

27. Award RFP-4215-04/AJP – Master Agreement for Appraisal Services for Bunnell Road/Eden Park Avenue, to Clayton, Roper & Marshall, Inc., of Altamonte Springs.

RFP-4215-04/AJP will provide professional support services in the development of an appraisal report. The Appraiser will be responsible for assembling all professional experts necessary to complete the appraisal process. The appraisal reports will conform to Seminole County's minimum appraisal requirements. The contract scope of services will also outline other areas of specific attention and duties required from the appraiser.

This project was publicly advertised and the County received eleven (11) submittals. The Evaluation Committee comprised of Henry Brown, Assistant County Attorney; Mark Gisclar, Road Projects Acquisition Manager; Kathleen Myer, P.E., Principal Engineer; Robert Risner, Appraiser; and Lynn Vouis, Assistant County Attorney, evaluated the submittals. Consideration was given to each firm's demonstrated ability/qualifications of the firms and individuals to provide all desired services; approach to work, and sample appraisal reports.

The Evaluation Committee recommends that the Board award a Master Agreement to the highest ranked firm, Clayton, Roper & Marshall, Inc., of Altamonte Springs. The agreement will take effect upon execution and remain in effect for two (2) years and at the sole option of the County the agreement may be renewed for three periods not to exceed one year each.

Authorization for performance of 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. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project. The estimated contract value is \$350,000.00.

This is a budgeted project and funds are available in account number 077515-5606100 & 077523-56061000 (DE53051Z). The County Attorney's Office and Fiscal Services/Purchasing and Contracts Division recommend that the Board award the project and authorize the Chairman to execute the Master Agreement as prepared by the County Attorney's Office.

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

ALL SUBMITTALS 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 PROPOSERS LISTED HEREIN ARE THE ONLY SUBMITTALS 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.

RFP NUMBER: RFP-4215-04/AJR
RFP TITLE: Appraisal Services for Bunnell Road/Eden Park Avenue
DUE DATE: April 30, 2004, 2:00 P.M

RESPONSE -1-	RESPONSE -2-	RESPONSE -3-	RESPONSE -4-
The Appraisal Group of Central Florida, Inc. 378 CenterPointe Circle, Suite 1286 Altamonte Springs, Florida 32701 Richard K. MacMillan 407-539-1288 – Phone 407-539-7004 – Fax	Bullard, Hall & Adams, Inc. 1144 Pelican Bay Drive Daytona Beach FL 32119 David K. Hall 386-788-3770 – Phone 386-788-7995 – Fax	Clayton, Roper & Marshall, Inc. 246 N Westmonte Drive Altamonte Springs, Florida 32714 Paul M. Roper 407-772-2200 – Phone 407-772-1340 – Fax	DeRango, Best & Associates 1601 East Amelia Street Orlando, Florida 32803 Daniel R. DeRango 407-895-6650 – Phone 407-898-8467 – Fax
RESPONSE -5-	RESPONSE -6-	RESPONSE -7-	RESPONSE -8-
Diversified Property Specialists, Inc. 31 Lake Drive Debary Florida 32713 C. Lee Lobban 386-668-1741 – Phone 386-668-6312 – Fax	Florida Realty Analysts, Inc. 407 Wekiva Springs Road Suite 361 Longwood, Florida 32779 Donald P. Oehlich 407-862-7070 – Phone 407-862-0122 – Fax	HDR Acquisition Services, Inc. 2202 North Westshore Blvd., Suite 250 Tampa, Florida 33607-5755 Marilyn Jackson 813-282-2300 – Phone 813-282-2458 – Fax	Klusza & Goding, Inc. 2130 E. Edgewood Drive Lakeland, Florida 33803 Richard G. Klusza 863-665-9195 – Phone 863-666-3487 – Fax
RESPONSE -9-	RESPONSE -10	RESPONSE -11	
P.A.R.A.R.A. Services, Inc. 230 N. Woodland Blvd., #305 Deland, Florida 32720 J.E. Hardman 386-736-6568 – Phone 386-736-8476 – Fax	Pinel & Carpenter, Inc. 824 N. Highland Avenue Orlando, Florida 32803 Mark G. Carpenter 407-648-2199 – Phone 407-648-8901 – Fax	The Spivey Group, Inc. 720 West Vassar Street Orlando, Florida 32804 Ted Hastings III 407-423-1430 – Phone 407-422-2237 – Fax	

Tabulated by: (5/03/2004) Amy J. Rossi, Sr. Contracts Analyst

Shortlist: The Appraisal Group of Central Florida, Inc., Clayton, Roper & Marshall, Inc., Diversified Property Specialists, Inc., HDR Acquisition Services, Inc., The Spivey Group, Inc. (Technical Submittal Due Date: 05/28/2004) (Presentation Date: June 4, 2004)

