



THE SCHOOL BOARD OF BREVARD COUNTY

2700 Judge Fran Jamieson Way

Viera, Florida 32940-6601

Phone: (321) 631-1911

Fax: (321) 633-4646

Exhibit "C" – Project Assignment For

MEP AND FIRE PROTECTION SERVICES/RFQ #18-Q-051-DR

Columbia Elementary School

Facility Renewal

I. PURPOSE

This is a Project Assignment to the Continuing Contract for Professional Services between the **School Board of Brevard County, Florida** (Owner) and **TLC Engineering Solutions, Inc.** (Consultant) and made a part thereof. The purpose of this Project Assignment is to specify the required services of the Consultant to provide MEP & Fire Protection Services when and as authorized by the School Board's Representative, when School Board approval is required in accordance with School Board policy.

II. METHOD OF COMPENSATION

Consultant shall provide a proposal that identifies all costs to be incurred by the Owner for the professional services to be performed, to include a detailed breakdown of material and labor required to complete the Scope of Services detailed in this Project Assignment. All labor and material costs for each project shall be complete and detailed, and shall, without limitation, include and identify the number of hours of work by the title and responsibility of workers/professionals performing the service, while adhering to the Hourly Rate Schedule & Reimbursable Expenses Schedule in Exhibit B to the Agreement for professional services. Payment shall be in accordance with the above referenced agreement for professional services. Compensation for all services, material, supplies, training and any other items or requirements necessary to complete the work as described herein, for a total cost of **Sixty-Nine Thousand, Nine Hundred Thirty Dollars (\$69,930.00)**. At no time shall work fees exceed said amount of compensation herein without a written and executed Project Assignment.

III. PROJECT/LOCATION

Performance of services will be for Columbia Elementary School at 1225 Waco Boulevard SE located at Palm Bay, Florida 32909.

IV. SCOPE OF SERVICES

Additional MEP design and construction administration services per attached TLC Engineering Solutions, Inc. proposal dated December 6, 2019 and revised February 6, 2020.

V. PROJECT SCHEDULE

This project Assignment shall commence upon receipt of a Purchase Order, fully executed Project Assignment and Notice to Proceed issued by School Board and continue until the Scope of Services is completed and accepted by the School Board's Representative. Said project shall maintain schedule as provided. If schedule is altered due to unforeseen delays, the School Board's Representative shall be notified at once in writing.

The School Board's Representative and Consultant shall negotiate a proposed schedule for the successful and timely completion of the project. The Project Schedule shall include at a minimum the proposed start date and final completion date.

The Consultant's Scope of Services shall begin upon receipt of a Purchase Order, fully executed Project Assignment and Notice to Proceed, and shall be completed by March 31, 2020.

VI. CONSULTANT'S PROJECT TEAM MEMBERS

Consultant shall provide the **name, title and responsibility** for each of the Consultant's and Subconsultant's employees proposed to complete the Scope of Services identified in this Project Assignment.

All personnel listed herein or on the Consultant's attached proposal must be cleared before entering School Board property, pursuant to Florida Statute 1012.465. The Consultant's Project Team Members must cooperate with school personnel to provide suitable identification to demonstrate the prior approval of the Office of District & School Security before entering any campus.

VII. CONSULTANT'S PROPOSAL

Consultant's Proposal must include the following detail specific to this Project Assignment:

1. A complete Scope of Work to be performed.
2. A complete description of each phase of Work.
3. A time schedule for the Work.
4. All costs to be incurred by the Owner for the professional services to be performed.
5. An estimate of the Project Construction Budget, where appropriate.
6. Proposed Staff.
7. Proposed Sub-Consultants.
8. No terms shall be stated in the letter of understanding which are contrary to, or stated as superseding, the terms of this Agreement unless expressly approved by the Owner in writing.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

SIGNATURES (FOR PROJECTS OVER \$50,000.00):

IN WITNESS THEREOF, the above parties have executed this instrument, the name of each party being affixed and these present duly signed by its undersigned representative, pursuant to authority of its governing body.

**THE SCHOOL BOARD OF
BREVARD COUNTY, FLORIDA (Owner):**

By: _____
Misty Belford, Chairperson
Date Approved: _____

ATTEST (WITNESS):

By: _____
Mark W. Mullins, Ed.D., Superintendent

**TLC ENGINEERING SOLUTIONS, INC.
(Consultant)**

By: Amy C. King
Print Name: Gary Krueger
Title: Principal / VP
Date: 02/07/20

ATTEST (WITNESS):

By: DEberhardt
Print Name: DEberhardt
Title: Office Coordinator

SIGNATURES (FOR PROJECTS UNDER \$50,000.00):

IN WITNESS THEREOF, the above parties have executed this instrument, the name of each party being affixed and these present duly signed by its undersigned representative, pursuant to authority of its governing body.

