



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

RFQ #18-Q-049-DR/ROOF/BUILDING ENVELOPE

**Melbourne High School
Roof Renewal Design Services**

I. PURPOSE

This is a Project Assignment to the Continuing Contract for Professional Services between the **School Board of Brevard County, Florida** (Owner) and A/R/C 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 Roof/Building Envelope 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 **Seventy-nine thousand nine hundred sixty Dollars (\$79,960.00)**. 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 Melbourne High School at 74 Bulldog Blvd. located at Melbourne , Florida 32901.

IV. SCOPE OF SERVICES

Scope of services per A/R/C Associates Inc. proposal dated January 17, 2023.

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 April 24, 2023.

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: _____
Matthew Susin, Chairman
Date Approved: _____

(Consultant)

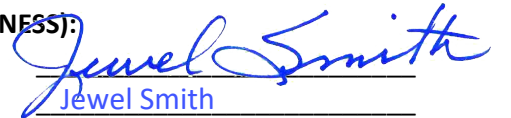


By: _____
Print Name: Joseph J. Williams
Title: President
Date: 1/20/2023

ATTEST (WITNESS):

By: _____
Robert E. Schiller, Ed.D.
Interim Superintendent

ATTEST (WITNESS):



By: _____
Print Name: Jewel Smith
Title: Office Manager

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: _____
Matthew Susin, Chairman

**ARC ASSOCIATES, INCORPORATED
(Consultant)**



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

Date Approved: _____

ATTEST (WITNESS):

By: _____
Robert E. Schiller, Ed. D.
Interim Superintendent

ATTEST (WITNESS):

By: _____
Print Name: _____
Title: _____

Architecture
Roof Consulting
Construction Technology
AR 0007684



A/R/C
Associates
Incorporated
Established 1982

601 North Fern Creek Avenue
Suite 100
Orlando, Florida 32803
(407) 896-7875

January 17, 2023

Christopher Gerber, Project Manager
Brevard County Public Schools
1254 South Florida Avenue
Rockledge, Florida 32955

gerber.christopher@brevardschools.org

**Re: Roof Consulting Services for the Roof Replacement of 10 Low Sloped Roofs on Five Buildings at Melbourne High School, Melbourne, Florida
A/R/C Project No. 55555.55**

Dear Chris,

This letter is sent in response to our recent conversation and information received in the form of a 2019 Facility Assessment Report as well as aerial images that we have been able to obtain of the low sloped roof areas at Melbourne High School. The following information is for your review and consideration.

Existing Conditions

From our review, there are 10 roof areas on five individual buildings at Melbourne High School that have low sloped roof areas. In general, the drainage of the roofs appears to be minimal and the age tells us that the roofs, at least in some cases, are under insulated and have insufficient slope. Our goal would be to improve both of these conditions and introduce good positive drainage along with a suitable level of insulation. We would also include non-corrosive flashing metals to reduce maintenance and extend the service life of the roof.

The number of buildings and number of roof areas makes the proportion of the perimeter edge to field of the roof higher. This will result in a higher cost per lineal foot because more blocking and flashing metal is required than would otherwise if this were one big roof area. Also, because this encompasses five individual buildings on what would be an operating campus, the progress and work production will be somewhat less.

Recommended Construction Budget

The recommended construction budget on the attached Estimated Construction Cost Worksheet is **\$918,656.00**.



Professional Services

We propose the following scope of professional services for the roof replacement and designated repairs of the 10 roof areas at Melbourne High School.

1. **Field Investigation:**

We would provide a project team to observe, photograph and document the conditions in place for the 10 roof areas involved in the scope of work. As part of the field investigation, we would facilitate roof core cuts through a roofing contractor as well as measure and photograph the various conditions on all roof areas for evaluation and design purposes.

2. **Design Development:**

From the field investigation work, we would analyze the information found, along with reviewing the original drawings that have been provided. We would prepare a written recommendation in the form of a Design Development Letter confirming the scope and conditions to be designed. Preliminary drawings would be presented to illustrate the materials proposed for the new roof system and insulation to be installed on the buildings. At this time, it is our intent to make specific recommendations for each roof area where work is being performed.

3. **Contract Documents:**

It is our intent to design and specify the roofs and designated repairs for the buildings for competitive bidding. The goal of the design team is to provide specific detailed information in the form of drawings, details and written specifications for each different condition and task in the scope of work.

4. **Bid Phase Services:**

During the Bid Phase our firm would be available to answer RFI's (3). We would attend the Construction Managers Pre-Bid Conference and evaluate the bids if requested.

5. **Review project submittals for conformance to the contract documents:**

After a contract is in place, we would receive and review submittals from the contractor to confirm that the materials intended meet the quality of the design as stipulated in the project specifications and illustrated in the drawings. We would also request and review administrative submittals such as insurance, bonds and a project schedule at this time as well. We would attend a Pre-Construction Conference with the contractor and the district representative.

6. **Construction Phase:**

During the Construction Phase, we will provide a Registered Roof Observer to review the quality and progress of work for the roof replacement as designed. Our staff would be available in the office to provide supplemental information in the form of drawings if additional information is requested by the contractor. The contractor's application for payment would be reviewed on a monthly basis. At the close of the project, a Substantial Completion Inspection and Final Completion Inspection would be provided. The final application for payment would then be reviewed followed by delivery to the district with the project close-out documents. Our proposal envisions a 180 day construction period resulting in 24 weekly site visits.

Our fee for the preceding services would be **\$79,960.00**.



Please contact us if we can provide further information regarding the services proposed.

Sincerely,

A/R/C Associates, Incorporated

A handwritten signature in blue ink, appearing to read 'Joe Williams', with a long, sweeping underline.

Joseph J. Williams, President
Architect, AIA, Roof Consultant, RRC

Attachments: Man-Hour Estimate for Basic Services
Estimated Construction Cost Worksheet

Architecture
Roof Consulting
Construction Technology
AR 0007684



A/R/C
Associates
Incorporated
Established 1982

601 North Fern Creek Avenue
Suite 100
Orlando, Florida 32803
(407) 896-7875

Melbourne High School Low Slope Roof Replacement Project Schedule

- Notice to Proceed 2/8/2023
- Field Investigation Completed 1/24/2023
- Design Development Completed 3/17/2023
- Contract Documents Completed 4/24/2023