



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

Titusville High School

Central Energy Plant

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 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 **One Hundred Twenty-Five Thousand Dollars (\$125,000.00)**. 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 Titusville High School at 150 Terrier Trail South located at Titusville, Florida 32780.

IV. SCOPE OF SERVICES

Prepare mechanical/electrical/plumbing plans for the modifications as listed on the attached DDC Engineering, Inc. proposal dated October 21, 2020. Pricing reflects \$97,395 for design and \$27,605 for construction administration.

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 January 15, 2021.

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: _____
Chairperson

Date Approved: _____

ATTEST (WITNESS):

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

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

By: _____ 

Print Name: David Da Silva

Title: Principal

Date: 10/21/2020

ATTEST (WITNESS):

By: _____ 

Print Name: Rachel Mankowski

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: _____
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: _____



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

October 21, 2020

Tim Brown
Brevard Public Schools
Brown.timothy@brevardschools.org
(321) 271-4315

Re: Titusville Facility Renewal (CEP) Phase II

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 the following modifications:
 - a. HVAC Piping Distribution Systems – Heating Piping to AHUs and Terminal Units and Cooling Piping to AHUS. The chilled water piping will be reviewed and modified as requested in the CEP
 - b. The existing chillers are to be refurbished by the school board. DDC TO PROVIDE ALTERNATE BID TO REPLACE AT LEAST ONE CHILLER.
 - c. Primary Chilled Water Pumps to be replaced.
 - d. Secondary Chilled Water Pumps to be replaced.
 - e. Replace existing cooling towers with new. Also relocate towers.
 - f. Replace Hot Water Pumps
 - g. Ventilation Systems – All Air Heating and/or Cooling System with Plenum Return
 - h. HVAC Instrumentation and Controls to be modified for new equipment
 - i. The chilled water piping will be reviewed and modified as requested in the CEP
 - j. The main electrical gear “MDP” to be replaced.
 - k. Inspect existing sewer system – sewer lines to be scoped by camera.
3. Prepare specifications on drawings
4. We shall provide CADD drawings (2019 auto-cad release)
5. Response to bidder questions submitted in writing
6. Review of shop drawing submittals, test, and balance as well as the commissioning report
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

Engineering Fee and Billing

DDC shall provide engineering services for the scope of services as listed above, for a fee of \$97,395 for design and \$27,605 for construction admin.

Total - \$125,000



4083 S. US Highway #1, Ste 101
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Schedule – 30 days to 60% and 30 days to 100% after review of 60%

Based on Nov 17, 2020 board approval, the 100 % bid sets will be ready JAN 15, 2021.

Estimated Construction Cost - \$1.8 million

The scope is based on the facility assessment performed by the school board. Scope will be modified as necessary through bid alternates to meet the budget.

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

NOTE: ESTIMATE FROM SCHOOL BOARD ASSESMENT ON CRITICAL ITEMS 1 AND 2 ONLY

- Central Energy Plant \$1,567,400
- Chilled water piping \$ 200,000

Total \$1,767,400 OR \$ 1.8 MILLION

Task	Labor Rate	No. Hrs	Total Cost	Task
Design Phase				
Project Engineer	\$120.00	16	\$1,920.00	Meetings
		80	\$9,600.00	Design
		45	\$5,400.00	QC Checks
Engineer	\$120.00	120	\$14,400.00	Mechanical
		75	\$9,000.00	Electrical
		45	\$5,400.00	Plumbing
Designer	\$90.00	120	\$10,800.00	Mechanical
		100	\$9,000.00	Electrical
		75	\$6,750.00	Plumbing
Drafting	\$75.00	125	\$9,375.00	Mechanical
		100	\$7,500.00	Electrical
		60	\$4,500.00	Plumbing
Admin. Support	\$50.00	75	\$3,750.00	Specs / Admin
Subtotal:			\$97,395.00	
Bid Phase				
Project Engineer	\$120.00	3	\$360.00	Meetings
		6	\$720.00	Addendums
Engineer	\$120.00	6	\$720.00	Mechanical
		2	\$240.00	Electrical
		2	\$240.00	Plumbing
Designer	\$90.00	4	\$360.00	Mechanical
		4	\$360.00	Electrical
		2	\$180.00	Plumbing
Drafting	\$75.00	10	\$750.00	Mechanical
		10	\$750.00	Electrical
		5	\$375.00	Plumbing
Admin Support	\$50.00	5	\$250.00	Misc.
Subtotal:			\$5,305.00	
Construction Admin.				
Engineer	\$120.00	60	\$7,200.00	Meetings
		15	\$1,800.00	Inspections
		50	\$6,000.00	Shop Dwgs/RFIS
Admin. Support	\$50.00	56	\$2,800.00	Report/etc.
Drafting	\$75.00	60	\$4,500.00	ASBUILTS
Subtotal:			\$22,300.00	
Total:			\$125,000.00	