

20. **Approve ranking list for PS-5141-03/BJC – Master Agreement for Architectural, Engineering Services and CEI Services for the Northwest Service Area Maintenance Building, Seminole County and award a Master Agreement to Bentley Architects & Engineers, Inc., Longwood (Not-to-Exceed \$150,000.00).**

PS-5141-03/BJC will provide professional architectural and engineering services to develop a comprehensive design for a new Maintenance Building at the Northwest Service Area. The consultant will provide all necessary professional services for the preparation of construction plans, technical specifications, special provisions, surveying, agency permits, bid documents, Construction Engineering & Inspections, and other pertinent professional services.

This project was publicly advertised and the County received six submittals (listed in alphabetical order):

- Architects Design Group, Inc., Winter Park;
- Bentley Architects & Engineers, Inc., Longwood;
- Corbel Design, Inc., Altamonte Springs;
- Corzo Castella Carballo Thompson Salman Engineers Architects Planners,  
Fort Lauderdale;
- CPH Engineers, Inc., Sanford;
- MLM Martin Architects, Inc., Orlando.

The Evaluation Committee, which consisted of Gary Rudolph, Environmental Services; Tom Owens, Environmental Services; Marc Maheu, Environmental Services, Glenn Foreman, Environmental Services, and Stan Brown, Environmental Services, evaluated the submittals.

The Evaluation Committee interviewed the following three firms:

- Architects Design Group, Inc., Winter Park;
- Bentley Architects & Engineers, Inc., Longwood;
- CPH Engineers, Inc., Sanford.

Consideration was given to the following criteria:

- General professional experience and qualifications;
- Specific professional experience for this work;
- Proposed use of Sub-consultants;
- Project Manager's proposed approach;
- Qualification of proposed Project Manager;
- Project staff resources;
- Overall quality of interview presentation.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA):

1. Bentley Architects & Engineers, Inc., Longwood;
2. CPH Engineers, Inc., Sanford;
3. Architects Design Group, Inc., Winter Park.

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 negotiated on an as-needed basis for each project. The total amount for all work orders will not exceed \$150,000.00.

Funds are available in account number 087880-40103-536-56065000, Item #3, CIP #DG85411X/0648 01. Environmental Services/Utilities Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate and authorize the Chairman to execute a Master Agreement as prepared by the County Attorney's Office.

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

BID NUMBER: PS-5141-03/BJC

BID TITLE : Master Service Agreement for Architectural, Engineering, and Construction Engineering & Inspection (CEI) Services for the Northwest Service Area Maintenance Building, Seminole County

DATE: May 21, 2003. TIME: 2:00 P.M.

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. PS DOCUMENTS FROM THE PROPOSERS LISTED HEREIN ARE THE ONLY SUBMITTALS RECEIVED TIMELY AS OF THE ABOVE OPENING DATE AND TIME. ALL OTHER PS DOCUMENTS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE.

RESPONSE -1-	RESPONSE -2-	RESPONSE -3-	RESPONSE -4-	RESPONSE -5-
Architects Design Group, Inc. P.O. Box 1210 Winter Park, Florida 32790  (407) 647-1706 – Phone (407) 645-5525 – Fax I.S.K. Reeves V, FAIA	Bentley Architects & Engineers, Inc. 665 West Warren Avenue Longwood, Florida 32750  (407) 331-6116 – Phone (407) 331-4566 – Fax William C. Bentley	Corbel Design, Inc. 970 Palm Springs Dr. Altamonte Springs, Florida 32701  (407) 865-9799 – Phone (407) 865-9722 – Fax Hamid T. Khanli, AIA	Corzo Castella Carballo Thompson Salzman Engineers Architects Planners 3996 NW 9 <sup>th</sup> Avenue Fort Lauderdale, Florida 33309  (800) 448-0227 – Phone (954) 567-4079 – Fax Javier F. Salzman, AIA	CPH Engineers, Inc. 500 West Fulton Street Sanford, Florida 32771  (407) 322-6841 – Phone (407) 330-0639 – Fax Linda M. Gardner
<b>RESPONSE -6-</b>				
MLM Martin Architects, Inc. 2909 Fairgreen Street Orlando, Florida 32803  (407) 897-6764 – Phone (407) 894-1338 – Fax Miguel Martin				

