

## **PROFESSIONAL SERVICES**

- 27. Approve Work Order #3 to PS-0381-06/BLH – Master Agreement for Continuing Architectural and Engineering Services for Projects Not Exceeding \$1,000,000.00 for A&E Services for the Addition to Fire Station #35 to Vision IV Architecture of Orlando (\$54,467.42).**

PS-0381-06/BLH provides Architectural and 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 restoration, renovation and other construction projects whose estimated cost does not exceed \$1,000,000.00.

Work Order #3 provides professional design services for the renovations of Fire Station No. 35 consisting of a 1400 sf, two story addition and various interior renovations for a fixed fee of \$54,467.42.

Funds are available in account 056100.560650 CIP 189301. Public Safety/EMS/Fire/Rescue 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: 3

Master Agreement No.: PS-0381-06/BLH Dated: March 7, 2006  
Contract Title: A & E Services for Construction Less Than \$1 Million  
Project Title: A&E Services for the Addition to Fire Station #35

Consultant: Vision IV Architecture  
Address: 1401 West Colonial Drive  
Orlando, FL 32804

**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 final acceptance of the construction project. Failure to meet the completion date may be grounds for Termination for Default.

Work Order Amount: FIFTY-FOUR THOUSAND FOUR HUNDRED SIXTY-SEVEN AND 42/100 DOLLARS  
(\$54,467.42).

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this \_\_\_\_\_ day of \_\_\_\_\_, 2006, for the purposes stated herein.

(THIS SECTION TO BE COMPLETED BY THE COUNTY)

Vision IV Architecture, LLC.

ATTEST:

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

(CORPORATE SEAL)

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

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

**BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA**

WITNESSES:

\_\_\_\_\_  
(Contracts Analyst)

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

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

\_\_\_\_\_  
(Contracts Analyst)

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.



1401 WEST COLONIAL DRIVE \* ORLANDO, FL 32804  
407-426-9022 \* FAX 407.386.7707  
FL LIC # AA26001082

14 June 2006

Ms. Amy Rossi  
Program Manager  
Seminole County  
150 Bush Blvd.  
Sanford, FL 32773  
407.665.5114  
407.665.5110 fax

Reference: Proposal for A/E Services for the Addition to Fire Station #35

Dear Ms. Rossi,

I would like to thank you for the opportunity to present you with this proposal for your consideration. At Vision IV Architecture, we pride ourselves with excellent service and a commitment to our client's need that exceeds their expectations.

Based on our meeting on Monday, June 5<sup>th</sup>, 2006 (and subsequent site visit on Wednesday June 7<sup>th</sup>) we have prepared an A/E fee proposal for the Addition and Renovation of Fire Station No. 35 for your review and approval.

**Scope of Work:**

We understand the project is to consist of a +/- 1,400 sf, (2) two-story addition and various interior renovations to Fire Station No. 35. The first floor addition will include a new fitness room, enlarging the existing dining room, and the addition of a new HM Supplies Storage room (which will include a space for the "Air Fill Station"). The first floor interior renovations will include Kitchen cabinet replacement (including Hood replacement), replacing the existing pantry closets with new base and wall cabinets, modifying the existing office and 'decon' room, and interior painting throughout. The second floor addition will include a new "Executive Officer" office and restroom (with a separate entry) and new dorm space to accommodate (4) four additional beds. The second floor interior renovations will include the modification of the existing dorm space, adding an additional water closet, lavatory, and shower to the existing restroom and interior painting throughout. Exterior alterations will include the replacement of the existing roof (minus the Apparatus Bay), an aluminum roof assembly for the new patio, and exterior paint for the entire station. Per your request we are going to identify the patio roof assembly and exterior paint as add alternates. The Owner (Seminole County) shall provide to the Architect (Vision IV Architecture, LLC) all existing as-built drawings for our review and use in creating the CD package.

**Scope of Services:**

Basic Scope of Services shall be as outlined in AIA Document B141 - 1997 Edition - Standard Form of Agreement between Owner and Architect.

Vision IV Architecture shall provide Architectural design services, preparation of reproducible documents, and coordination with all consulting engineers. Vision IV Architecture and its consultants will be available to meet with the Owner at 50% and 90% CD completion dates.

Vision IV Architecture and its consultants will be available to meet with Seminole County's Project Coordinators for pre-bid meeting and shall provide responses to bidder questions and local permitting officials' comments. Construction Administration services shall consist of submittal review, response to RFI's, attendance to monthly on-site project meetings with the Contractor and Owner's representative, review of contractor's request for payment, final punch-list preparation, and close-out documents.

Owner furnished information provided to Vision IV Architecture shall be considered accurate and correct. Extra work or work done over because of inaccurate or incorrect information supplied by the Owner shall be paid for as Additional Services. See Attachment A.

If, due to the Vision IV Architecture's error, any required item or component of the project is omitted from the construction documents, Vision IV Architecture shall not be responsible for paying the cost to add such an item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project.

**Additional Services:**

Additional services, when requested by the Owner, shall be performed at an hourly rate per the Vision IV Architecture rates schedule shown in Attachment A. Additional Services are as defined in AIA Document B151 - 1997 Edition - Abbreviated Standard Form of Agreement between Owner and Architect, Article 3. Additional Services also include those items shown in Attachment B.

