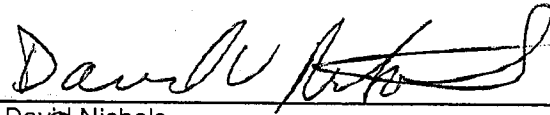
	M. Gisclar	D. Nichols	B. Risner	A. Schwarz	TOTAL POINTS	RANKING
AMERICAN ACQUISITION GROUP, LLC	5	7	6	6	24	7
BENDER PROPERTIES	6	5	7	5	23	6
FLORIDA ACQUISITION & APPRAISAL, INC.	3	4	3	3	13	3
HDR ACQUISITION SERVICES, INC.	1	1	1	4	7	1
PARARA SERVICES, INC.	7	3	4	2	16	4
THC, INC.	2	6	5	7	20	5
THE TRIECE COMPANY	4	2	2	1	9	2

The Evaluation Committee agrees

HDR Acquisition & Appraisal, Inc.  
The Triage Company  
Florida Acquisition & Appraisal, Inc



Mark Gisclar



David Nichols

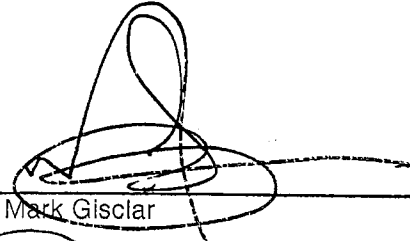

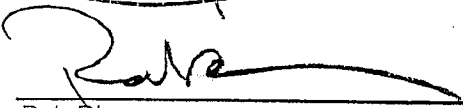
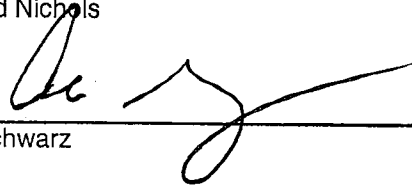
Bob Risner

Al Schwarz

PRESENTATION RANKINGS  
RFP-0619-06/DRR-Professional Real Estate Acquisition Services - CR 15- Road Improvement Project (SR 46 to Orange Blvd)

	M. Gisclar	D. Nichols	B. Risner	A. Schwarz	TOTAL POINTS	RANKING
FLORIDA ACQUISITION & APPRAISAL, INC.	3	3	2	3	11	3
HDR ACQUISITION SERVICES, INC.	1	1	1	2	5	1
THE TRIECE COMPANY	2	2	3	1	8	2

The Evaluation Committee recommends HDR Acquisition Services, Inc.

 Mark Gisclar	 David Nichols
 Bob Risner	 Al Schwarz

## PRESENTATION

OVIATING?

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: Florida Acquisition & Appraisal, Inc.

QUALIFICATION COMMITTEE MEMBER: MARK GISCAR

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

- HANDS-ON
- UNDERSTAND NEED TO BE HERE... NIGHT/WEEKENDS...  
WHATEVER IT TAKES.
- TECHNOLOGY

Score 15  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

EXTENSIVE

Score 15  
(0-25)

Criteria: Qualifications (25%)

LARGE TEAM w/ GOOD MIX OF INDIVIDUALS TO COMPLETE  
TASKS.

Score 20  
(0-25)

Criteria: Quality of Presentation (25%)

SOMEWHAT RAMBLING...

Score 15  
(0-25)

Total Score 65  
(0-100)

Rank 3

Parcel # 110 - ROW Map / Survey

PRESENTATION

BLDG?

NOT SHOWN...

TITFS ✓

125

126

RFP-0619-06/DRR - Professional Real Estate Acquisition Services - County Road 15 - Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: HDR Acquisition Services, Inc

QUALIFICATION COMMITTEE MEMBER: NAME DISCUZ

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

5 STAR

Score 25  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

5 STAR

Score 25  
(0-25)

Criteria: Qualifications (25%)

5 STAR

Score 25  
(0-25)

Criteria: Quality of Presentation (25%)

5 STAR

UNBELIEVABLE!

Score 25  
(0-25)

Total Score 100  
(0-100)

Rank #1

Proximity Issues?  
105, 111

W/S - ACQ. #132 RECENTLY...  
\*NEED TO EXPEDITE  
THAT ANDRASA...

PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: The Tiece Company

QUALIFICATION COMMITTEE MEMBER: Mark Gucian

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

CORRECT-

Score 25  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

EXTENSIVE

Score 25  
(0-25)

Criteria: Qualifications (25%)

BROKER/AGENT

Score 25  
(0-25)

Criteria: Quality of Presentation (25%)

DISCUSSED PAST EXP. w/ COUNTY WHICH HAVE BEEN  
OUTSTANDING... ONLY TOUCHED C-15 ISSUES SLIGHTLY @  
END OF PRESENTATION - MORE FROM  
QUESTIONS FROM GROUP.

Score 20  
(0-25)

Total Score 95  
(0-100)

Rank #2



PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: Florida Acquisition & Appraisal, Inc.

QUALIFICATION COMMITTEE MEMBER: DAVE NICHOLS

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

Good use of technology for project related  
activities. Two phase project approach discussed

Score 20  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

Worked in 4 FDOT districts. Lot of experience  
along west coast of FL.

Score 20  
(0-25)

Criteria: Qualifications (25%)

Experienced staff. Borden provides local  
knowledge.

Score 21  
(0-25)

Criteria: Quality of Presentation (25%)

Run out of time. Material presented was  
relevant.