Tabulated by: Amy J. Pigott, Sr. Contracts Analyst – Posted 5/22/2003 (9:00 A.M.)  
Evaluation Committee Meeting: June 3, 2003 - Environmental Services at 2:30 P.M.  
Presentations: July 8, 2003 Architects Design Group, Bentley Architects & Engineers, CPH Engineers, Inc. at Environmental Services  
Recommendation: Bentley Architects & Engineers, BCC Date: August 12, 2003 (Posted 07/08/2003)

## PS-5141-03/BJC, A&amp;E AND CEI SERVICES FOR NW SERVICE AREA MAINTENANCE BUILDING

QUALIFICATION TEAM  
CONSENSUS REPORT AND RECOMMENDATION

## SUMMARY SCORES AND RANKINGS


<u>FIRMS</u>	<u>SCORE</u>	<u>RANKING</u>
Bentley	93.1	1
CPH	89.5	2
Architects Design Group	89.0	3

The Evaluation Committee makes the following recommendation:

Award to Bentley based on demonstrated superior knowledge of requirement, site and environmental concerns.

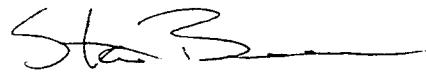
SIGNATURES:

  
\_\_\_\_\_  
Gary Rudolph

  
\_\_\_\_\_  
Tom Owens

  
\_\_\_\_\_  
Marc Maheu

  
\_\_\_\_\_  
Glenn Foreman

  
\_\_\_\_\_  
Stan Brown

**ARCHITECTURAL AND ENGINEERING SERVICES AGREEMENT (PS-5141-03/BJC)  
NORTHWEST REGIONAL MAINTENANCE FACILITIES**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **BENTLEY ARCHITECTS & ENGINEERS, INC.**, duly authorized to conduct business in the State of Florida, whose address is 665 West Warren Avenue, Longwood, Florida 32750, hereinafter called the "ARCHITECT/ENGINEER" 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 architect/engineer to provide design, permitting, bidding, construction engineering and inspection services for construction of a maintenance warehouse and office complex at the Northwest Regional Wastewater Treatment Plant in Seminole County; and

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

**WHEREAS**, the ARCHITECT/ENGINEER is competent and qualified to furnish 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 ARCHITECT/ENGINEER agree as follows:

**SECTION 1. SERVICES.** The COUNTY does hereby retain the ARCHITECT/ENGINEER 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 three (3) years. 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 ARCHITECT/ENGINEER under this Agreement shall be in the form of written Work Orders issued and executed by the COUNTY and signed by the ARCHITECT/ENGINEER. 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 compensation paid to all ARCHITECT/ENGINEERS pursuant to PS-5141-03/BJC, including reimbursable expenses, shall not exceed the sum of ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000.00) .

**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 ARCHITECT/ENGINEER, 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER shall perform all work required by the Work Order but, in no event, shall the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER shall perform all work required by the Work Order; but, in no event, shall the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER shall advise the COUNTY whenever the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER may invoice the amount due for services actually performed and completed. The COUNTY shall pay the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER when requested as work progresses for services furnished, but not more than once monthly. Each Work Order shall be invoiced separately. ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER, 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 Engineering Department  
520 West Lake Mary Boulevard, Suite 200  
Sanford, Florida 32773

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

**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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER within thirty (30) days of receipt of proper invoice.

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

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

#### **SECTION 9. RESPONSIBILITIES OF THE ARCHITECT/ENGINEER.**

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

**SECTION 11. TERMINATION.**

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

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

(d) If, after notice of termination for failure to fulfill its Agreement obligations, it is determined that the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the ARCHITECT/ENGINEER 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 bonafide employee working solely for the ARCHITECT/ENGINEER, 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER, 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 ARCHITECT/ENGINEER 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, ARCHITECT/ENGINEER shall remain fully responsible for the services of subcontractors or other professional associates.

**SECTION 18. INDEMNIFICATION OF COUNTY.** The ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER, whether caused by the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER shall at the ARCHITECT/ENGINEER's own cost, procure the insurance required under this Section.

(1) The ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER, the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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.

