



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

CONTRACT NO. 23-354-Q-HD

DESIGN SERVICES FOR CLASSROOM ADDITION AT WEST MELBOURNE SCHOOL FOR SCIENCE

I. PURPOSE

This is a Project Assignment to Contract No. 23-354-Q-HD for Professional Services between the **School Board of Brevard County, Florida** (Owner) and **Tsark Architecture, LLC** (Consultant) and made a part thereof. The purpose of this Project Assignment is to specify the required services of the Consultant to provide Architectural 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 Contract No. 23-354-Q-HD, 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 **Five Hundred Forty-Seven Thousand, Eight Hundred Forty Dollars (\$547,840.00)**. 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 West Melbourne School for Science at 2255 Meadowlane Avenue located at West Melbourne, Florida 32904.

IV. SCOPE OF SERVICES

Scope of Services per attached Tsark Architecture, LLC proposal dated April 21, 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 September 1, 2023 for design phase and August 1, 2024 for preconstruction/construction administration phases.

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.

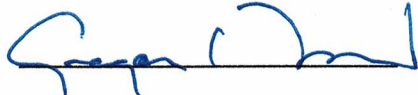
**THE SCHOOL BOARD OF
BREVARD COUNTY, FLORIDA (Owner):**

By: _____
Matthew Susin, Chairman
Date Approved: _____

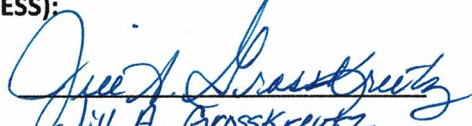
ATTEST (WITNESS):

By: _____
Susan Hann, P.E.
Acting Superintendent

**TSARK ARCHITECTURE, LLC
(Consultant)**

By: 
Print Name: Gregory I Tsark
Title: Principal
Date: 4-25-23

ATTEST (WITNESS):

By: 
Print Name: Will A. Grosskreutz
Date: 4-25-23
Title: Business 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: _____
Russell Cheatham, CIO
Asst. Superintendent/Educational Technology
As Designee for Susan Hann, P.E.
Acting Superintendent

Date Approved: _____

ATTEST (WITNESS):

By: _____

(Consultant)

By: _____

Print Name: _____

Title: _____

Date: _____

ATTEST (WITNESS):

By: _____

Print Name: _____

Title: _____



April 21, 2023

Chris Gerber, Project Manager
Brevard Public Schools
2700 Judge Fran Jamieson Way
Viera, FL 32940

Re: West Melbourne Elementary School for Science - Classroom Building Addition - Phase 2

Dear Chris,

Thank you for considering Tsark Architecture for the comprehensive design services of a Classroom Building Addition, Cafeteria Expansion, Minor Modifications to Existing Classrooms, and Site Improvements at West Melbourne Elementary School for Science in West Melbourne, Florida. As the Phase 1 Pre-design, Concept, and Scope Development is now complete, this Phase 2 proposal is based on the findings and results of the Phase 1 work.

Phase 2 will continue with, and build upon, the Phase 1 work, and will consist of Field Investigation, Schematic Design, Design Development, Construction Documents, Permitting, Bidding, and Construction Administration for building additions totaling approximately 13,800 GSF and new canopy covered areas totaling approximately 8,400 GSF. The Architect's Opinion of Probable Cost is approximately \$8.2 million, and includes a 10% factor for contingency and escalation, and does not include A/E fees or other soft costs.

The consultants comprising the Design Team for Phase 2 are as follows:

Project Management:	Tsark Architecture, LLC
Architecture:	Spiezle Architectural Group, Inc & Tsark Architecture, LLC
Civil Engineering:	Bowman Consulting Group, Ltd.
Structural Engineering:	Adams Engineering, Inc.
MEP and Fire Protection:	Construction Engineering Group, LLC
Cost Estimating:	School Planning & Design Management, LLC
Technology Design:	Premier Engineering Group, LLC

Project Scope of Services: Phase 2

Tsark Architecture and Spiegle Architectural Group will conduct and manage the following services:

Field Investigation Phase Services

- Prepare a Land Survey, including relevant utility and tree locates
- Prepare Geotechnical Investigation and Report
- Conduct a field survey and document “as-built” conditions necessary to proceed with design.

Schematic Design Phase Services

- Prepare Schematic Design documents illustrating the scale and relationship of the project components, consisting of preliminary building plans, sections, and elevations, and including digital perspectives.
- Prepare an Architectural Site Plan.
- Prepare and submit an estimate for the Cost of the Work.