Score 19  
(0-25)

Total Score 90  
(0-100)

Rank 3

PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: HDR Acquisition Services, Inc

QUALIFICATION COMMITTEE MEMBER: DAVE NICHOLS

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

They have already begun work. Have made  
contact with numerous property owners. Identified  
problem parcels - ready to negotiate with them

Score 24  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

Have worked City, County and FDOT projects.  
High scores from all clients for services  
provided

Score 22  
(0-25)

Criteria: Qualifications (25%)

Staff is well qualified - All have 12 or  
more years of experience. Firm has in-house  
technical support

Score 23  
(0-25)

Criteria: Quality of Presentation (25%)

Focus of the presentation was the parcels  
- issues of special concern were identified

Score 25  
(0-25)

Total Score 94  
(0-100)

Rank 1

PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: The Triage Company

QUALIFICATION COMMITTEE MEMBER: DAVE NICHTOLS

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

Good generic approach presentation. No parcel  
specific discussion during presentation. Some  
discussion during Q & A

Score 19  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

Bunnell Rd - Eden Park discussion.

Score 24  
(0-25)

Criteria: Qualifications (25%)

Well qualified individual

Score 23  
(0-25)

Criteria: Quality of Presentation (25%)

Score 20  
(0-25)

Total Score 86  
(0-100)

Rank 2

## PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: Florida Acquisition & Appraisal, Inc.

QUALIFICATION COMMITTEE MEMBER: Al Schwarz

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

intensive office program, detailed quality  
review program, on-line  
DATABASE to check out information,  
good discussion of office & methodology

Score 21  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

worked on multi-phase projects  
joint with an individual with  
experience in Seminole County

Score 20  
(0-25)

Criteria: Qualifications (25%)

project manager with 17 years  
experience, broker & licensed  
various appraisers, justified support  
staff

Score 21  
(0-25)

Criteria: Quality of Presentation (25%)

good understanding of project, looked  
at appraisal issues very well  
organized, but not off on targets

Score 23  
(0-25)

Total Score 85  
(0-100)

Rank 3

## PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 – Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: HDR Acquisition Services, Inc

QUALIFICATION COMMITTEE MEMBER: Ac Schwann

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

uses multiple agents, quality assurance, many levels of control, multiple levels of review, particular parcels with displaced, log of project changes to County

Score 22  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

650 parcels with municipalities, unclear as to detailed experience in Orlando Area, specifically Seminole County, potential difficulty with having contact with us - but appear to be willing to be around

Score 18  
(0-25)

Criteria: Qualifications (25%)

Awarded high performance ratings, strong recommendations, 14 years of prior services, only had 24 years of experience

Score 22  
(0-25)

Criteria: Quality of Presentation (25%)

Drove along project, interviewed property owner, discussed TIF issues, particular parcel discussion, good presentation, thorough to the project (very detailed) - discussed separate parcels - excellent

Score 25  
(0-25)

Total Score 87  
(0-100)

Rank 2

## PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: The Tiece Company

QUALIFICATION COMMITTEE MEMBER: Ac Schwarz

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

tailored suit information with our staff  
to make a working documentation working  
file system DETAILED to county's needs,  
does source work with others to  
make sure needs get done excellent  
practical knowledge & approach.  
leases, mortgages, liens, easements  
documents tailored to our system

Score 24  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

significant experience with Seminole  
County, approach worked well with  
Seminole County, acquired property  
in the area for several different government  
entities, specifically this particular area,  
handled recent multi-parcel project  
for Seminole County

Score 23  
(0-25)

Criteria: Qualifications (25%)

worked in area, broken, over 19  
years experience, work has  
centered in Seminole & Volusia  
County, done significant acquisition  
work in Sanford, lacks some support  
staff

Score 22  
(0-25)

Criteria: Quality of Presentation (25%)

discussed possible construction measures  
so design, development notation, pick up  
development orders, reviewed, now &  
construction plans, detailed knowledge  
and presentation needed to get  
DEAD DONE

Score 22  
(0-25)

Total Score 91  
(0-100)

Rank 1

PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: Florida Acquisition & Appraisal, Inc.

QUALIFICATION COMMITTEE MEMBER: Robert Risner

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

Good experience with similar work will be put to use

Score 22  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

Good experience with other entities

Score 24  
(0-25)

Criteria: Qualifications (25%)

Good qualifications

Score 24  
(0-25)

Criteria: Quality of Presentation (25%)

Very good presentation

Score 22  
(0-25)

Total Score 92  
(0-100)

Rank \_\_\_\_\_

## PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: HDR Acquisition Services, Inc

QUALIFICATION COMMITTEE MEMBER: Robert Row

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

Excellent  
Good Cost Est. techniques

Score 24  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

Good experience working with other municipalities.  
Received highest ratings awarded

Score 25  
(0-25)

Criteria: Qualifications (25%)

Excellent Skills  
1-A-102 is a good guide / practice

Score 25  
(0-25)

Criteria: Quality of Presentation (25%)

Excellent Presentation very well organized and all  
points were clearly stated

Score 24  
(0-25)

Total Score 98  
(0-100)

Rank \_\_\_\_\_



PRESENTATION

RFP-0619-06/DRR – Professional Real Estate Acquisition Services – County Road 15 –  
Road Improvement Project (S.R. 46 to Orange Blvd.)

SUBMITTAL COMPANY NAME: The Triage Company

QUALIFICATION COMMITTEE MEMBER: Robert R. Sma

Describe strengths, weaknesses and deficiencies to support your assessment.