(3) In addition to providing the Certificate of Insurance, if required by the COUNTY, the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER shall relieve the ARCHITECT/ENGINEER of the ARCHITECT/ENGINEER's full responsibility for performance of any obligation including ARCHITECT/ENGINEER 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. **The Certificate shall have this Agreement number clearly marked on its face.** 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 ARCHITECT/ENGINEER shall, as soon as the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER has replaced the unacceptable insurer with an insurer acceptable to the COUNTY the ARCHITECT/ENGINEER shall be deemed to be in default of this Agreement.

(c) SPECIFICATIONS. Without limiting any of the other obligations or liability of the ARCHITECT/ENGINEER, the ARCHITECT/ENGINEER shall, at the ARCHITECT/ENGINEER'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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER's insurance shall cover the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER and its subcontractors is 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)
\$500,000.00	(Disease-Policy Limit)
\$500,000.00	(Disease-Each Employee)

(2) Commercial General Liability.

(A) The ARCHITECT/ENGINEER's insurance shall cover the ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER (inclusive of any amounts provided by an Umbrella or Excess policy) shall be as follows:

LIMITS

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

ARCHITECT/ENGINEER shall carry limits of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00).

(d) COVERAGE. The insurance provided by ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER.

(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 ARCHITECT/ENGINEER, 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) ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER.**

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

**SECTION 27. PUBLIC RECORDS LAW.** ARCHITECT/ENGINEER 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. ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER 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 ARCHITECT/ENGINEER.

**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 request-

ed, 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:**

Seminole County Engineering Department  
520 W. Lake Mary Blvd., Ste 200  
Sanford, FL 32773

**FOR ARCHITECT/ENGINEER:**

Bentley Architects & Engineers, Inc.  
665 W. Warren Ave.  
Longwood, FL 32750

**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: BENTLEY ARCHITECTS & ENGINEERS, INC.

\_\_\_\_\_  
GARY KRANSTON, Vice-President  
  
(CORPORATE SEAL)

By: \_\_\_\_\_  
WILLIAM C. BENTLEY, 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.  
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  
7/10/03  
ps-5141

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

## Scope of Architectural / Engineering Services Northwest Regional Maintenance Facilities

### General

The Architect / Engineer shall provide services for the design, permitting, bidding, construction engineering and inspection (CEI) for the construction of a Maintenance Warehouse and Offices complex. The complex will include approximately 12000 square feet of warehouse space with racking; 5000 square feet of office, training, conference, and locker-room facilities; bulk materials storage facilities and covered heavy equipment storage. The Architect / Engineer will evaluate, design and permit all utilities required for the complex. This complex will be located at the Northwest Regional Wastewater Treatment Facility on State Road 46 west of Sanford.

### Task 1 Design and permitting Phase

- 1.1. These services shall include but not be limited to the following elements:
  - 1.1.A. Evaluate space requirements and design office, training, conference, lunchroom, and locker-room facilities for 25 people.
  - 1.1.B. Evaluate space requirements and design approximately 12,000 square feet of warehouse area. This area will include racked / shelved parts storage, shipping and receiving dock, metal fabrication area and tool crib area.
  - 1.1.C. Evaluate space requirements and design parking for 25 employees with visitors.
  - 1.1.D. Evaluate space requirements and design parking for service vehicles and non-covered equipment parking.
  - 1.1.E. Evaluate space requirements and design covered parking for heavy equipment and large specialty vehicles
  - 1.1.F. Evaluate requirements and design bulk materials storage. (ie. Road base material, DOT #57 stone and clean fill material.)
  - 1.1.G. Evaluate requirements and design utilities for the facility. (ie. Power / Emergency Generator, Communications, Water, Wastewater and Stormwater systems.)
  - 1.1.H. Evaluate environmental requirements and design complex minimizing environmental impact to surrounding areas.
  - 1.1.I. Evaluate security needs and design required fencing, access control, cameras and lighting.
- 1.2. The Architect / Engineer will prepare detailed a Preliminary Design Report, construction drawings and technical specifications for competitive bidding and construction in accordance to requirements of the Seminole County Land Development code, Seminole County Environmental Services, Seminole County Purchasing Division, SJRMD, EPA and FDEP.

