

## **PROFESSIONAL SERVICES**

- 28. Approve Work Order #2 – County Services Building Re-Roofing Project under PS-0381-06/BLH – Master Agreement for Continuing Architectural and Engineering Services for Projects Not Exceeding \$1,000,000.00 to Starmer Ranaldi Planning and Architecture, Inc. of Winter Springs (NTE \$100,000.00).**

PS-0381-06/BLH provides Architectural/Engineering design services for various renovation, restoration, construction and general consulting projects under \$1,000,000.00 in Seminole County. The Architectural and Engineering services will also include CEI for various restorations, renovation and other construction projects whose estimated cost does not exceed \$1,000,000.00.

Work Order #2 provides professional design services for this project consisting of architectural design including roofing, mechanical engineering, electrical engineering, plumbing engineering, and structural engineering, specialty consultants necessary to develop construction documents suitable for bidding and construction.

Funds are available in account 010560.560620 CIP 236601. Administrative Services Department/Facilities Maintenance Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the award of this work order and authorize the Purchasing and Contracts Manager to execute the Work Order.

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

**WORK ORDER**

Work Order Number:   2  

Master Agreement No.: PS-0381-06/BLH  
Contract Title: A & E Services for Construction Less Than \$1 Million  
Project Title: **County Services Building Re-Roofing Project**

Dated: March 7, 2006

Consultant: Starmer Ranaldi Planning and Architecture  
Address: 890 Northern Way, E-1  
Winter Springs, Florida 32708

**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:** The services to be provided by the CONTRACTOR shall commence upon execution of this Agreement by the parties and shall be completed within thirty (30) days from the Notice-To-Proceed date. Failure to meet the completion date may be grounds for Termination for Default.

Work Order Amount: ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00).

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)

STARMER RANALDI PLANNING AND ARCHITECTURE

**ATTEST:**

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

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

(CORPORATE SEAL)

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

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

**WITNESSES:**

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

By: \_\_\_\_\_  
Ray Hooper, Purchasing and Contracts Manager

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

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

As authorized by Section 330.3, Seminole  
County Administrative Code.

**OC #800972**

## **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.



10 Apr 06

Chuck Lawson  
Project Manager New Construction  
Seminole County Administrative Services Department  
Facilities Maintenance Division  
205 West County Home Road  
Sanford, Florida 32773

Re: Continued Professional Services Proposal  
County Services Building  
Building Re-Roofing Project

Chuck

We appreciate you considering our firm for providing professional design services for the above referenced project and offer the following fee proposal for your review and approval.

**I. Scope of Project**

Provide a complete replacement of the existing roof of the multi-story County Services Building on 1st Street in Sanford, Florida. The overall project budget is estimated to be approximately 56,000 square feet at \$ 17.50 per sf , or \$ 980,000

**II. Scope of Basic Services**

sri shall provide professional design services for this project consisting of architectural design including roofing, mechanical engineering, electrical engineering, plumbing engineering, and structural engineering, specialty consultants necessary to develop construction documents suitable for bidding and construction with the following tasks:

**B. Data Collection**

1. Confirm Owner's goals and objectives through kick off meeting.
2. Meet with building manager and maintenance staff to identify any unique conditions
3. Review available "as-built" construction drawings
4. Make a physical inspection of the existing conditions
5. Develop existing conditions drawings to define extent of roofing project including roofing, flashing, scuppers, gutters, downspouts, and roof top equipment reinstallation.

**C. Recommendation Report**

1. Submit a draft report on initial findings and re- roof recommendation
2. Develop an opinion of construction value
3. Meet with county staff to present findings an obtain approval to proceed with design

## VI. Clarifications

- A. Fees quoted herein are based on our understanding of the scope of work and should the scope change significantly additional compensation may be warranted.
- B. Fees quoted herein include structural engineering assessment of any unstable or potentially problematic conditions only. Structural engineering design necessary to solve any identified problematic conditions shall be considered additional services.
- C. Fees quoted herein for all electrical, mechanical, and plumbing roof top equipment, piping, and / or roof penetrations, assume that they are code compliant, are in good working condition, and the scope of this project includes removing, cleaning, and reinstalling said equipment only. Any necessary repair, replacement, and / or modifications to said roof top equipment shall be considered additional services.

We trust this proposal will be well received and we look forward to working with you to continue our excellent working relationship.

Regards



William E. Starmer AIA, NCARB  
President



10 Apr 06

Chuck Lawson  
Project Manager New Construction  
Seminole County Administrative Services Department  
Facilities Maintenance Division  
205 West County Home Road  
Sanford, Florida 32773

Re: County Services Building  
Building Re-Roofing Project  
Breakdown of Services by Task

Task One: Data Collection (\$ 15,000)

1. Confirm Owner's goals and objectives through kick off meeting.
2. Meet with building manager and maintenance staff to identify any unique conditions
3. Review available "as-built" construction drawings
4. Make a physical inspection of the existing conditions
5. Develop existing conditions drawings to define extent of roofing project including roofing, flashing, scuppers, gutters, downspouts, and roof top equipment reinstallation.

Task Two: Recommendation Report (\$ 5,000)

1. Submit a draft report on initial findings and re- roof recommendation
2. Develop an opinion of construction value
3. Meet with county staff to present findings an obtain approval to proceed with design

Task Three: Construction Documents (\$ 70,000)

1. Develop drawings and specifications to define intended re-roofing project
2. Meet with County staff for review and approval
3. Assist owner with obtaining appropriate building permit

Task Four: Construction Administration (\$ 10,000)

1. Assist owner with advertising and obtaining bids
2. Assist owner with bid review and award
3. Review and approve shop drawings
4. Review and approve payment applications
5. Provide periodic construction inspection and problem resolution
6. Assist owner with obtaining all project close out documentation