Criteria: Approach to the Work (25%)

Experienced with the County good Approach

Score 25  
(0-25)

Criteria: Past Experience with Government Municipalities (25%)

Historical experience, some with - Edict / Road Rd  
+ 1-2 mile project  
with the City of Sanibel

Score 22  
(0-25)

Criteria: Qualifications (25%)

Good quality  
has experience with design + construction management

Score 22  
(0-25)

Criteria: Quality of Presentation (25%)

Good Basic some good specific  
didn't fall forward but good specific

Score 22  
(0-25)

Total Score 91  
(0-100)

Rank \_\_\_\_\_

**CONSULTANT SERVICES AGREEMENT (RFP-0619-06/DRR)  
REAL ESTATE ACQUISITION FOR THE COUNTY ROAD 15 ROAD IMPROVEMENT PROJECT  
(S.R. 46 TO ORANGE BOULEVARD)**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **HDR ACQUISITION SERVICES, INC.**, duly authorized to conduct business in the State of Florida, whose address is 2202 N. West Shore Boulevard, #250, Tampa, Florida 33607, hereinafter referred to as "CONSULTANT" and **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY".

**W I T N E S S E T H:**

**WHEREAS**, the COUNTY desires to retain the services of a competent and qualified professional property acquisition consultant to provide property acquisition consultant services for the County Road 15 Road Improvement Project (S.R. 46 to Orange Boulevard) in Seminole County; and

**WHEREAS**, the COUNTY has requested and received expressions of interest for the retention of services of consultants; and

**WHEREAS**, the CONSULTANT is competent and qualified to furnish professional property acquisition consultant services to the COUNTY and desires to provide professional services according to the terms and conditions stated herein,

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth herein, the COUNTY and the CONSULTANT agree as follows:

**SECTION 1. SERVICES.** The COUNTY does hereby retain the CONSULTANT to furnish professional services and perform those tasks as further described in the Scope of Services attached hereto as Exhibit "A" and made a part hereof. Required services shall be specifically

enumerated, described and depicted in the Work Orders authorizing performance of the specific project, task or study. This Agreement standing alone does not authorize the performance of any work or require the COUNTY to place any orders for work.

**SECTION 2. TERM.** This Agreement shall take effect on the date of its execution by the COUNTY and shall run for a period of two (2) years and, at the sole option of COUNTY, may be renewed for one (1) successive periods not to exceed one (1) year. Expiration of the term of this Agreement shall have no effect upon Work Orders issued pursuant to this Agreement and prior to the expiration date. Obligations entered therein by both parties shall remain in effect until completion of the work authorized by the Work Order.

**SECTION 3. AUTHORIZATION FOR SERVICES.** Authorization for performance of professional services by the CONSULTANT under this Agreement shall be in the form of written Work Orders issued and executed by the COUNTY and signed by the CONSULTANT. A sample Work Order is attached hereto as Exhibit "B". Each Work Order shall describe the services required, state the dates for commencement and completion of work and establish the amount and method of payment. The Work Orders will be issued under and shall incorporate the terms of this Agreement. The COUNTY makes no covenant or promise as to the number of available projects, nor that, the CONSULTANT will perform any project for the COUNTY during the life of this Agreement. The COUNTY reserves the right to contract with other parties for the services contemplated by this Agreement when it is determined by the COUNTY to be in the best interest of the COUNTY to do so.

**SECTION 4. TIME FOR COMPLETION.** The services to be rendered by the CONSULTANT shall be commenced, as specified in such Work Orders as may be issued hereunder, and shall be completed within the time speci-

fied therein. In the event the COUNTY determines that significant benefits would accrue from expediting an otherwise established time schedule for completion of services under a given Work Order, that Work Order may include a negotiated schedule of incentives based on time savings.

**SECTION 5. COMPENSATION.** The COUNTY agrees to compensate the CONSULTANT for the professional services called for under this Agreement on either a "Fixed Fee Basis" or on a "Time Basis Method". If a Work Order is issued under a "Time Basis Method," then CONSULTANT shall be compensated in accordance with the rate schedule attached as Exhibit "C". If a Work Order is issued for a "Fixed Fee Basis", then the applicable Work Order Fixed Fee amount shall include any and all reimbursable expenses. The total annual amount of compensation paid to the CONSULTANT pursuant to this Agreement, including reimbursable expenses, shall not exceed the amount budgeted by the COUNTY for professional real estate acquisition services for the County Road 15 Road Improvement Project (S.R. 46 to Orange Boulevard).

**SECTION 6. REIMBURSABLE EXPENSES.** If a Work Order is issued on a "Time Basis Method," then reimbursable expenses are in addition to the hourly rates. Reimbursable expenses are subject to the applicable "Not-to-Exceed" or "Limitation of Funds" amount set forth in the Work Order. Reimbursable expenses may include actual expenditures made by the CONSULTANT, his employees or his professional associates in the interest of the Project for the expenses listed in the following paragraphs:

(a) Expenses of transportation, when traveling in connection with the Project, based on Sections 112.061(7) and (8), Florida Statutes, or their successor; long distance calls and telegrams; and fees paid for securing approval of authorities having jurisdiction over the Project.

(b) Expense of reproductions, postage and handling of drawings and specifications.

(c) If authorized in writing in advance by the COUNTY, the cost of other expenditures made by the CONSULTANT in the interest of the Project.