- 1.3. The Architect / Engineer shall provide as necessary, surveys and geotechnical services for right-of-way, property boundaries and topography for design and permitting.
- 1.4. The Architect / Engineer will provide a preliminary opinion of probable construction cost with the submittal of the final preliminary design report, and then a final construction cost estimate with the approved 100% drawings and technical specifications.
- 1.5. The Architect / Engineer will provide the following documents to Seminole County during the design phase.
  - 1.5.A. Draft Preliminary Design Report
  - 1.5.B. Final Preliminary Design Report
  - 1.5.C. Three (3) sets of plans 24 x 36 @ 40% for review.
  - 1.5.D. Three (3) sets of plans 24 x 36 @ 70% for review.
  - 1.5.E. Three (3) sets of plans/specifications @ 90% for review.
  - 1.5.F. Three (3) sets of plans/specifications @ 100% for review.
- 1.6. Meetings to be held during design at Kick-off, Layout, 40% design, 70% design, 90% design, and 100% design.
- 1.7. The Architect / Engineer will prepare all documents, plans, drawings, specifications and permit applications required and obtain approval / permits from SJRMD, FDEP, EPA, Seminole County Development Review and Seminole County Building Department. Permit application fees will be paid for by the Architect / Engineer and reimbursed by Seminole County as part of the proposal.
- 1.8. Upon approved 100% design and permitting, Architect / Engineer shall submit to Seminole County for bidding:
  - 1.8.A. Two (2) sets of Mylar reproducible plans
  - 1.8.B. Two (2) unbound sets of specifications

## Task 2

### Bidding Services

- 2.1. Pre-Advertise Meeting.
  - 2.1.A. Attend pre-advertised meeting with Purchasing Division to set up the project for bid and to set the schedule.
- 2.2. Pre-bid Conference.
  - 2.2.A. The County will issue bidding documents to prospective bidders. The Architect / Engineer will attend a pre-bid conference at a location selected by the County. The Architect / Engineer will answer questions as appropriate and take meeting minutes.
- 2.3. Addenda
  - 2.3.A. Purchasing will receive the questions during the bid. The Architect / Engineer will prepare responses to those questions in consultation with the County's Project Manager and forward them to Purchasing. Purchasing will issue all addenda.
- 2.4. Bid Opening and Evaluation
  - 2.4.A. The County will tabulate the bids for the project, and the Architect / Engineer will review the bid packages from each bidder, and contact

references for the apparent low bidder. The Architect / Engineer will summarize the findings of the bid evaluation and make recommendation of award/reject in writing to the County's Project Manager.

2.5. Attend Pre-award meeting.

2.5.A. Take meeting minutes and submit minutes to all attendees.

### **Task 3 Construction Engineering and Inspection Phase (CEI)**

The Architect / Engineer shall provide the following services during construction:

- 3.1. Prepare a scope of services for geotechnical work needed for the project. The Architect / Engineer will contract directly with the geotechnical firm.
- 3.2. Attend pre-construction conference, take meeting minutes and submit minutes to all attendees.
- 3.3. Review and approve in consultation with the County Project Manager all shop drawings.
- 3.4. Conduct site visits to observe the construction to ensure the project is being completed in general conformance with the approved plans and specifications.
- 3.5. Conduct biweekly progress meetings with the contractor and owner.
- 3.6. Review and approve contractor pay requests before submittal to the County's Project Manager.
- 3.7. Review change order requests, make a recommendation to the County's Project Manager for acceptance.
- 3.8. Attend substantial and final completion inspections.
- 3.9. Prepare "as-built" drawings for each project. Provide one set of "as-built" reproducible and AutoCAD files to the County.
- 3.10. Prepare FDEP Certificate of Completion of Construction and submit to FDEP for approval.
- 3.11. Prepare close out documents. The CONTRACTOR shall submit with his request for final payment sworn statements on the Owner's form from himself and each subcontractor, Material or Labor who has filed a "Notice to Owner" that all bills for labor, materials, and subcontractor's work on the project have been paid for in full.