Recommendation of Award: Clayton, Roper & Marshall, Inc. BCC Date: 07/13/2004 (Posted 06/21/2004)

Evaluation RFP-4215-04/AJR

	<u>Henry Brown</u>	<u>Mark Gisclar</u>	<u>Kathleen Myer</u>	<u>Bob Risner</u>	<u>Lynn Vouis</u>	<u>Total</u>	<u>Ranking</u>
Appraisal Group C.F.	6	6	9	4	5	30	5
Bullard Hall	11	11	6	11	6	45	11
Clayton Roper	3	1	3	1	1	9	1
DeRango Best	2	5	8	10	10	35	6
Diversified Property	5	7	7	2	3	24	4
Florida Realty	1	9	11	6	8	35	6
HDR	7	2	5	5	4	23	3
Klusza	10	4	10	8	9	41	10
PARARA	8	10	4	7	7	36	8
Pinel	9	8	2	9	11	39	9
Spivey Group	4	3	1	3	2	13	2

	<u>Score</u>	<u>Ranking</u>
Clayton Roper	9	1
Spivey Group	13	2
HDR	23	3
Diversified Property	24	4
Appraisal Group C.F.	30	5
DeRango Best	35	6
Florida Realty	35	6
PARARA	36	8
Pinel	39	9
Klusza	41	10
Bullard Hall	45	11

Top 5 firms shortlisted for presentations

Evaluation for Presentations RFP-4215-04/AJR

	<u>Henry Brown</u>	<u>Mark Gisclar</u>	<u>Kathleen Myer</u>	<u>Bob Risner</u>	<u>Lynn Vouis</u>	<u>Total</u>	<u>Ranking</u>
Appraisal Group C.F.	1	4	5	2	4	16	3
Clayton Roper	3	1	1	1	2	8	1
Diversified Property	4	5	2	4	5	20	5
HDR	5	3	3	5	3	19	4
Spivey Group	2	2	4	3	1	12	2

	<u>Score</u>	<u>Ranking</u>
Clayton Roper	8	1
Spivey Group	12	2
Appraisal Group C.F.	16	3
HDR	19	4
Diversified Property	20	5

APPRAISAL SERVICES AGREEMENT (RFP-4215-04/AJR)
BUNNELL ROAD/EDEN PARK AVENUE

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between **CLAYTON, ROPER & MARSHALL, INC.**, duly authorized to conduct business in the State of Florida, whose address is 246 N. Westmonte Drive, Altamonte Springs, Florida 32714, hereinafter called the "APPRAISER" 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 called the "COUNTY".

W I T N E S S E T H:

WHEREAS, the COUNTY desires to retain the services of a competent and qualified appraiser to provide appraisal services for the Bunnell Road/Eden Park Avenue Improvement Project in Seminole County; and

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

WHEREAS, the APPRAISER is competent and qualified to furnish appraisal 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 APPRAISER agree as follows:

SECTION 1. SERVICES. The COUNTY does hereby retain the APPRAISER 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 three (3) successive periods not to exceed one (1) year each. 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 APPRAISER under this Agreement shall be in the form of written Work Orders issued and executed by the COUNTY and signed by the APPRAISER. 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 APPRAISER 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 APPRAISER shall be commenced, as specified in such Work Orders as may be issued hereunder, and shall be completed within the time specified 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 APPRAISER 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 APPRAISER 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. Fees shall not exceed COUNTY budgeted amounts for this project.

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 APPRAISER, 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 APPRAISER 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 APPRAISER shall perform all work required by the Work Order but, in no event, shall the APPRAISER 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 APPRAISER shall perform all work required by the Work Order; but, in no event, shall the APPRAISER 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 APPRAISER 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 APPRAISER shall advise the COUNTY whenever the APPRAISER 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 APPRAISER 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 APPRAISER 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 APPRAISER 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 APPRAISER

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 APPRAISER may invoice the amount due for services actually performed and completed. The COUNTY shall pay the APPRAISER 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 APPRAISER when requested as work progresses for services furnished, but not more than once monthly. Each Work Order shall be invoiced separately. APPRAISER 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 APPRAISER, 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:

County Attorney's Office
Seminole county Services Building
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 APPRAISER.

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 APPRAISER 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 APPRAISER within thirty (30) days of receipt of proper invoice.