#### **SECTION 7. PAYMENT AND BILLING.**

(a) If the Scope of Services required to be performed by a Work Order is clearly defined, the Work Order shall be issued on a "Fixed Fee Basis". The CONSULTANT shall perform all work required by the Work Order but, in no event, shall the CONSULTANT be paid more than the negotiated Fixed Fee amount stated therein.

(b) If the Scope of Services is not clearly defined, the Work Order may be issued on a "Time Basis Method" and contain a Not-to Exceed amount. If a Not-to-Exceed amount is provided, the CONSULTANT shall perform all work required by the Work Order; but, in no event, shall the CONSULTANT be paid more than the Not-to-Exceed amount specified in the applicable Work Order.

(c) If the Scope of Services is not clearly defined, the Work Order may be issued on a "Time Basis Method" and contain a Limitation of Funds amount. The CONSULTANT is not authorized to exceed that amount without the prior written approval of the COUNTY. Said approval, if given by the COUNTY, shall indicate a new Limitation of Funds amount. The CONSULTANT shall advise the COUNTY whenever the CONSULTANT has incurred expenses on any Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount.

(d) For Work Orders issued on a "Fixed Fee Basis", the CONSULTANT may invoice the amount due based on the percentage of total Work Order services actually performed and completed; but, in no event, shall the invoice amount exceed a percentage of the Fixed Fee amount equal to a

percentage of the total services actually completed. The COUNTY shall pay the CONSULTANT ninety percent (90%) of the approved amount on Work Orders issued on a "Fixed Fee Basis".

(e) For Work Orders issued on a "Time Basis Method" with a Not-to-Exceed amount, the CONSULTANT may invoice the amount due for actual work hours performed but, in no event, shall the invoice amount exceed a percentage of the Not-to-Exceed amount equal to a percentage of the total services actually completed. The COUNTY shall pay the CONSULTANT ninety percent (90%) of the approved amount on Work Orders issued on a "Time Basis Method" with a Not-to-Exceed amount.

(f) Each Work Order issued on a "Fixed Fee Basis" or "Time Basis Method" with a Not-to-Exceed amount shall be treated separately for retainage purposes. If the COUNTY determines that work is substantially complete and the amount retained is considered to be in excess, the COUNTY may, at its sole and absolute discretion, release the retainage or any portion thereof.

(g) For Work Orders issued on a "Time Basis Method" with a Limitation of Funds amount, the CONSULTANT may invoice the amount due for services actually performed and completed. The COUNTY shall pay the CONSULTANT one hundred percent (100%) of the approved amount on Work Orders issued on a "Time Basis Method" with a Limitation of Funds amount.

(h) Payments shall be made by the COUNTY to the CONSULTANT when requested as work progresses for services furnished, but not more than once monthly. Each Work Order shall be invoiced separately. CONSULTANT shall render to COUNTY, at the close of each calendar month, an itemized invoice properly dated, describing any services rendered, the cost of the services, the name and address of the CONSULTANT, Work Order Number, Contract Number and all other information required by this Agreement.

The original invoice shall be sent to:

Director of County Finance  
Seminole County Board of County Commissioners  
Post Office Box 8080  
Sanford, Florida 32772

A duplicate copy of the invoice shall be sent to:

Seminole County Attorney's Office  
1101 E. First Street  
Sanford, Florida 32771

(i) Payment shall be made after review and approval by COUNTY within thirty (30) days of receipt of a proper invoice from the CONSULTANT.

**SECTION 8. GENERAL TERMS OF PAYMENT AND BILLING.**

(a) Upon satisfactory completion of work required hereunder and, upon acceptance of the work by the COUNTY, the CONSULTANT may invoice the COUNTY for the full amount of compensation provided for under the terms of this Agreement including any retainage and less any amount already paid by the COUNTY. The COUNTY shall pay the CONSULTANT within thirty (30) days of receipt of proper invoice.

(b) The COUNTY may perform or have performed an audit of the records of the CONSULTANT after final payment to support final payment hereunder. This audit would be performed at a time mutually agreeable to the CONSULTANT and the COUNTY subsequent to the close of the final fiscal period in which the last work is performed. Total compensation to the CONSULTANT may be determined subsequent to an audit as provided for in subsections (b) and (c) of this Section, and the total compensation so determined shall be used to calculate final payment to the CONSULTANT. Conduct of this audit shall not delay final payment as provided by subsection (a) of this Section.

(c) In addition to the above, if federal funds are used for any work under the Agreement, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly

authorized representatives, shall have access to any books, documents, papers, and records, of the CONSULTANT which are directly pertinent to work performed under this Agreement for purposes of making audit, examination, excerpts and transcriptions.

(d) The CONSULTANT agrees to maintain all books, documents, papers, accounting records and other evidences pertaining to work performed under this Agreement in such a manner as will readily conform to the terms of this Agreement and to make such materials available at the CONSULTANT's office at all reasonable times during the Agreement period and for five (5) years from the date of final payment under the contract for audit or inspection as provided for in subsections (b) and (c) of this Section.

(e) In the event any audit or inspection conducted after final payment, but within the period provided in paragraph (d) of this Section reveals any overpayment by the COUNTY under the terms of the Agreement, the CONSULTANT shall refund such overpayment to the COUNTY within thirty (30) days of notice by the COUNTY.

