



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 #22-269-Q-DR/MEP & FIRE PROTECTION

Quest Elementary School

Chiller Replacement

I. PURPOSE

This is a Project Assignment to the Continuing Contract for Professional Services between the **School Board of Brevard County, Florida** (Owner) and **DDC Engineering, 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 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-Eight Thousand, Five Hundred Dollars (\$68,500.00)**. 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 Quest Elementary School at 8751 Trafford Drive located at Melbourne, Florida 32940.

IV. SCOPE OF SERVICES

Scope of Services per attached DDC Engineering, Inc. proposal dated April 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 July 31, 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: _____

**DDC ENGINEERING, INC.
(Consultant)**

By: _____
Print Name: DAVID A DASILVA

ATTEST (WITNESS):

By: _____
Mark J. Rendell, Ed.D.
Superintendent

Title: PRINCIPAL ENGINEER, OWNER
Date: 25MAY23

ATTEST (WITNESS):

By: _____
Print Name: SARA DASILVA
Title: ADMIN/IT SUPPORT

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.
Asst. Superintendent, Facilities Services
As Designee for Mark J. Rendell, Ed.D.
Superintendent
Date Approved: _____

(Consultant)

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

ATTEST (WITNESS):

By: _____

ATTEST (WITNESS):

By: _____
Print Name: _____
Title: _____



4083 S. US Highway #1, Ste 101
 Rockledge, FL 32955-5308
 (321) 633-4522 (w)
 (321) 633-4528 (f)

April 17, 2023

Dave Martin
 Brevard Public Schools
 Facilities Services
 2700 Judge Fran Jamieson Way
 Viera, FL 32940
 321-633-3580, ext 13060
martin.david@brevardschools.org

Re: Quest Elementary School Chiller Replacement

DDC Engineering is pleased to submit our fee proposal for your project. The Engineering scope of services is listed below for your review. Please let us know if there are any changes or clarifications to be made after your review.

Scope of Services

1. Provide site investigation of systems.
2. Prepare Mechanical/Electrical/Plumbing plans for project.
3. Prepare specifications on drawings.
4. We shall provide CADD drawings (2023 auto-cad release).
5. Response to bidder questions submitted in writing.
6. Review of shop drawing submittals.
7. Response to permitting review questions.
8. Response to Contractor's Request for Information.
9. Provide electronically signed/sealed or 3 signed/sealed sets of drawings and energy calculations.
10. Will comply with the 7th edition of the 2020 Florida building code.

50% submission	May 2023
100% submission	July 2023

DDC shall provide engineering services for the scope of services as listed above, for a fee of:

\$59,635.00	Design/Bid
<u>\$ 8,865.00</u>	CA
\$68,500.00	Total

Again, DDC Engineering looks forward to working with you and your staff on this project. Please sign and return one original authorizing us to proceed.

Sincerely,

David DaSilva

David A. DaSilva, P.E.
 Principal Engineer

Approved/Signed: _____
 Date: _____



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QUEST ES CHILLER REPLACEMENT

Task	Labor Rate	No. Hrs	Total Cost	Task
Design Phase				
Project Engineer	\$150.00	10	\$1,500.00	Meetings
		25	\$3,750.00	Design
		25	\$3,750.00	QC Checks
Engineer	\$140.00	50	\$7,000.00	Mechanical
		40	\$5,600.00	Electrical
		30	\$4,200.00	Plumbing
Designer	\$95.00	60	\$5,700.00	Mechanical
		60	\$5,700.00	Electrical
		30	\$2,850.00	Plumbing
Drafting	\$70.00	90	\$6,300.00	Mechanical
		90	\$6,300.00	Electrical
		70	\$4,900.00	Plumbing
Admin. Support	\$60.00	10	\$600.00	Specs
Subtotal:			\$58,150.00	
Bid Phase				
Project Engineer	\$150.00	1	\$150.00	Meetings
		1	\$150.00	Addendums
Engineer	\$140.00	1	\$140.00	Mechanical
		1	\$140.00	Electrical
		1	\$140.00	Plumbing
Designer	\$95.00	1	\$95.00	Mechanical
		1	\$95.00	Electrical
		1	\$95.00	Plumbing
Drafting	\$70.00	2	\$140.00	Mechanical
		2	\$140.00	Electrical
		2	\$140.00	Plumbing
Admin Support	\$60.00	1	\$60.00	Misc.
Subtotal:			\$1,485.00	
Construction Admin.				
Engineer	\$140.00	15	\$2,100.00	Meetings
		15	\$2,100.00	Inspections
		20	\$2,800.00	Shop Drawings
Admin. Support	\$60.00	25	\$1,500.00	Report/etc.
Docs			\$365.00	
Subtotal:			\$8,865.00	
Total:			\$68,500.00	