

PINELLAS COUNTY GOVERNMENT IS COMMITTED TO PROGRESSIVE PUBLIC POLICY, SUPERIOR PUBLIC SERVICE, COURTEOUS PUBLIC CONTACT, JUDICIOUS EXERCISE OF AUTHORITY AND SOUND MANAGEMENT OF PUBLIC RESOURCES, TO MEET THE NEEDS AND CONCERNS OF OUR CITIZENS TODAY AND TOMORROW.



NON-CONTINUING PROFESSIONAL SERVICES AGREEMENT

RFP TITLE: Logan Lab Improvements – Professional Engineering Services

RFP CONTRACT NO. 189-0325-NC (SS)

NON-CONTINUING FIRM: Mason Blau and Associates, Inc.

**PROFESSIONAL ENGINEERING SERVICES NON-CONTINUING SERVICES SAMPLE
AGREEMENT**

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**SECTION 1
INTENT OF AGREEMENT**

**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR
Logan Lab Improvements – Professional Engineering Services**

THIS AGREEMENT, entered into on the ____ day of _____, 2020, between PINELLAS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the COUNTY, represented by its Board of County Commissioners, and, Mason Blau & Associates, Inc. with offices in Clearwater, Florida hereinafter referred to as the CONSULTANT.

WITNESSETH, That:

WHEREAS, Pinellas County, herein referred to as the COUNTY, requires **PROFESSIONAL ENGINEERING SERVICES** associated with support to develop plans and specifications and perform all other professional engineering services as may be required during the construction of campus improvements to the Pinellas County Utilities Logan Pump Station and Lab located at 1620 Ridge Road S, Largo in Pinellas County, Florida

WHEREAS, the COUNTY desires the CONSULTANT provide PROFESSIONAL ENGINEERING SERVICES requisite to the development of the PROJECT; and

WHEREAS, the CONSULTANT has expressed the willingness and ability to provide the aforementioned Services; and

NOW THEREFORE, the COUNTY and the CONSULTANT, in consideration of the mutual covenants hereinafter set forth, agree as follows:

SECTION 2 SCOPE OF PROJECT

2.1 PROJECT DESCRIPTION AND PROFESSIONAL REQUIREMENTS

For the purposes of this Agreement the term PROJECT shall include all areas of proposed improvements, all areas that may reasonably be judged to have an impact on the PROJECT, and all PROJECT development phases and the services and activities attendant thereto. It is not the intent of this Agreement to identify the exact limits or details involved in providing satisfactorily completed PROJECT construction documents. The CONSULTANT shall provide the following professional services to prepare construction plans, specifications, and complete applications for and receive all federal, state, and local permits required for construction of the PROJECT. The PROJECT design shall be based on the following data:

All required permits shall be obtained by the engineering consultant. Plans shall be prepared in accordance with Civil 3D Pinellas County Requirements. Exhibit A, Scope of Services is attached.

a) Required Deliverables

- Civil 3D file (eTransmit) of construction plans and for each transmittal phase. The plans shall be provided electronically, plus two (2) paper prints signed and sealed by a Professional Engineer certified in the State of Florida.
- All technical specifications required for construction of project.

2.2 PROJECT PHASES

All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in Exhibit A.

2.3 CONSULTING RESPONSIBILITIES

- A. It is the intention of the COUNTY that the CONSULTANT is held accountable for its work, including checking and review of plans, and that submittals are complete.
- B. The CONSULTANT shall be responsible for the accuracy of the work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the COUNTY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.
- C. The CONSULTANT represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement; none of whom shall be employees of or have any contractual relationship with the COUNTY. Primary liaison with the COUNTY will be through the CONSULTANT'S Project Manager. All of the services required hereunder will be performed by the CONSULTANT or under the CONSULTANT'S supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.
- D. The CONSULTANT shall endorse all reports, calculations, contract plans, and survey data. Services shall be prepared under the direction of an engineer registered in the State of Florida and qualified in the required discipline. Products or services performed or checked shall be signed and sealed by the CONSULTANT'S Florida registered engineer.

- E. The CONSULTANT shall be responsible for the preparation of a PROJECT design schedule, prepared in Microsoft Project 2013 or later, which shows a breakdown of all tasks to be performed, and their relationship in achieving the completion of each phase of work. A bar chart schedule showing overall PROJECT time frames should also be prepared. These schedules must be submitted for COUNTY approval within ten (10) days of the initial PROJECT Notice to Proceed. These schedules will be used to verify CONSULTANT performance in relationship to Fees claimed and to allow the COUNTY'S Project Manager to monitor the CONSULTANT'S efforts. The CONSULTANT shall be responsible for any updates to these schedules and for documenting in writing to the COUNTY any major deviations in the actual versus estimated PROJECT time frames.
- F. The CONSULTANT shall respond, in writing, to all review comments made by the COUNTY, and shall incorporate appropriate design adjustments into the PROJECT, in a timely manner, resulting from the review exchange.