#### **SECTION 9. RESPONSIBILITIES OF THE CONSULTANT.**

(a) The CONSULTANT shall be responsible for the professional quality, technical accuracy, competence, methodology, accuracy and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, reports, data, plans, plats, maps, surveys, specifications, and any and all other services of whatever type or nature furnished by the CONSULTANT under this Agreement. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in his plans, analysis, data, reports, designs, drawings, specifications, and any and all other services of whatever type or nature.



(b) Neither the COUNTY's review, approval or acceptance of, nor payment for, any of the services required shall be construed to operate as a waiver of any rights under this Agreement nor of any cause of action arising out of the performance of this Agreement and the CONSULTANT shall be and always remain liable to the COUNTY in accordance with applicable law for any and all damages to the COUNTY caused by the CONSULTANT's negligent or wrongful performance of any of the services furnished under this Agreement.

**SECTION 10. OWNERSHIP OF DOCUMENTS.** All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the CONSULTANT's services or have been created during the course of the CONSULTANT's performance under this Agreement shall become the property of the COUNTY after final payment is made to the CONSULTANT.

**SECTION 11. TERMINATION.**

(a) The COUNTY may, by written notice to the CONSULTANT terminate this Agreement or any Work Order issued hereunder, in whole or in part, at any time, either for the COUNTY's convenience or because of the failure of the CONSULTANT to fulfill its Agreement obligations. Upon receipt of such notice, the CONSULTANT shall:

(1) immediately discontinue all services affected unless the notice directs otherwise, and

(2) deliver to the COUNTY all data, drawings, specifications, reports, estimates, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by the CONSULTANT in performing this Agreement, whether completed or in process.

(b) If the termination is for the convenience of the COUNTY, the CONSULTANT shall be paid compensation for services performed to the date

of termination. If this Agreement calls for the payment based on a Fixed Fee amount, the CONSULTANT shall be paid no more than a percentage of the Fixed Fee amount equivalent to the percentage of the completion of work, as determined solely and conclusively by the COUNTY, contemplated by this Agreement.

(c) If the termination is due to the failure of the CONSULTANT to fulfill its Agreement obligations, the COUNTY may take over the work and prosecute the same to completion by other Agreements or otherwise. In such case, the CONSULTANT shall be liable to the COUNTY for all reasonable additional costs occasioned to the COUNTY thereby. The CONSULTANT shall not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of the CONSULTANT; provided, however, that the CONSULTANT shall be responsible and liable for the actions of its subcontractors, agents, employees and persons and entities of a similar type or nature. Such causes may include acts of God or of the public enemy, acts of the COUNTY in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond the control and without any fault or negligence of the CONSULTANT.

(d) If, after notice of termination for failure to fulfill its Agreement obligations, it is determined that the CONSULTANT had not so failed, the termination shall be conclusively deemed to have been effected for the convenience of the COUNTY. In such event, adjustment in the Agreement price shall be made as provided in subsection (b) of this Section.

(e) The rights and remedies of the COUNTY provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under this Agreement.

**SECTION 12. AGREEMENT AND WORK ORDER IN CONFLICT.** Whenever the terms of this Agreement conflict with any Work Order issued pursuant to it, the Agreement shall prevail.

**SECTION 13. EQUAL OPPORTUNITY EMPLOYMENT.** The CONSULTANT agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, disability, or national origin and will take steps to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, disability, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**SECTION 14. NO CONTINGENT FEES.** The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the COUNTY shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

**SECTION 15. CONFLICT OF INTEREST.**

(a) The CONSULTANT agrees that it will not contract for or accept employment for the performance of any work or service with any individ-

ual, business, corporation or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with the COUNTY.

(b) The CONSULTANT agrees that it will neither take any action nor engage in any conduct that would cause any COUNTY employee to violate the provisions of Chapter 112, Florida Statutes, relating to ethics in government.

(c) In the event that CONSULTANT causes or in any way promotes or encourages a COUNTY officer, employee, or agent to violate Chapter 112, Florida Statutes, the COUNTY shall have the right to terminate this Agreement.

**SECTION 16. ASSIGNMENT.** This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by the parties hereto without prior written consent of the other party and in such cases only by a document of equal dignity herewith.

**SECTION 17. SUBCONTRACTORS.** In the event that the CONSULTANT, during the course of the work under this Agreement, requires the services of any subcontractors or other professional associates in connection with services covered by this Agreement, the CONSULTANT must first secure the prior express written approval of the COUNTY. If subcontractors or other professional associates are required in connection with the services covered by this Agreement, CONSULTANT shall remain fully responsible for the services of subcontractors or other professional associates.

**SECTION 18. INDEMNIFICATION OF COUNTY.** The CONSULTANT agrees to hold harmless, replace, and indemnify the COUNTY, its commissioners, officers, employees, and agents against any and all claim, losses, damages or lawsuits for damages, arising from the negligent, reckless,

or intentionally wrongful provision of services hereunder by the CONSULTANT, whether caused by the CONSULTANT or otherwise.

#### **SECTION 19. INSURANCE.**

(a) GENERAL. The CONSULTANT shall at the CONSULTANT's own cost, procure the insurance required under this Section.

(1) The CONSULTANT shall furnish the COUNTY with a Certificate of Insurance signed by an authorized representative of the insurer evidencing the insurance required by this Section (Professional Liability, Workers' Compensation/Employer's Liability and Commercial General Liability). The COUNTY, its officials, officers, and employees shall be named additional insured under the Commercial General Liability policy. The Certificate of Insurance shall provide that the COUNTY shall be given not less than thirty (30) days written notice prior to the cancellation or restriction of coverage. Until such time as the insurance is no longer required to be maintained by the CONSULTANT, the CONSULTANT shall provide the COUNTY with a renewal or replacement Certificate of Insurance not less than thirty (30) days before expiration or replacement of the insurance for which a previous certificate has been provided.