Vision IV Architecture shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

**Schedule:**

The following is our anticipated schedule for this project:

1.	Issue of NTP	July 25 <sup>th</sup> , 2005
2.	Kick-off Meeting	July 26 <sup>th</sup> , 2006
3.	As-Built Verification	Week of July 31 <sup>st</sup>
4.	DD Review Meeting	August 18 <sup>th</sup> , 2006
5.	Review Comments from Owner	August 24 <sup>th</sup> , 2006
6.	90% CD Review Meeting	September 1 <sup>st</sup> , 2006
7.	Review Comments from Owner	September 7 <sup>th</sup> , 2006
8.	100% CD Submittal for Permit Review	September 15 <sup>th</sup> , 2006
9.	Bid Advertisement (estimated)	October 20 <sup>th</sup> , 2006
10.	Bid Opening (estimated)	November 20 <sup>th</sup> , 2006
12.	Start Construction (estimated)	December 27 <sup>th</sup> , 2006
13.	Substantial Completion (estimated)	May 18 <sup>th</sup> , 2007

**Fee:**

We propose to provide the above-described basic scope of services for a total fee of Fifty Three Thousand Nine Hundred Sixty Seven Dollars and Forty Two Cents (\$53,967.42).

**Design Development**

Civil	\$ 2,250.00
Architectural	\$ 7,938.32
Structural	\$ 750.00
MEP	\$ 5,251.90
DD Sub-Total	\$ 16,190.22

**Construction Documents**

Civil	\$ 3,750.00
Architectural	\$ 13,230.55
Structural	\$ 1,250.00
<u>MEP</u>	<u>\$ 8,753.16</u>
CD Sub-Total	\$ 26,983.71

**Construction Administration**

Civil	\$ 1,500.00
Architectural	\$ 5,292.22
Structural	\$ 500.00
<u>MEP</u>	<u>\$ 3,501.26</u>
CA Sub-Total	\$ 10,793.49

Sub-Total	\$ 53,967.42
<u>Reimbursable Expenses (estimated)</u>	<u>+/- \$ 500.00</u>
Total	\$ 54,467.42

This fee does not include reimbursable expenses, which will be charged "at cost". Reimbursable expenses include all out-of-county travel-related costs (Vision IV Architecture's Orlando office to be considered point-of-origin for all trips), mileage, plotting and printing (except as required for in-house coordination), courier services, shipping and express mail. Billing will be monthly, based upon percentage of services completed and reimbursable expenses.

If the Owner suspends or cancels the project Vision IV Architecture shall be compensated for all services performed, including consultant fees, payroll, and other directly related expenses prior to notice of such suspension. If the Project is resumed or Vision IV Architecture's services are suspended for more than 90 consecutive days, Vision IV Architecture may terminate this Agreement by giving not less than seven days' written notice.

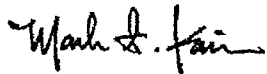
If our proposal is acceptable, your signature below will confirm our authorization to proceed. Retain one copy and return one copy to Vision IV Architecture, at the address on page 1 of this proposal. Upon receipt of this approved and signed proposal, Vision IV Architecture will enter into a contract agreement using AIA Document B141 - 1997 Edition - Standard Form of Agreement Between Owner and Architect with this signed proposal serving as one of the approved Attachments.

We hope this proposal meets with your approval and as always, we are available to discuss with you any aspect of the information contained herein. Vision IV Architecture remains committed to servicing you with our fullest capabilities.

Sincerely,

Vision IV Architecture, LLC

Seminole County



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

Mark A. Kaiser, AIA  
Vice President

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

## Attachment A

Proposal for A/E Services  
June 14, 2006

### A/E Hourly Personal Costs for Additional Services:

Principal / Architect	\$185.00
Project Manager	\$105.00
Project Architect	\$ 90.00
CADD Tech	\$ 85.00
Administrative	\$ 55.00

### Reimbursable Expenses:

Mileage	\$ .40 per mile
Diskettes/ CD's	\$ 5.00 per disk
Photo Copies	\$ .15 per copy
Color Copies	\$ 1.75 per copy
Fax Copies	\$ 1.75 per copy
Large Format Printing (Bond paper)	1.1 x invoice price

## **Attachment B**

Proposal for A/E Services  
June 14, 2006

### **Additional Services**

1. In depth examination of alternate structural framing systems.
2. Value Engineering meetings and subsequent engineering or design revisions to incorporate extensive accepted value engineering items, including changes to system design after construction documents have been completed.
3. Significant revisions to the program, design philosophy or A/E plans after Design Development approval, or a system selected following schematic phase, and which result in redesign expenses.
4. Landscape design and irrigation design services.
5. Document reproduction beyond those required for in-house coordination and submittals as outlined above.
6. Attendance at design review meetings, as requested by the Owner, in excess of three (3) meetings as
7. Representation inspections, due to Contractor's failure to conform to the contract documents.
8. Preparation of "As-Built" documentation.
9. Construction Administration effort for more than one (1) General Contractor.