2.4 GENERAL DESIGN CONDITIONS

2.4.1 The CONSULTANT shall coordinate and solicit appropriate input, with the knowledge of the COUNTY.

2.4.2 All design data, plans, and drawings shall be delivered electronically and or on CD ROM formatted to .DXF or .DWG utilizing Civil 3D 2012 or later; as well as providing reproducible hard copies of plans and drawings. All specification and other documents shall be delivered electronically and or on a CD ROM, Microsoft Word & Excel format as required, as well as the reproducible hard copies.

2.4.3 One (1) original and nine (9) copies of all deliverables are required unless specific submittal requirements are specified elsewhere in this Agreement.

2.4.4 The CONSULTANT shall develop acceptable alternates to any and all design recommendations that may be declared unacceptable.

2.5 GOVERNING SPECIFICATIONS REGULATIONS AND PERTINENT DOCUMENTS

The PROJECT shall be designed by the CONSULTANT in accordance with applicable industry standards. The CONSULTANT shall be responsible for utilizing and maintaining current knowledge of any laws, ordinances, codes, rules, regulations, standards, guidelines, special conditions, specifications, or other mandates relevant to the PROJECT or the services to be performed.

SECTION 3 SERVICES TO BE FURNISHED BY THE CONSULTANT

3.1 SEE EXHIBIT A – SCOPE OF SERVICES.

3.2 BIDDING PHASE

The CONSULTANT shall prepare with the COUNTY'S assistance the necessary bidding information, bidding forms, the conditions of the contract, and the form of agreement between the COUNTY and the Contractor. The CONSULTANT also, shall bear the cost of two (2) complete sets of documents (plans and specifications), two (2) of which shall be signed and sealed by the CONSULTANT as original record sets for the PROJECT. Each sheet in the two (2) construction plans print sets shall be signed, sealed and dated. The title sheet only of the two (2) specifications sets shall be signed, sealed, and dated. Additionally, any required addenda shall be signed, sealed, and dated.

3.2.1 The CONSULTANT, following the COUNTY'S review of the Construction Documents and of the latest Statement of Probable Construction Cost, shall be available to assist the COUNTY in obtaining bids, and in preparing and awarding construction contracts for each bid package. The CONSULTANT shall assist conducting pre-bid conferences, and shall prepare a Bid Tabulation spreadsheet following receipt of bids.

3.2.2 If the Advertisement for bids has not commenced within sixty (60) days after the CONSULTANT submits the approved Construction Documents to the COUNTY, any fixed limit of Construction Cost established as a condition of this Agreement shall be adjusted to reflect any change in the general level of prices which may have occurred during that period of time in construction industry. The adjustment shall reflect changes between the date of submission of the Construction Documents to the COUNTY and the date on which the Advertisement for Bids occurred.

3.2.3 The CONSULTANT shall prepare any required addenda to construction plans and specifications on the PROJECT during the bidding phase affecting the CONSULTANT'S plans and specifications. The CONSULTANT shall also provide any addenda during the Construction Phase in sufficient quantity to distribute to all necessary parties as determined by the COUNTY. Addenda material shall be placed in envelopes by the CONSULTANT for mailing by the COUNTY. The CONSULTANT shall also furnish certified mail receipt material and prepare mailing labels. The COUNTY shall mail all addenda.

3.3 CONSTRUCTION PHASE

All contact and/or communication from the CONSULTANT to the Contractor shall be coordinated with the knowledge of the COUNTY.

A. Construction Consultation Services

1. Processing, review, approval and distribution of shop drawings, product data, samples and other submittals required by the Contract Documents.
2. Maintenance of master file of submittals with duplicate for COUNTY.
3. Construction Field Observation Services consisting of visits to the site as frequent as necessary, but not less than once every week, to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents and prepare related reports and communications. Provide written report of each visit. This field observation requirement shall include any sub-consultants at appropriate construction points.
4. Review for comment or approval any and all proposal requests, supplemental drawings and information and change orders.
5. Review for correctness Contractors pay requests for the COUNTY.
6. Prepare, reproduce and distribute supplemental drawings, specifications and interpretations in response to requests for clarification by the Contractor or the COUNTY as required by construction exigencies. Response to any request must be received by the COUNTY within twenty-four (24) hours of request, or the next available working day when the request is prior to a weekend or holiday.
7. Review, upon notice by the Contractor that work is ready for final inspection and acceptance.
8. Notify the COUNTY of any deficiencies found in follow-up reviews.
9. Evaluate all testing results and make recommendations to the COUNTY.