(b) The COUNTY may perform or have performed an audit of the records of the APPRAISER after final payment to support final payment hereunder. This audit would be performed at a time mutually agreeable to the APPRAISER and the COUNTY subsequent to the close of the final fiscal period in which the last work is performed. Total compensation to the APPRAISER 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 APPRAISER. 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 APPRAISER which are directly pertinent to work performed under this Agreement for purposes of making audit, examination, excerpts and transcriptions.

(d) The APPRAISER 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 APPRAISER'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 APPRAISER shall refund such overpayment to the COUNTY within thirty (30) days of notice by the COUNTY.

SECTION 9. RESPONSIBILITIES OF THE APPRAISER.

(a) The APPRAISER 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 APPRAISER under this Agreement. The APPRAISER 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 APPRAISER 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 APPRAISER'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 APPRAISER'S services or have been created during the course of the APPRAISER'S performance under this Agreement shall become the property of the COUNTY after final payment is made to the APPRAISER.

SECTION 11. TERMINATION.

(a) The COUNTY may, by written notice to the APPRAISER 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 APPRAISER to fulfill its Agreement obligations. Upon receipt of such notice, the APPRAISER 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 APPRAISER in performing this Agreement, whether completed or in process.

(b) If the termination is for the convenience of the COUNTY, the APPRAISER 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 APPRAISER 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 APPRAISER 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 APPRAISER shall be liable to the COUNTY for all reasonable additional costs occasioned to the COUNTY thereby. The APPRAISER shall not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of the APPRAISER; provided, however, that the APPRAISER 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 APPRAISER.

(d) If, after notice of termination for failure to fulfill its Agreement obligations, it is determined that the APPRAISER 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 APPRAISER 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 APPRAISER warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the APPRAISER 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 APPRAISER, 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 APPRAISER agrees that it will not contract for or accept employment for the performance of any work or service with any individual, 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 APPRAISER 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 APPRAISER 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 APPRAISER, 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 APPRAISER 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, APPRAISER shall remain fully responsible for the services of subcontractors or other professional associates.

SECTION 18. INDEMNIFICATION OF COUNTY. The APPRAISER 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, allegedly arising from, or related to the provision of services hereunder by the APPRAISER, whether caused by the APPRAISER or otherwise. This hold harmless, release and indemnification shall include any claim based on negligence, action or inaction of the parties.

SECTION 19. INSURANCE.

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

(1) The APPRAISER 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 APPRAISER, the APPRAISER 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 APPRAISER 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 APPRAISER 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 APPRAISER shall relieve the APPRAISER of the APPRAISER'S full responsibility for performance of any obligation including APPRAISER 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 APPRAISER shall, as soon as the APPRAISER 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 APPRAISER has replaced the unacceptable insurer with an insurer acceptable to the COUNTY the APPRAISER shall be deemed to be in default of this Agreement.

(c) SPECIFICATIONS. Without limiting any of the other obligations or liability of the APPRAISER, the APPRAISER shall, at the APPRAISER'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 APPRAISER 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 APPRAISER'S insurance shall cover the APPRAISER 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 APPRAISER 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 APPRAISER 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 APPRAISER'S insurance shall cover the APPRAISER 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 APPRAISER (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 APPRAISER shall carry limits of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00).

(d) COVERAGE. The insurance provided by APPRAISER 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 APPRAISER.

(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 APPRAISER, its employees or agents of liability from any obligation under a Section or any other portions of this Agreement.

SECTION 20. ALTERNATIVE DISPUTE RESOLUTION (ADR).

(a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties agree to exhaust COUNTY ADR procedures prior to filing suit or otherwise pursuing legal remedies. COUNTY ADR procedures for proper invoice and payment disputes are set forth in Section 55.1, "Prompt Payment Procedures," Seminole County Administrative Code. Contract claims include all controversies, except disputes addressed by the "Prompt Payment Procedures," arising under this Agreement with ADR procedures set forth in Section 220.102, "Contract Claims," Seminole County Code.

(b) APPRAISER 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 ADR procedures set forth in subsection (a) above of which the APPRAISER had knowledge and failed to present during the COUNTY ADR procedures.

(c) In the event that COUNTY ADR 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 APPRAISER.

(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 APPRAISER, shall designate in writing and shall advise the APPRAISER 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 APPRAISER shall, at all times during the normal work week, designate or appoint one or more representatives of the APPRAISER who are authorized to act in behalf of and bind the APPRAISER 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 APPRAISER (including its officers, employees, and agents) the agent, representative, or employee of the COUNTY for any purpose, or in any manner, whatsoever. The APPRAISER 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 APPRAISER 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 APPRAISER not specifically provided for herein shall be honored by the COUNTY.