As part of this project, the Architect / Engineer will be required to E-mail written progress reports every week on Fridays during the design phase. Reports will be required before progress payments will be processed. The Architect / Engineer will be required to have the project 100% designed within 120 working days from the Notice to Proceed (NTP). A proposed project schedule is required and must be submitted with the Architect's / Engineer's scope of services.

## EXHIBIT "B"

WORK ORDER  
FOR  
ARCHITECTURAL AND ENGINEERING SERVICES AGREEMENT (PS-5141-03/BJC)  
NORTHWEST REGIONAL MAINTENANCE FACILITIES

WORK ORDER NO.: SAMPLE

PURCHASE ORDER NO.: \_\_\_\_\_ (For billing purposes only, to be assigned by COUNTY after execution.)

PROJECT:

COUNTY: SEMINOLE COUNTY, a political subdivision of the State of Florida.

ARCHITECT/ENGINEER: BENTLEY ARCHITECTS & ENGINEERS, INC.

ARCHITECT/ENGINEER'S ADDRESS: 665 W. Warren Avenue  
Longwood, FL 32750

Execution of the Work Order by COUNTY shall serve as authorization for the ARCHITECT/ENGINEER to provide for the above project, professional services as set out in the Scope of Services attached as Exhibit "A," to that certain Agreement of \_\_\_\_\_ between the COUNTY and the ARCHITECT/ENGINEER and further delineated in the specifications, conditions and requirements stated in the following listed documents which are attached hereto and made a part hereof.

**ATTACHMENTS:**

[ ] DRAWINGS/PLANS/SPECIFICATIONS  
[ ] SCOPE OF SERVICES  
[ ] SPECIAL CONDITIONS  
[ ] \_\_\_\_\_

The ARCHITECT/ENGINEER shall provide said services pursuant to this Work Order, its attachments and the above-referenced Agreement which is incorporated herein by reference as if it had been set out in its entirety. Whenever the Work Order conflicts with said Agreement, the Agreement shall prevail.

**TERM:** This Work Order shall terminate upon completion of the Scope of Services or \_\_\_\_\_ from the date of execution, whichever comes first.

**METHOD OF COMPENSATION:**

(a) This Work Order is issued on a:

- ☐ FIXED FEE BASIS
- ☐ TIME BASIS METHOD WITH A NOT-TO-EXCEED AMOUNT
- ☐ TIME BASIS METHOD WITH A LIMITATION OF FUNDS AMOUNT

(b) If the compensation is based on a "Fixed Fee Basis," then the ARCHITECT/ENGINEER shall perform all work required by this Work Order for the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_). In no event shall the ARCHITECT/ENGINEER be paid more than the Fixed Fee Amount.

(c) If the compensation is based on a "Time Basis Method" with a Not-to-Exceed Amount, then the ARCHITECT/ENGINEER shall perform all work required by this Work Order for a sum not exceeding \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_). The ARCHITECT/ENGINEER's compensation shall be based on the actual work required by this Work Order.

(d) If the compensation is based on a "Time Basis Method" with a Limitation of Funds Amount, then the ARCHITECT/ENGINEER is not authorized to exceed the Limitation of Funds amount of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_). without prior written approval of the COUNTY.

Such approval, if given by the COUNTY, shall indicate a new Limitation of Funds amount. The ARCHITECT/ENGINEER shall advise the COUNTY whenever the ARCHITECT/ENGINEER has incurred expenses on this Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount. The COUNTY shall compensate the ARCHITECT/ENGINEER for the actual work performed under this Work Order.

Payment to the ARCHITECT/ENGINEER shall be made by the COUNTY in strict accordance with the payment terms of the above-referenced Agreement.

It is expressly understood by the ARCHITECT/ENGINEER that this Work Order, until executed by the COUNTY, does not authorize the performance of any services by the ARCHITECT/ENGINEER and that the

COUNTY, prior to its execution of the Work Order, reserves the right to authorize a party other than the ARCHITECT/ENGINEER 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.

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

ATTEST:

BENTLEY ARCHITECTS & ENGINEERS, INC.

\_\_\_\_\_  
GARY KRANSTON, Vice-President

(CORPORATE SEAL)

By: \_\_\_\_\_  
WILLIAM C. BENTLEY, 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.  
Approved as to form and  
legal sufficiency.

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

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

EXHIBIT C  
RATE SCHEDULE