10. Assist in the establishment by the COUNTY of programs of operation and maintenance of the physical plant and equipment.
11. Arrange for and coordinate instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives.
12. Prepare an operation and maintenance manual for the COUNTY'S use.
13. The CONSULTANT shall visit the project as necessary, but at a minimum of three (3) month, six (6) month and upon construction completion in order to certify that the permit conditions have been met satisfactorily. This shall not relieve the CONSULTANT of other needed visits to the project should specific issues arise.
14. Assistance in the training of the facility operation and maintenance personnel in proper operations, schedules, procedures and maintenance inventory.
15. Prepare as-built record drawings, based on information furnished by the Contractors including significant changes in the work made during construction. The CONSULTANT will provide one (1) set of signed and sealed prints and one (1) CADD disk of the as-built record construction documents.
16. Transmit certified as-built record drawings and general data, appropriately identified, to the COUNTY within thirty (30) days following completion of construction.
17. Consult with, and recommend solutions to, the COUNTY during the duration of warranties in connection with inadequate performance of materials, systems, and equipment under warranty.
18. Review facilities or equipment prior to expiration of warranty period(s) to ascertain adequacy of performance, materials, systems and equipment.
19. Document noted defects or deficiencies and assist the COUNTY in preparing instructions to the Contractor for correction of noted defects.
20. The Contractor shall provide the CONSULTANT with all the required project close out material for CONSULTANT'S use in the warranty period services.
21. The Contractor shall have prime responsibility in the warranty period for all services herein. The CONSULTANT shall assist, consult, observe review and document as noted.

3.4 PROVISIONS RELATED TO ALL PHASES

3.4.1 The CONSULTANT will investigate and confirm in writing to the COUNTY, to the best of the CONSULTANT'S knowledge, conformance with all applicable local public and utility regulations.

3.4.2 The CONSULTANT will coordinate work designed by various disciplines.

3.4.3 The CONSULTANT shall submit to the COUNTY design notes and computations to document the design conclusions reached during the development of the construction plans.

- a. Five (5) copies of the design notes and computations shall be submitted to the COUNTY with the design development review plans. When the plans are submitted for final review, the design notes and computations corrected for any COUNTY comments shall be resubmitted. At the PROJECT completion, a final set of the design notes and computations, properly endorsed by the CONSULTANT, shall be submitted with the record set of plans and tracings.
- b. The design notes and calculations shall include, but not be limited to, the following data:
 - 1) Design criteria used for the PROJECT.
 - 2) Roadway geometric calculations
 - 3) Structural calculations.
 - 4) Drainage calculations.
 - 5) Traffic design calculations
 - 6) Traffic control calculations
 - 7) Calculations as required by provisions of the Florida Energy Conservation Manual (Department of General Services), latest revision.
 - 8) Calculations showing probable cost comparisons of various alternatives considered.
 - 9) Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
 - 10) Other PROJECT-related correspondences as appropriate.

3.4.4 Each set of plans for the PROJECT shall be accurate, legible, complete in design, suitable for bidding purposes and drawn to scales acceptable to the COUNTY. The completed plans shall be furnished on reproducible material and in a format, which is acceptable to the COUNTY.

3.4.5 The CONSULTANT shall make such reviews, visits, attend such meetings and conferences and make such contacts as are necessary for the proper preparation of plans and specifications for the PROJECT.

3.4.6 The COUNTY in no way obligates itself to check the CONSULTANT'S work and further is not responsible for maintaining project schedules.

3.4.7 Other CONSULTANT responsibilities shall be as listed below:

- a. Provide necessary sealed drawings to obtain building permits or any utility permit.
- b. Assist the COUNTY in Contractor claims and/or litigation.
- c. Review the Adequacy and completeness of documents submitted by the Contractor to protect the COUNTY against claims by suppliers or third parties.

3.4.8 The CONSULTANT must be familiar with the intent, thoroughness, safety factors and design assumptions of all structural calculations.

3.4.9 All work prepared and/or submitted shall be reviewed and checked by a CONSULTANT (Architect/Engineer) registered in Florida. All plans shall be signed and sealed by the Professional CONSULTANT in responsible charge.