(2) The Certificate shall contain a statement that it is being provided in accordance with the Agreement and that the insurance is in full compliance with the requirements of the Agreement. In lieu of the statement on the Certificate, the CONSULTANT shall, at the option of the COUNTY submit a sworn, notarized statement from an authorized representative of the insurer that the Certificate is being provided in accordance with the Agreement and that the insurance is in full compliance with the requirements of the Agreement. **The Certificate shall have this Agreement number clearly marked on its face.**

(3) In addition to providing the Certificate of Insurance, if required by the COUNTY, the CONSULTANT shall, within thirty (30) days after receipt of the request, provide the COUNTY with a certified copy of each of the policies of insurance providing the coverage required by this Section.

(4) Neither approval by the COUNTY nor failure to disapprove the insurance furnished by a CONSULTANT shall relieve the CONSULTANT of the CONSULTANT's full responsibility for performance of any obligation including CONSULTANT indemnification of COUNTY under this Agreement.

(b) INSURANCE COMPANY REQUIREMENTS. Insurance companies providing the insurance under this Agreement must meet the following requirements:

(1) Companies issuing policies other than Workers' Compensation, must be authorized to conduct business in the State of Florida and prove same by maintaining Certificates of Authority issued to the companies by the Department of Insurance of the State of Florida. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by Section 440.57, Florida Statutes.

(2) In addition, such companies other than those authorized by Section 440.57, Florida Statutes, shall have and maintain a Best's Rating of "A" or better and a Financial Size Category of "VII" or better according to A.M. Best Company.

(3) If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: 1) lose its Certificate of Authority, 2) no longer comply with Section 440.57, Florida Statutes, or 3) fail to maintain the requisite Best's Rating and Financial Size Category, the CONSULTANT shall, as soon as the CONSULTANT has knowledge of any such circumstance,

immediately notify the COUNTY and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as the CONSULTANT has replaced the unacceptable insurer with an insurer acceptable to the COUNTY the CONSULTANT shall be deemed to be in default of this Agreement.

(c) SPECIFICATIONS. Without limiting any of the other obligations or liability of the CONSULTANT, the CONSULTANT shall, at the CONSULTANT's sole expense, procure, maintain and keep in force amounts and types of insurance conforming to the minimum requirements set forth in this subsection. Except as otherwise specified in the Agreement, the insurance shall become effective prior to the commencement of work by the CONSULTANT and shall be maintained in force until the Agreement completion date. The amounts and types of insurance shall conform to the following minimum requirements.

(1) Workers' Compensation/Employer's Liability.

(A) The CONSULTANT's insurance shall cover the CONSULTANT for liability which would be covered by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. The CONSULTANT will also be responsible for procuring proper proof of coverage from its subcontractors of every tier for liability which is a result of a Workers' Compensation injury to the subcontractor's employees. The minimum required limits to be provided by both the CONSULTANT and its subcontractors are outlined in subsection (c) below. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the United States Longshoremen and Harbor Workers' Compensation Act, Federal Employers' Liability Act and any other applicable federal or state law.

(B) Subject to the restrictions of coverage found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act, the United States Longshoremen's and Harbor Workers' Compensation Act, or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy.

(C) The minimum amount of coverage under Part Two of the standard Workers' Compensation Policy shall be:

\$ 500,000.00	(Each Accident)
\$1,000,000.00	(Disease-Policy Limit)
\$ 500,000.00	(Disease-Each Employee)

(2) Commercial General Liability.

(A) The CONSULTANT's insurance shall cover the CONSULTANT for those sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office, without the attachment of restrictive endorsements other than the elimination of Coverage C, Medical Payment and the elimination of coverage for Fire Damage Legal Liability.

(B) The minimum limits to be maintained by the CONSULTANT (inclusive of any amounts provided by an Umbrella or Excess policy) shall be as follows:

	<u>LIMITS</u>
General Aggregate	\$Three (3) Times the Each Occurrence Limit
Personal & Advertising Injury Limit	\$1,000,000.00
Each Occurrence Limit	\$1,000,000.00

(3) Professional Liability Insurance. The CONSULTANT shall carry limits of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00).



(d) COVERAGE. The insurance provided by CONSULTANT pursuant to this Agreement shall apply on a primary basis and any other insurance or self-insurance maintained by the COUNTY or the COUNTY's officials, officers, or employees shall be excess of and not contributing with the insurance provided by or on behalf of the CONSULTANT.

(e) OCCURRENCE BASIS. The Workers' Compensation Policy and the Commercial General Liability required by this Agreement shall be provided on an occurrence rather than a claims-made basis. The Professional Liability insurance policy must either be on an occurrence basis, or, if a claims-made basis, the coverage must respond to all claims reported within three (3) years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

(f) OBLIGATIONS. Compliance with the foregoing insurance requirements shall not relieve the CONSULTANT, its employees or agents of liability from any obligation under a Section or any other portions of this Agreement.

#### **SECTION 20. ALTERNATIVE DISPUTE RESOLUTION.**

(a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties agree to exhaust COUNTY protest procedures prior to filing suit or otherwise pursuing legal remedies. COUNTY procedures for proper invoice and payment disputes are set forth in Section 22.15, "Prompt Payment Procedures," Seminole County Administrative Code.

