



THE SCHOOL BOARD OF BREVARD COUNTY

2700 Judge Fran Jamieson Way

Viera, Florida 32940-6601

Phone: (321) 631-1911

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Exhibit "C" – Project Assignment For

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

**Enterprise 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 **OCI Associates, 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 **Eight Thousand, Three Hundred Ten Dollars (\$8,310.00)**. 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 Enterprise Elementary School at 7000 Enterprise Road located at Cocoa, Florida 32927.

IV. SCOPE OF SERVICES

Additional MEP design services for the new fan wall for the air handling unit per attached OCI Associates, Inc. proposal dated November 12, 2019.

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):**

(Consultant)

By: _____
Misty Belford, Chairperson

By: _____

Date Approved: _____

Print Name: _____

ATTEST (WITNESS):

Title: _____

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

Date: _____

ATTEST (WITNESS):

By: _____

Print Name: _____

Title: _____

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):**

**OCI ASSOCIATES, INC.
(Consultant)**

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

By: _____

Date Approved: _____

Print Name: Jason Smith

Title: Principal

ATTEST (WITNESS):

Date: 2/2/20

By: _____

ATTEST (WITNESS):

By: _____

Print Name: Randy Stewart

Title: Principal

November 12, 2019

Art Johnson
Project Manager
Brevard Public Schools
2799 Judge Fran Jamieson Way
Viera, FL 32940

Re: MEP Engineering Fee Proposal
Enterprise Elementary School – Facility Renewal
Additional Services – New Fan Wall for AHU

OCI Associates, Inc., is pleased to present our additional services fee proposal for the above referenced project. If the proposal is acceptable, please submit for Board approval.

Scope of Work:

Provide professional mechanical and electrical engineering services for the replacement of the existing fan section in the Temtrol air handling unit for Enterprise Elementary School.

The design scope will include the following elements:

1. Investigation and verification of the existing conditions.
2. New design to remove the existing fans and provide a new fan wall in the existing Temtrol unit.
3. Any modifications required to the electrical to accommodate the new fan wall.

Estimated Construction Budget:

The estimated total construction cost for this additional scope is based on recent similar project costs of approximately \$120,000

Compensation for Services: (per the attached task / cost breakdown)

Task 1:	Verification	\$	2,430
Task 2:	Design	\$	5,070
Task 5:	Construction Admin	\$	810

Our total design fee for the work will not to exceed Eight Thousand Three Hundred Ten Dollars (\$8,310.00).



Project Schedule:

It is estimated that the additional design effort for this new scope project will be completed within 30 days of the receipt of the additional purchase order or notice to proceed.

Staff Assigned to This Project:

Project Manager:	Jason Smith
Mechanical Engineer:	Jason Smith
Electrical Engineer:	Keith Liatsos
Electrical Designer:	Anton Kreisl
Senior Autocad Technician:	Luis Hernandez
Administrative / Tech:	Jacque Adams
Clerical:	Alisan Smith

Reimbursable Expenses:

Costs associated with printing/ reproduction shall be a reimbursable expense and will be billed at 1.1 x actual cost against the not to exceed value carried.

Additional Expenses:

Services requested or required beyond the indicated scope of work shall be negotiated on an as needed basis at which time a proposal for additional services will be provided.

Thank you very much for this opportunity. Should you have any questions or require further clarification, please do not hesitate to call.

Respectfully,



Jason Smith, PE, LEED AP
Principal
Director of Mechanical Engineering

Accepted By:

Signature: _____
Name/Title printed): _____
Date: _____



Task 1: Field Verification / Scope & Budget Validation

PM	Project Manager	\$135 per hour	x	2 hours	=	\$270
HVAC	Senior Professional Engineer	\$135 per hour	x	12 hours	=	\$1,620
ELEC	Senior Professional Engineer	\$135 per hour	x	4 hours	=	\$540

Task 1: Subtotal \$2,430

Task 2: Design

PM	Project Manager	\$135 per hour	x	4 hours	=	\$540
HVAC	Senior Professional Engineer	\$135 per hour	x	20 hours	=	\$2,700
ELEC	Senior Professional Engineer	\$135 per hour	x	8 hours	=	\$1,080
CAD	Senior Autocad Tech	\$80 per hour	x	8 hours	=	\$640
ADMIN	Administrative Tech	\$55 per hour	x	2 hours	=	\$110

Task 2: Subtotal \$5,070

Task 5: Construction Administration

HVAC	Senior Professional Engineer	\$135 per hour	x	4 hours	=	\$540
ELEC	Senior Professional Engineer	\$135 per hour	x	2 hours	=	\$270

Task 5: Subtotal \$810

Project Total **\$8,310**