3.5 PERMIT APPLICATIONS AND APPROVALS

3.5.1 The CONSULTANT shall prepare all permit applications, data and drawings required for submittal BY THE COUNTY for approval of local, state and federal agencies.

3.5.2 The CONSULTANT shall, at no additional cost to the COUNTY, make all reasonable and necessary construction plans revisions required to obtain the necessary permit approvals for construction of the PROJECT.

3.5.3 For the purpose of ensuring the timely approval of all permits necessary for the construction of the PROJECT, the CONSULTANT shall schedule the necessary contacts and liaison with all agencies having permit jurisdiction over the PROJECT, and shall furnish, on a timely basis, such plans, data and information as may be necessary to secure approval of the required permits.

3.6 COORDINATION WITH UTILITY SERVICES AND AFFECTED PUBLIC AGENCIES

3.6.1 The requirements of the various utility services shall be recognized and properly coordinated with the PROJECT design.

3.6.2 Drainage investigations and drainage design shall be coordinated with any city or drainage district that may be affected by or have an effect on the PROJECT.

SECTION 4 SERVICES TO BE FURNISHED BY THE COUNTY

4.1 The COUNTY shall provide the following for the CONSULTANT'S use and guidance:

- A. Copies of existing maps, existing aerial photographs, as-built construction plans and data pertinent to the PROJECT design, which the COUNTY may have in its possession.
- B. Reproducibles of the COUNTY Engineering Department Standard Drawings applicable to the PROJECT.
- C. Sample copies of the COUNTY standard contract documents and specifications.
- D. Preparation of legal (front-end) section of the specifications.

SECTION 5 PRESENTATIONS, PUBLIC MEETINGS AND TECHNICAL LIAISON

The following services shall be provided at no additional cost to the COUNTY:

5.1 Prior to the commencement of design activities, the COUNTY will conduct with the CONSULTANT a pre-design conference for the purpose of discussing issues relative to the PROJECT, plans preparation and submittal procedures and to convey to the CONSULTANT such items provided for under Section 4 as may be required and available at that time.

5.2 The CONSULTANT shall make presentations to the COUNTY'S Director of Utilities or designee as often as reasonably requested and at any point in the PROJECT development should issues arise which make additional presentations other than those listed elsewhere in this Agreement, in the COUNTY'S best interest.

5.3 The CONSULTANT shall participate in Monthly PROJECT Conferences with COUNTY staff personnel. The meetings will be scheduled by the COUNTY at a location provided by the COUNTY.

5.4 The CONSULTANT shall attend, as technical advisor to the COUNTY all meetings or hearings conducted by permitting agencies or public bodies in connection with any permit required for the construction of the PROJECT, and shall prepare all presentation aids, documents and data required in connection with such meetings or hearings, and at the discretion of the COUNTY, shall either plead the COUNTY'S case or provide engineering and technical assistance to the COUNTY in its pleading of the case.

5.5 The CONSULTANT shall keep accurate minutes of all meetings and distribute copies to all attending. These meetings shall be set up through the COUNTY and appropriate COUNTY staff shall attend.

SECTION 6 PAYMENT GUIDELINES AND CATEGORY OF SERVICES

6.1 BASIC SERVICES

The services described and provided for under Sections 2, 3 and Exhibit A shall constitute the Basic Services to be performed by the CONSULTANT under this Agreement.

6.2 OPTIONAL SERVICES

Services noted in Exhibit A of this Agreement as "Optional" shall constitute the Optional Services to be performed by the CONSULTANT under this Agreement. Optional Services shall be rendered by the CONSULTANT only upon written authorization by the COUNTY's Director of Utilities, or designee.

6.3 CONTINGENCY SERVICES

When authorized in writing by the COUNTY'S Director of Utilities or designee, the CONSULTANT shall furnish services resulting from unforeseen circumstances not anticipated under Basic Services due to minor changes in the PROJECT scope.

Compensation for any Contingency Services assignments shall be negotiated between the COUNTY and the CONSULTANT at the time the need for services becomes known.

6.4 ADDITIONAL SERVICES

When executed by the County Administrator or Board of County Commissioners as an amendment to this Agreement, the CONSULTANT shall provide such additional services as may become necessary because of changes in the Scope of PROJECT. Additional Services shall be classified as any change beyond the Contingency Services upset limit for compensation.