(b) CONSULTANT agrees that it will file no suit or otherwise pursue legal remedies based on facts or evidentiary materials that were not presented for consideration in the COUNTY protest procedures set forth in subsection (a) above of which the CONSULTANT had knowledge and failed to present during the COUNTY protest procedures.

(c) In the event that COUNTY protest procedures are exhausted and a suit is filed or legal remedies are otherwise pursued, the parties shall exercise best efforts to resolve disputes through voluntary mediation. Mediator selection and the procedures to be employed in voluntary mediation shall be mutually acceptable to the parties. Costs of voluntary mediation shall be shared equally among the parties participating in the mediation.

**SECTION 21. REPRESENTATIVES OF THE COUNTY AND THE CONSULTANT.**

(a) It is recognized that questions in the day-to-day conduct of performance pursuant to this Agreement will arise. The COUNTY, upon request by the CONSULTANT, shall designate in writing and shall advise the CONSULTANT in writing of one (1) or more of its employees to whom all communications pertaining to the day-to-day conduct of this Agreement shall be addressed. The designated representative shall have the authority to transmit instructions, receive information and interpret and define the COUNTY's policy and decisions pertinent to the work covered by this Agreement.

(b) The CONSULTANT shall, at all times during the normal work week, designate or appoint one or more representatives of the CONSULTANT who are authorized to act in behalf of and bind the CONSULTANT regarding all matters involving the conduct of the performance pursuant to this Agreement and shall keep the COUNTY continually and effectively advised of such designation.

**SECTION 22. ALL PRIOR AGREEMENTS SUPERSEDED.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained or referred to in this document.

Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

**SECTION 23. MODIFICATIONS, AMENDMENTS OR ALTERATIONS.** No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**SECTION 24. INDEPENDENT CONTRACTOR.** It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting the CONSULTANT (including its officers, employees, and agents) the agent, representative, or employee of the COUNTY for any purpose, or in any manner, whatsoever. The CONSULTANT is to be and shall remain forever an independent contractor with respect to all services performed under this Agreement.

**SECTION 25. EMPLOYEE STATUS.** Persons employed by the CONSULTANT in the performance of services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to the COUNTY's officers and employees either by operation of law or by the COUNTY.

**SECTION 26. SERVICES NOT PROVIDED FOR.** No claim for services furnished by the CONSULTANT not specifically provided for herein shall be honored by the COUNTY.

**SECTION 27. PUBLIC RECORDS LAW.** CONSULTANT acknowledges COUNTY's obligations under Article I, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONSULTANT acknowledges that COUNTY is required to comply with Article I, Section 24, Florida Constitution and Chapter

119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.

**SECTION 28. COMPLIANCE WITH LAWS AND REGULATIONS.** In providing all services pursuant to this Agreement, the CONSULTANT shall abide by all statutes, ordinances, rules, and regulations pertaining to, or regulating the provisions of, such services, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this Agreement, and shall entitle the COUNTY to terminate this Agreement immediately upon delivery of written notice of termination to the CONSULTANT.

**SECTION 29. NOTICES.** Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, with return receipt requested, addressed to the party for whom it is intended at the place last specified and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

**For COUNTY:**

County Attorney's Office  
1101 E. First St.  
Sanford, FL 32771

**For CONSULTANT:**

HDR Acquisition Services, Inc.  
2202 N. West Shore Blvd, #250  
Tampa, FL 33607

**SECTION 30. RIGHTS AT LAW RETAINED.** The rights and remedies of the COUNTY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date below written for execution by the COUNTY.

ATTEST:

HDR ACQUISITION SERVICES, INC.

\_\_\_\_\_  
Secretary  
(CORPORATE SEAL)

By: \_\_\_\_\_  
MARILYN JACKSON, Vice-President

Date: \_\_\_\_\_

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.

By: \_\_\_\_\_  
CARLTON HENLEY, Chairman

Date: \_\_\_\_\_

For use and reliance  
of Seminole County only.

Approved as to form and  
legal sufficiency.

As authorized for execution by  
the Board of County Commissioners  
at their \_\_\_\_\_, 20\_\_\_\_  
regular meeting.

\_\_\_\_\_  
County Attorney

AC/lpk  
3/20/06  
Rfp-0619

3 Attachments:

- Exhibit "A" - Scope of Services
- Exhibit "B" - Sample Work Order
- Exhibit "C" - Rate Schedule

**EXHIBIT – A**  
**SCOPE OF SERVICES**  
**RFP-0619-06/DRR**  
**PROFESSIONAL REAL ESTATE ACQUISITION**  
**SERVICES FOR**  
**COUNTY ROAD 15 – ROAD IMPROVEMENT**  
**PROJECT (S. R. 46 to ORANGE BLVD.)**

Professional property acquisition consultant shall provide support services to the County to complete property acquisition of project parcels for the County Road 15 – Road Improvement Project. Consultant shall have experience in, but not limited to, complex property acquisition negotiations, purchase agreement preparation, settlement justification narrative preparation, suit package preparation, and eminent domain proceedings.

This project will widen County Road 15, (Monroe Road), from S. R. 46 to Orange Boulevard, (1.40 miles), from an existing rural two lane roadway to a five lane urban roadway. The proposed roadway will include a painted 14 foot wide bi-directional turn lane in the center with two (2 ea.) 12 foot wide through lanes on each side. There will be a closed drainage system, (stormwater pipes), with curb and gutter, a five foot wide sidewalk on the east side and a ten foot wide trail on the west side.

