



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

Southwest Middle School

Electrical 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 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 **One Hundred Nineteen Thousand, One Hundred Thirty Dollars (\$119,130.00)**. 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 Southwest Middle School at 451 Eldron Boulevard, SE located at Palm Bay, Florida 32909.

IV. SCOPE OF SERVICES

Scope of Services per attached OCI Associates, Inc. proposal dated June 21, 2022.

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 September 15, 2022.

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.

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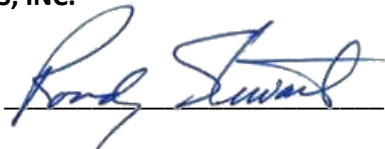
SIGNATURES (FOR PROJECTS OVER \$50,000.00):

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: _____

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

By: 
Print Name: Randy Stewart


ATTEST (WITNESS):

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

Title: Principal

Date: 27 June 2022

ATTEST (WITNESS):


By: _____
Print Name: Jason Smith, PE, LEED AP BD+C, CEM
Title: Principal / Dir. Mechanical Engineering

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: _____

(Consultant)

By: _____
Print Name: _____
Title: _____

ATTEST (WITNESS):

By: _____

Date: _____

ATTEST (WITNESS):

By: _____
Print Name: _____
Title: _____

21 June 2022



Mrs. Camille Gordon-Taylor
Project Manager
Brevard Public Schools
2799 Judge Fran Jamieson Way
Viera, FL 32940

Re: Electrical Engineering Fee Proposal
Southwest Middle School – Facility Electrical Distribution Assessment

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

Scope of Work:

Provide professional electrical engineering services for the replacement of the electrical distribution system as called for in the facilities assessment report and owner provided funded scope of work document. This encompasses all electrical distribution panels, branch panels, transformers, and feeders as listed in these documents.

The design scope will include the following elements:

1. Evaluation of the Facility Condition Assessment Checklists to determine the intent from the scope of work and budgets.
2. Confirmation and scope validation utilizing updated budget estimates for the scopes outlined to be included in the project scope of work.
3. Contractor assisted investigation of the existing electrical distribution system, and “megger” testing of all feeders to or from all components identified in the funded scope of work.
4. Evaluation of electrical service and panels for load and sizing*.
5. Electrical design and engineering to implement the scope determined through the scope validation efforts.
6. Produce a comprehensive, up to date one-line diagram of the entire facilities’ electrical distribution system (including existing components not slated for replacement under this scope of work).

* Load evaluations will be “on paper” calculations based on available plans, utility data and panel schedules. Metering is not included in the evaluation.

OCI ASSOCIATES, INC.

181 Melody Lane, Suite 107 | Fort Pierce, FL 34950 | (772) 466-1165 | www.ociassociates.com

Orlando. Fort Pierce. West Palm Beach. Fort Myers. Tampa. Miami. Washington DC. Baltimore. Norfolk. Dallas. San Francisco.

Estimated Construction Budget:

The estimated total construction cost for this project is approximately \$1.3 Million per the funded scope of work.

Compensation for Services:

Our proposed fee for the design effort will be One Hundred Nineteen Thousand One Hundred and Thirty Dollars (\$119,130.00) and includes \$1,800.00 for reimbursable expenses. Our billing breakdown will be as follows:

Task 1:	Verification	\$ 21,060
Task 2:	Design	\$ 71,400
Task 3:	Permitting	\$ 3,090
Task 4:	Bidding	\$ 3,540
Task 5:	Construction Admin	\$ 18,240
	Estimated Reimbursable Expenses	\$1,800.00

Our design efforts shall include the following services:

1. Design Team Meetings:
 - Scope Validation Review Meeting.
 - Design Development Review Meeting.
 - 90% CD Review Meeting.
2. Development of Specifications and Construction Documents.
3. Permit Submittal and Responses to Review Comments.
4. Bidding Assistance including Pre-Bid Meetings/Responses, Coordination with CM.
5. Construction Administration Services including Submittal Review, RFI Responses, Weekly OEC Meetings, Substantial Completion Punchlist. Includes 5 Construction Meetings by PM or Engineer.
6. One-Year Warranty Walk Through, if Necessary.

Project Schedule:

It is estimated that the design effort for this project will be completed within 60 days of the receipt of the notice to proceed. A document review will be done with the owner at the scope validation, design development submittal and approximately 2 weeks prior to the final due date.

Staff Assigned to This Project:

Project Manager:	Anton Kreisl
Electrical Engineer:	Keith Liatsos
Senior Electrical Designer:	Anton Kreisl
Junior Designer:	Leah Johnson
Senior AutoCad Technician:	Luis Hernandez
Administrative / Tech:	Jacque Adams
Clerical:	Alisan Smith

Exclusions:

- All work not specifically indicated in the scope items above is excluded.
- Meetings over and above the meetings listed in this fee proposal is excluded.
- The proposed fee is based on total estimated construction value from the facility assessment. Significant scope exceeding the estimated facility assessment budget by more than 10% is not included.
- Any underground utility location services or survey efforts.
- Cost estimating is excluded and shall be provided by the CM.

Reimbursable Expenses:

Costs associated with printing/ reproduction shall be a reimbursable expense and will be billed at actual cost.

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,



Randy Stewart
Principal

Accepted By:

Signature: _____

Name/Title printed): _____

Date: _____