6.5 INVOICING

The CONSULTANT may submit invoices for fees earned on a monthly basis. Such invoicing shall be supported by a Progress Report showing the actual tasks performed and their relationship to the percentage of fee claimed for each phase. Billings within each phase of work shall be for the percentage of work effort completed to date for that phase. The COUNTY shall make payments to the CONSULTANT for work performed in accordance with the Local Government Prompt Payment Act, Section 218.70 et. seq., F.S.

The following services shall be considered reimbursable services and may be filled in full upon their completion and acceptance. The CONSULTANT shall provide copies of supporting receipts/invoices/billing documentation. Self-performed reimbursable work shall be reimbursed at the firm's standard hourly rates for all related services. A breakdown of man hours and billing rates shall be provided with each invoice. An hourly rate sheet is attached (Exhibit B).

- A. Soil Analysis/Geotechnical Investigations.
- B. Contamination Assessments/Hazardous Material Analysis (if required).
- C. Aerial Photography (if required).
- D. Payment of Permit Fees (if required).
- E. Payment of the Public Information Meeting Advertisements, if required.
- F. Payment of the Court Reporter for public meetings, if required.
- G. Printing and Binding Services.

Should an invoiced amount for fees earned appear to exceed the work effort believed to be completed, the COUNTY may, prior to processing of the invoice for payment, require the CONSULTANT to submit satisfactory evidence to support the invoice.

All progress reports shall be mailed to the attention of the designated Project Manager, Caryssa Joustra, Clearwater, FL 33756.

SUPPLIER shall submit invoices for payment due as provided herein with such documentation as required by Pinellas County and all payments shall be made in accordance with the requirements of Section 218.70 *et. seq*, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Division Accounts Payable
Pinellas County Board of County Commissioners
P. O. Box 2438
Clearwater, FL 33757

Each invoice shall include, at a minimum, the Supplier's name, contact information and the standard purchase order number. The County may dispute any payments invoiced by SUPPLIER in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

Fees for contingent or additional services authorized shall be invoiced separately, and shall be due and payable in full upon the presentation of satisfactory evidence that the corresponding services have been performed.

SECTION 7 COMPENSATION TO THE CONSULTANT

7.1 For the BASIC SERVICES provided for in this Agreement, as defined in Section 3.10, the COUNTY agrees to pay the CONSULTANT as follows:

A Lump Sum Fee of: Four Hundred Eighty-Five Thousand Six Hundred Twenty-Five and 00/100 Dollars **(\$485,625.00)** for Task 1 – Basic Services Phase of the PROJECT.

A Lump Sum Fee of: Three Hundred Twenty-One Thousand Eighty-Six and 00/100 Dollars **(\$321,086.00)** for Task 2 – Additional Services Phase of the PROJECT.

The above fees shall constitute the total not to exceed amount of Eight Hundred Six Thousand Seven Hundred Eleven and 00/100 Dollars **(\$806,711.00)** to the CONSULTANT for the performance of Basic Services. All man hours are billed per the established and agreed hourly rates. The hourly rates are fully loaded and include all labor, overhead, expenses and profit of any nature including travel within the Tampa Bay Metropolitan Statistical area. Travel outside of the Tampa Bay Metropolitan Statistical Area will be reimbursed in accordance with Section 112.061 F.S. and/or the County Travel Policy, as approved by the County.

7.3 For any CONTINGENCY SERVICES performed, the COUNTY agrees to pay the CONSULTANT, a negotiated fee based on the assignment, up to a maximum amount not to exceed Eighty Thousand and 00/100 Dollars **(\$80,000.00)** for all assignments performed.

7.4 Total agreement amount Eight Hundred Eighty-Six Thousand Seven Hundred Eleven and 00/100 Dollars **(\$886,711.00)**.

7.5 For any ADDITIONAL SERVICES, the COUNTY agrees to pay the CONSULTANT a negotiated total fee based on the work to be performed as detailed by a written amendment to this Agreement.

7.6 In the event that this Agreement is terminated under the provisions of this contract the total and complete compensation due the CONSULTANT shall be as established by the COUNTY based on the COUNTY'S determination of the percentage of work effort completed to date of termination.

SECTION 8 PERFORMANCE SCHEDULE

Time is of the essence in this Agreement. The CONSULTANT shall plan and execute the performance of all services provided for in this Agreement in such manner as to ensure their proper and timely completion in accordance with the following schedule:

8.1 The services to be rendered by the CONSULTANT shall be commenced upon receipt from the COUNTY of written "NOTICE TO PROCEED."