Estimated Contract Amount, \$180,000.00

**Board of County Commissioners**  
**SEMINOLE COUNTY, FLORIDA**

# WORK ORDER

Work Order Number: \_\_\_\_\_

Master Agreement No: \_\_\_\_\_

Dated: \_\_\_\_\_

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

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

Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

**ATTACHMENTS TO THIS WORK ORDER:**

- ☐ drawings/plans/specifications  
☐ scope of services  
☐ special conditions  
☐ \_\_\_\_\_

**METHOD OF COMPENSATION:**

- ☐ fixed fee basis  
☐ time basis-not-to-exceed  
☐ time basis-limitation of funds

**TIME FOR COMPLETION:** \_\_\_\_\_

Work Order Amount: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the purposes stated herein.

(THIS SECTION TO BE COMPLETED BY THE COUNTY)

**ATTEST:**

\_\_\_\_\_, Secretary

By: \_\_\_\_\_, President

(CORPORATE SEAL)

Date: \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
 SEMINOLE COUNTY, FLORIDA

**WITNESSES:**

\_\_\_\_\_  
 (Seminole County Contracts Analyst, print name)

By: \_\_\_\_\_  
 Peter W. Maley, Contracts Supervisor

Date: \_\_\_\_\_

\_\_\_\_\_  
 (Seminole County Contracts Analyst, print name)

As authorized by Section 330.3, Seminole  
 County Administrative Code.

## WORK ORDER TERMS AND CONDITIONS

- a) Execution of this Work Order by the COUNTY shall serve as authorization for the CONSULTANT to provide, for the stated project, professional services as set out in the Scope of Services attached as Exhibit "A" to the Master Agreement cited on the face of this Work Order and as further delineated in the attachments listed on this Work Order.
- b) Term: This work order shall take effect on the date of its execution by the County and expires upon final delivery, inspection, acceptance and payment unless terminated earlier in accordance with the Termination provisions herein.
- c) The CONSULTANT shall provide said services pursuant to this Work Order, its Attachments, and the cited Master Agreement (as amended, if applicable) which is incorporated herein by reference as if it had been set out in its entirety.
- d) Whenever the Work Order conflicts with the cited Master Agreement, the Master Agreement shall prevail.
- e) METHOD OF COMPENSATION - If the compensation is based on a:
  - (i) FIXED FEE BASIS, then the Work Order Amount becomes the Fixed Fee Amount and the CONSULTANT shall perform all work required by this Work Order for the Fixed Fee Amount. The Fixed Fee is an all-inclusive Firm Fixed Price binding the CONSULTANT to complete the work for the Fixed Fee Amount regardless of the costs of performance. In no event shall the CONSULTANT be paid more than the Fixed Fee Amount.
  - (ii) TIME BASIS WITH A NOT-TO-EXCEED AMOUNT, then the Work Order Amount becomes the Not-to-Exceed Amount and the CONSULTANT shall perform all the work required by this Work Order for a sum not exceeding the Not-to-Exceed Amount. In no event is the CONSULTANT authorized to incur expenses exceeding the not-to-exceed amount without the express written consent of the COUNTY. Such consent will normally be in the form of an amendment to this Work Order. The CONSULTANT's compensation shall be based on the actual work required by this Work Order and the Labor Hour Rates established in the Master Agreement.
  - (iii) TIME BASIS WITH A LIMITATION OF FUNDS AMOUNT, then the Work Order Amount becomes the Limitation of Funds amount and the CONSULTANT is not authorized to exceed the Limitation of Funds amount without prior written approval of the COUNTY. Such approval, if given by the COUNTY, shall indicate a new Limitation of Funds amount. The CONSULTANT shall advise the COUNTY whenever the CONSULTANT has incurred expenses on this Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount. The CONSULTANT's compensation shall be based on the actual work required by this Work Order and the Labor Hour Rates established in the Master Agreement.
- f) Payment to the CONSULTANT shall be made by the COUNTY in strict accordance with the payment terms of the referenced Master Agreement.
- g) It is expressly understood by the CONSULTANT that this Work Order, until executed by the COUNTY, does not authorize the performance of any services by the CONSULTANT and that the COUNTY, prior to its execution of the Work Order, reserves the right to authorize a party other than the CONSULTANT to perform the services called for under this Work Order; if it is determined that to do so is in the best interest of the COUNTY.
- h) The CONSULTANT shall sign the Work Order first and the COUNTY second. This Work Order becomes effective and binding upon execution by the COUNTY and not until then. A copy of this Work Order will be forwarded to the CONSULTANT upon execution by the COUNTY.



**4.A. Right-of-Way Staff Hourly Fee Schedule****HOURLY RATE FEE SCHEDULE – PROPERTY ACQUISITION SERVICES**

<b>Discipline</b>	<b>Hourly Rate</b>
Program Manager	\$ 153.75
Project Manager	\$ 115.00
Acquisition Agent	\$ 83.50
Secretary	\$ 41.10

I, Paul A. Bowdoin, PE, am a Senior Vice President of HDR Acquisition Services, Inc. and attest to the above rates. I have the authority to legally bind the firm to the County's contract and agreement for the Professional Real Estate Acquisition Services for County Road 15 – Road Improvement Project (SR 46 to Orange Blvd.) (#RFP-0619-06/DRR) contract.



---

Paul A. Bowdoin, PE  
Senior Vice President