**THE SCHOOL BOARD OF
BREVARD COUNTY, FLORIDA (Owner):**

By: _____
Susan Hann, P.E., AICP
Assistant Superintendent/Facilities Services
As Designee for Mark W. Mullins, Ed.D., Sup.
Date Approved: _____

ATTEST (WITNESS):

By: _____

(Consultant)

By: _____
Print Name: _____
Title: _____
Date: _____

ATTEST (WITNESS):

By: _____
Print Name: _____
Title: _____



December 6, 2019
Revised February 6, 2020

Mr. Chris Gerber
Brevard County School Board
2700 Judge Fran Jamieson Way
Viera, FL 32940-6601
Delivered via Gerber.Christopher@Brevardschools.org

**Re: Columbia Elementary School Improvements Design and Construction Admin. Services
Professional Engineering Services Proposal**

Dear Mr. Gerber:

TLC Engineering is pleased to submit the following proposal to provide engineering services for the project referenced above. We appreciate your consideration and look forward to working with you and your staff on this project.

PROJECT SCOPE

Addressing the change from water source heat pumps to chilled water.

BASIC SCOPE OF SERVICES

Basic Scope of Services shall be as outlined in TLC's Continuing Contract for MEP/FP OR Structural Professional Engineering Services with **Brevard Public Schools** unless specifically modified by this proposal.

Design

TLC anticipates an accelerated submittal process with the following design stages:

- 75% Construction Documents.
- 100% Construction Documents

A team meeting with TLC and school board at the 75% design stage.

Schedule

Our accelerated schedule for the design effort is # working weeks from receipt of Purchase Order and notice to proceed. The design effort will be based on the following:

- 4 Week(s) – 75% Bid Documents
- 2 Week(s) – Internal QA/QC, provide S/S drawings

PROPOSED CONSTRUCTION PHASE SERVICES

Construction Phase Services are as outlined in AIA Document C401 – 2007 Edition – Standard Form of Agreement Between Architect and Consultant, Article 4.5. Additional Construction Phase Services

provided for this project shall include:

1. Response to bidder questions.
2. Response to local permitting officials' comments.
3. Response to Contractor's Request for Information (RFI) and submittal review during the construction period.
4. The design team will take part of a weekly construction meetings and to become generally familiar with the progress and quality of the construction work in order to determine if the work is being performed in general accordance with the construction documents; project construction is to start mid-March and continue through the summer of 2020.

ADDITIONAL SERVICES

Additional services, when requested in writing by **Brevard Public Schools** shall be performed at TLC's approved hourly rates as outlined in our continuing services contract. Additional Services include those items shown in **Attachment A**. TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

FEE

TLC is prepared to provide services as outlined above for a not to exceed fee of

Design: \$48,870.00
Construction Administration: \$21,060.00

based on the terms of our current continuing services contract. See **Attachment B** for detailed breakdown of fee.

If our proposal is acceptable, please submit appropriate authorization (**notice to proceed**) to allow schedule and completion of proposed scope.

Sincerely,

TLC Engineering for Architecture



Jim Mullen, PE

Principal / Mechanical Engineer



Gary C. Krueger, PE, CM, LEED AP BD+C

Principal / Division Director

Attachments

ATTACHMENT A
ADDITIONAL SERVICES

Professional Engineering Services Proposal

1. Construction site visits or attendance at design review meetings, as requested by the Owner or Architect, in excess of site visits per discipline as defined in our proposal.
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 Architectural plans after 100% Design Development approval, or to systems selected following schematic phase, and which result in redesign expenses.
4. Document reproduction beyond those required for in-house coordination and submittals as outlined above.
5. Development of "as-built" drawings. TLC will be responsible for creating record drawings of construction documents marked up by the construction manager.
6. Detailed cost estimating services.

Attachment B

I. **PROJECT: Brevard County - Columbia Elementary School**

II. **SCOPE OF WORK:**

Construction Administration and Design for the Columbia Elementary School Facility
Renewal Project

III. **WORK ORDER COMPENSATION/SCHEDULE**

FEE PROPOSAL

The statement of fees under this Service Agreement shall be based on the Standard Hourly Rate Schedule for the following work phases:

CONSTRUCTION DOCUMENTS (100%CD)

POSITION	HOURLY RATE	HOURS	TOTAL
Principal	\$145.00	6	\$ 870.00
Project Manager	\$135.00	110	\$ 14,850.00
Senior Engineer	\$135.00	72	\$ 9,720.00
Professional Engineer	\$120.00	110	\$ 13,200.00
Designer	\$90.00	110	\$ 9,900.00
Admin/Word Processing	\$55.00	6	\$ 330.00
SUBTOTAL			\$ 48,870.00

TOTAL DESIGN PROPOSAL AMOUNT **\$ 48,870.00**

CONSTRUCTION ADMINISTRATION

Principal	\$145.00	2	\$290.00
Project Manager	\$135.00	64	\$8,640.00
Senior Engineer	\$135.00	18	\$2,430.00
Professional Engineer	\$120.00	64	\$7,680.00
Designer	\$90.00	20	\$1,800.00
Admin/Word Processing	\$55.00	4	\$220.00
SUBTOTAL			\$21,060.00

TOTAL C.A. PROPOSAL AMOUNT **\$21,060.00**

TOTAL AMOUNT **\$69,930.00**