8.2 All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in 2.3 E.

8.3 The CONSULTANT shall not be held responsible for delays in the completion of the PROJECT design when the COUNTY causes such delays. The COUNTY reviews related to the above submittals shall not exceed twenty-one (21) days.

SECTION 9 AUTHORIZATION FOR CONTINGENT OR ADDITIONAL SERVICES

9.1 The CONTINGENCY services provided for under this Agreement shall be performed only upon prior written authorization from the Director of Utilities or designee.

9.2 The ADDITIONAL services provided for under this Agreement shall be performed only upon approval of the County Administrator or Board of County Commissioners.

9.3 The CONSULTANT shall perform no services contemplated to merit compensation beyond that provided for in this Agreement unless such services, and compensation therefore, shall be provided for by appropriate written authorization or amendment(s) to this Agreement.

**SECTION 10
FIRMS AND INDIVIDUALS PROVIDING SUBCONSULTING SERVICES**

The COUNTY reserves the right to review the qualifications of any and all subconsultants, and to reject any subconsultant in a proper and timely manner, deemed not qualified to perform the services for which it shall have been engaged. Any subconsultant not listed as part of the prime consultants team at time of award must be approved by the Director of Purchasing prior to performing any service.

**SECTION 11
SATISFACTORY PERFORMANCE**

All services to be provided by the CONSULTANT under the provisions of this Agreement, including services to be provided by subconsultants, shall be performed to the reasonable satisfaction of the COUNTY'S Director of Utilities or designee.

**SECTION 12
RESOLUTION OF DISAGREEMENTS**

12.1 The COUNTY shall reasonably decide all questions and disputes, of any nature whatsoever, that may arise in the execution and fulfillment of the services provided for under this Agreement.

12.2 The decision of the COUNTY upon all claims, questions, disputes and conflicts shall be final and conclusive, and shall be binding upon all parties to this Agreement, subject to judicial review.

**SECTION 13
CONSULTANT'S ACCOUNTING RECORDS**

13.1 Records of expenses pertaining to all services performed shall be kept in accordance with generally accepted accounting principles and procedures.

13.2 The CONSULTANT'S records shall be open to inspection and subject to examination, audit, and/or reproduction during normal working hours by the COUNTY'S agent or authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the CONSULTANT or any of his payees pursuant to the execution of the Agreement. These records shall include, but not be limited to, accounting records, written policies and procedures, subconsultant files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this Agreement. They shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. The COUNTY shall not audit payroll and expense records on task assignments paid by lump sum fee.

13.3 For the purpose of such audits, inspections, examinations and evaluations, the COUNTY'S agent or authorized representative shall have access to said records from the effective date of the Agreement, for the duration of work, and until five (5) years after the date of final payment by the COUNTY to the CONSULTANT pursuant to this Agreement.

13.4 The COUNTY'S agent or authorized representative shall have access to the CONSULTANT'S facilities and all necessary records in order to conduct audits in compliance with this Section. The COUNTY'S agent or authorized representative shall give the CONSULTANT reasonable advance notice of intended inspections, examinations, and/or audits.

SECTION 14 OWNERSHIP OF PROJECT DOCUMENTS

Upon completion or termination of this Agreement, all records, documents, tracings, plans, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by the CONSULTANT under this Agreement shall be delivered to and become the property of the COUNTY. The CONSULTANT, at its own expense, may retain copies for its files and internal use. The COUNTY shall not reuse any design plans or specifications to construct another project at the same or a different location without the CONSULTANT'S specific written verification, adaptation or approval.

SECTION 15 INSURANCE COVERAGE AND INDEMNIFICATION

15.1 The Consultant must maintain insurance in at least the amounts required in the Request for Proposal throughout the term of this contract. The contractor must provide a Certificate of Insurance in accordance with Insurance Requirements of the Request for Proposal, evidencing such coverage prior to issuance of a purchase order or commencement of any work under this Contract. See Section C Insurance Requirements – Attached

15.2 If the CONSULTANT is an individual or entity licensed by the state of Florida who holds a current certificate of registration under Chapter 481, Florida Statutes, to practice architecture or landscape architecture, under Chapter 472, Florida Statutes, to practice land surveying and mapping, or under Chapter 471, Florida Statutes, to practice engineering, and who enters into a written agreement with the COUNTY relating to the planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with any actual or proposed construction, improvement, alteration, repair, maintenance, operation, management, relocation, demolition, excavation, or other facility, land, air, water, or utility development or improvement, the CONSULTANT will indemnify and hold harmless the COUNTY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the Agreement.