SECTION 27. PUBLIC RECORDS LAW. APPRAISER 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. APPRAISER 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 APPRAISER 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 APPRAISER.

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
Seminole County Services Building
1101 E. 1st St.
Sanford, FL 32771

FOR APPRAISER:

Clayton, Roper & Marshall, Inc.
246 N. Westmonte Dr.
Altamonte Springs, FL 32714

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:

CLAYTON, ROPER & MARSHALL, INC.

, Secretary

(CORPORATE SEAL)

By: _____
PAUL M. ROPER, President

Date: _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

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

By: _____
DARYL G. MCLAIN, Chairman

Date: _____

For use and reliance
of Seminole County only.

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

Approved as to form and
legal sufficiency.

County Attorney

AC/lpk
6/29/04
RFP-4215 WO

Attachments:

- Exhibit "A" - Scope of Services
- Exhibit "B" - Sample Work Order
- Exhibit "C" - Rate Schedule
- Exhibit "D" - Submittals on 4/30/04 and 6/4/04

EXHIBIT A

Bunnell Road / Eden Park Avenue Improvement Project Description

The **Bunnell Road portion** of the project consists of reconstructing Bunnell Road from Eden Park Avenue to West Town Parkway, a **distance of 0.9 mile**. Proposed roadway improvements include, but are not limited to, a curb and gutter section with two travel lanes, (one in each direction), and one twelve (12') foot center turn lane. The new road will also provide a five (5') foot on-street bicycle lane and five (5') foot sidewalks along both sides of the road. There are approximately forty-one (**41**) parcels to be acquired for the construction of the Bunnell Road portion of the project.

The **Eden Park Avenue portion** of the project consists of reconstructing the two lane road from the Seminole/Orange County line to Bunnell Road, a **distance of 0.8 mile**. Proposed roadway improvements include, but are not limited to, two travel lanes, (one in each direction), a center turn lane, and other safety improvements. There are approximately twenty-two (**22**) parcels to be acquired for the construction of the Eden Park Avenue portion of the project.

A portion of the property needed for the road right-of-way will be negotiated between the County and CSX, the railroad authority. (NO APPRAISAL IS REQUIRED FOR CSX).

The current land use within the joint roadway corridor varies from agricultural to commercial to residential usage. Altogether, there are approximately sixty-three (**63**) parcels to be appraised and acquired for the construction of this joint roadway improvement project.

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: The services to be provided by the CONTRACTOR shall commence upon execution of this Agreement by the parties and shall be completed within "X" (days, months, years) of the effective date of this agreement. Failure to meet the completion date may be grounds for Termination for Default.

Work Order Amount: _____ DOLLARS (\$ _____)

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:

(CORPORATE SEAL) _____, Secretary

(Company Name)

By: _____, President

Date: _____

----- ***** ----- ***** ----- ***** ----- ***** -----

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

WITNESSES:

(Contracts Analyst, print name)

By: _____
Peter W. Maley, Contracts Supervisor

Date: _____

(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.

EXHIBIT C

RFP-4215-04/AJR - Fee Schedule Form
Appraisal Services
For Bunnell Road/Eden Park Avenue

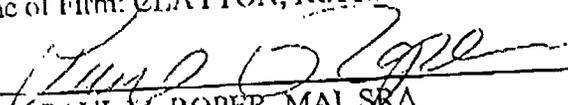
The undersigned APPRAISER declares that the specifications and contract documents for the work to be performed have been examined for the assignment/project. The APPRAISER is satisfied with the specifications and contract documents and fully understands the work assignment/project.

The undersigned APPRAISER proposes and agrees to contract with the COUNTY to perform all work in full and complete accordance with the specifications and contract documents for each project/assignment to the full and entire satisfaction of the COUNTY. The APPRAISER has a definite understanding that no compensation shall be allowed for any extra work unless set forth in subsequent work orders pursuant to the Master Agreement.

The undersigned APPRAISER hereby provides the breakdown of the hourly rates by job classifications indicated below pursuant to the Request for Proposal for the work to be performed under the Master Agreement.

Job Classification:	Hourly Rate:
PRINCIPAL APPRAISER	\$150.00
SPECIAL PROJECTS DIRECTOR	\$125.00
ENGINEER	\$150.00
ASSOCIATE APPRAISER	\$100.00
CAD OPERATOR	\$ 65.00
RESEARCHER	\$ 65.00
SECRETARY/ADMINISTRATIVE WORK	\$ 35.00

Name of Firm: CLAYTON, ROPER & MARSHALL, INC.

By: 
PAUL M. ROPER, MAI, SRA
Vice President