Design Development Phase Services

- Prepare Design Development documents for approval, consisting of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project. These documents will also identify major materials and systems and establish in general their quality levels.
- Prepare and submit an estimate for the Cost of the Work.

Construction Document Phase Services

- Prepare Construction Documents based on the approval of the Design Development documents and any needed adjustments. These documents will consist of drawings and specifications detailing requirements for construction.
- Submit signed and sealed Construction Documents to the Owner.
- Coordinate design progress with the potential Construction Manager.

Construction Administration Phase Services

- Coordinate with the Construction Manager for their submittal of the permit, including the response to local permitting officials’ comments and incorporating required design changes to obtain a permit.
- Assist the owner in distributing documents to the prospective Construction Managers, including preparation of the Invitation to Bidders.
- Respond to requests for information from Construction Managers during Bidding.
- Review Construction Manager GMP proposals and participate in negotiations with the prospective Construction Manager.
- Provide a basis for the contract for construction between the Owner and the Construction Manager.
- Conduct observations at appropriate intervals to review conformance of the work with the Contract Documents.
- Identify non-conforming work.
- Review and certify the amounts due the contractor and issue certificates in such
- Review and take appropriate action on contractor submittals and requests for information.
- Determine the date of Substantial Completion and issue a Certificate of Substantial Completion.

Schedule - Phase 2:

	Duration	Target completion
○ Notice to Proceed	5/10/2023	
○ Field Investigation:	3 weeks	6/1/2023
○ Schematic Design:	2 weeks	6/15/2023
○ Design Development:	4 weeks	7/15/2023
○ Construction Documents:	6 weeks	9/1/2023
○ Permitting & Bidding:	4 weeks	10/1/2023
○ Construction Administration:		8/1/2024

Compensation - Phase 2:**Summary by Phase:**

Field Investigation:	NTE	\$35,745.00
Schematic Design:	NTE	\$69,722.50
Design Development:	NTE	\$181,152.50
Construction Documents:	NTE	\$162,447.50
Permitting & Bidding:	NTE	\$12,354.50
Construction Administration:	NTE	\$83,418.00
Reimbursable Expenses, billed at 1.0 of actual cost.	NTE	\$3,000.00
Subtotal:		\$547,840.00

Summary by Discipline:

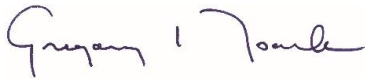
Architectural Services	NTE	\$245,700.00
Civil Engineering Design and Permitting	NTE	\$58,140.50
Surveying and Geotech Services	NTE	\$39,319.50
Landscape Design	NTE	\$5,500.00
Structural Engineering	NTE	\$37,300.00
MEP Engineering - Classroom Building	NTE	\$75,000.00
MEP Engineering - Renovations/Additions	NTE	\$10,000.00
MEP Site Electrical Plan	NTE	\$2,750.00
MEP Site Photometrics	NTE	\$2,750.00
MEP Fire Alarm	NTE	\$3,500.00
MEP Fire Protection	NTE	\$3,500.00
MEP Life Cycle Cost Analysis	NTE	\$5,500.00
Technology Design - Classroom	NTE	\$23,650.00
Technology Design - Dining	NTE	\$6,600.00
Technology Construction Administration	NTE	\$7,150.00
Cost Estimating	NTE	\$18,480.00
Team reimbursable costs (1.0 actual cost)	NTE	\$3,000.00
Subtotal:		\$547,840.00

Project specific terms: Phase 2

- This proposal remains valid for 60 days from the date on this proposal letter.
- These services do not include revisions for value engineering, or any revisions after the General Contractor has begun bidding or pricing for the purpose of reducing construction costs. These services do not include revisions for deviations from the approved Permit Documents made without the Architect or Engineer of Record's consent.
- These services include Opinions of Cost from a cost estimator at the completion of Schematic Design and Design Development. The Architect and Owner will cooperate to modify and adjust the design as required to align with the stated budget.
- Billing will occur upon completion of each deliverable.
- The aforementioned services do not include the following:
 - LEED, or other green certification design and administration.
 - Kitchen equipment design, selection, and layout.
 - Threshold building inspections.
 - Photo-realistic renderings.
- Reimbursable Expenses do not include travel expenses, but include printing and document reproduction, and permit and licensing fees.

Thank you again, for your consideration, and I look forward to working with you.

Sincerely,



Gregory I. Tsark, AIA, LEED-AP