**SECTION 16
EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
FOR CONTRACTS NOT SUBJECT TO EXECUTIVE ORDER 11246**

In carrying out the contract, the CONSULTANT shall not discriminate against employee or applicant for employment because of race, color, religion, sex or national origin.

**SECTION 17
INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE
IMMIGRATION REFORM AND CONTROL ACT OF 1986**

CONSULTANT acknowledges that it is functioning as an independent Consultant in performing under the terms of this Agreement, and it is not acting as an employee of COUNTY. CONSULTANT acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of this contract shall be considered a material breach and shall be grounds for immediate termination of the contract.

**SECTION 18
PROHIBITION AGAINST CONTINGENT FEE**

The CONSULTANT warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**SECTION 19
TRUTH IN NEGOTIATIONS**

By execution of this Agreement, the CONSULTANT certifies to truth-in-negotiations and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original contract amount and any additions thereto shall be adjusted to exclude any significant sums where the COUNTY determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the contract.

**SECTION 20
SUCCESSORS AND ASSIGNS**

The CONSULTANT shall not assign, sublet, or transfer his interest in this Agreement without the written consent of the COUNTY.

**SECTION 21
INTEREST ON JUDGMENTS**

In the event of any disputes between the parties to this Agreement, including without limitation thereto, their assignees and/or assigns, arising out of or relating in any way to this Agreement, which results in litigation and a subsequent judgment, award or decree against either party, it is agreed that any entitlement to post judgment interest, to either party and/or their attorneys, shall be fixed by the proper court at the rate of five percent (5%), per annum, simple interest. Under no circumstances shall either party be entitled to pre-judgment interest. The parties expressly acknowledge and, to the extent allowed by law, hereby opt out of any provision of federal or state statute not in agreement with this paragraph.

SECTION 22 TERMINATION OF AGREEMENT

22.1 The COUNTY reserves the right to cancel this Agreement, without cause, by giving thirty (30) days prior written notice to the CONSULTANT of the intention to cancel. Failure of the CONSULTANT to fulfill or abide by any of the terms or conditions specified shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of COUNTY. Alternatively, at the COUNTY'S discretion, the COUNTY may provide to CONSULTANT thirty (30) days to cure the breach. Where notice of breach and opportunity to cure is given, and CONSULTANT fails to cure the breach within the time provided for cure, COUNTY reserves the right to treat the notice of breach as notice of intent to cancel the Agreement for convenience.

22.2 If COUNTY terminates the Agreement for convenience, other than where the CONSULTANT breaches the Agreement, the CONSULTANT'S recovery against the COUNTY shall be limited to that portion of the CONSULTANT'S compensation earned through date of termination, together with any costs reasonably incurred by the CONSULTANT that are directly attributable to the termination. The CONSULTANT shall not be entitled to any further recovery against the COUNTY, including but not limited to anticipated fees or profit on work not required to be performed.

22.3 Upon termination, the CONSULTANT shall deliver to the COUNTY all original papers, records, documents, drawings, models, and other material set forth and described in this Agreement.

22.4 In the event that conditions arise, such as lack of available funds, which in the COUNTY'S opinion make it advisable and in the public interest to terminate this Agreement, it may do so upon written notice.

SECTION 23 AGREEMENT TERM

This Agreement will become effective on the date of execution first written above and shall remain in effect for one thousand two hundred ninety-five (1,295) consecutive calendar days from the commencement date on the Notice to Proceed) unless terminated at an earlier date under other provisions of this Agreement, or unless extended for a longer term by amendment.

SECTION 24 CONFLICT OF INTEREST

24.1 By accepting award of this Contract, the CONSULTANT, which shall include its directors, officers and employees, represents that it presently has no interest in and shall acquire no interest in any business or activity which would conflict in any manner with the performance of services required hereunder, including as described in the CONSULTANT'S own professional ethical requirements. An interest in a business or activity which shall be deemed a conflict includes but is not limited to direct financial interest in any of the material and equipment manufacturers suppliers, distributors, or contractors who will be eligible to supply material and equipment for the PROJECT for which the CONSULTANT is furnishing its services required hereunder.

24.2 If, in the sole discretion of the County Administrator or designee, a conflict of interest is deemed to exist or arise during the term of the contract, the County Administrator or designee may cancel this contract, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the COUNTY.

SECTION 25 ENTIRE AGREEMENT

This Agreement represents, together with all Exhibits and Appendices, the entire written Agreement between the COUNTY and the CONSULTANT and may be amended only by written instrument signed by both the COUNTY and the CONSULTANT.

**SECTION 26
PUBLIC ENTITY CRIMES**

CONSULTANT is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and CONSULTANT agrees that its bid and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. CONSULTANT represents and certifies that CONSULTANT is and will at all times remain eligible to bid for and perform the services subject to the requirements of these, and other applicable, laws. CONSULTANT agrees that any contract awarded to CONSULTANT will be subject to termination by the County if CONSULTANT fails to comply or to maintain such compliance.

**SECTION 27
PUBLIC RECORDS**

Consultant acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and Pinellas County public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Consultant agrees to charge the County, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and County policy for locating and producing public records during the term of this Agreement.

CONTRACTOR'S DUTY

If the contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Pinellas County Board of County Commissioners, Purchasing Department, Operations Manager custodian of public records at 727-464-3311, purchase@pinellascounty.org, Pinellas County Government, Purchasing Department, Operations Manager, 400 S. Ft. Harrison Ave, 6th Floor, Clearwater, FL 33756.

**SECTION 28
GOVERNING LAW AND AGREEMENT EXECUTION**

This Agreement shall be governed by the laws of the State of Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the day and year first written above.

Firm Name: Mason Blau and Associates, Inc.

PINELLAS COUNTY, by and through its
Board of County Commissioners

By: *Michael R. Mason*
Print Name: MICHAEL R. MASON
Title: PRESIDENT Date: 6/29/20

By: _____
Name _____ Date: _____
Chairman

ATTEST:

Ken Burke, Clerk of the Circuit Court

By: _____
Deputy Clerk _____ Date: _____

APPROVED AS TO FORM

By: *Doriki T. Leukee*
Office of the County Attorney



MASON BLAU & ASSOCIATES, INC.

Architects, Planners AA 0002779
4625 East Bay Drive, Suite #228
Clearwater, FL 33764
(727) 530-0570
(727) 530-0672 fax

June 19, 2020

Tom Menke
Engineering Section Manager
Pinellas County Utilities
14 South Fort Harrison, Clearwater, FL 33756
Phone (727) 453-3611
Fax (727) 464-8908
tmenke@pinellascounty.org

Re: Proposal for Professional Services
Pinellas County Utilities
Logan Lab Improvements (PID#) 002149A
1620 Ridge Road S.
Largo, FL 33778
MBA No. 19503

Dear Mr. Menke:

Mason Blau & Associates, Inc. would like to thank you for the opportunity to present this proposal for professional services regarding the above referenced project.

PROJECT

Our understanding of the summary of the project includes significant improvements to the campus at 1620 Ridge Road S. in Largo, Florida. Pinellas County Utilities intends to consolidate staff from two existing buildings – Building A and Building C on site, and relocate them to the existing expanded building on site known as Logan Lab or Building B. Logan Lab (Building B) is currently 16,668 g.s.f. Once staff and operations are relocated to Logan Lab, Building A which is 11,536 g.s.f. and Building C which is 2,132 g.s.f. can be decommissioned and demolished. The existing site is 8.85 acres and parking and circulation will be updated and adjusted to support the new campus layout. This work will include demolition, renovation and additions at the Logan Lab (Building B). The work identified by Pinellas County Utilities includes the following list:

1. Decommissioning Building A and Building C. Demolition of these buildings is included.
2. Construction of new space for the occupants of Building A and Building C, adjacent to Building B. This requires two additions to Building B totaling approximately 12,093 g.s.f. The two (2) additions are intended to be designed to Category 5 or Miami Dade wind and impact standards.
3. Construction of a new chiller system. The existing Central Energy Plant (CEP) will need to be replaced and relocated to allow for the new additions to Building B. The new CEP will include new chillers and pump equipment, a new boiler and a new emergency generator.
4. Improvements to the HVAC equipment and lab hood ventilation. This work is intended to improve energy efficiency of the existing equipment at Logan Lab Building B. HVAC equipment

replacement has been added to the project, and includes 6 Roof Top Units (RTUs), all hood exhaust fans, the VAV units inside of Building B and the HVAC control equipment. Because of the age of the existing roof, and the roof top equipment replacement, a reroof of the existing built-up roof is also included.

5. Repairs to the existing Building B, including weep hole restoration and flashing replacement. The scope of this work will be as determined by the Moisture Consultant.
6. Consideration of a hardened structure designed for Category 5 storm event capable of housing vehicles and personnel and sited within the constraints of the existing parcel. This is limited to a feasibility study only for conceptual level schematic drawings for a proposed building and budget.

The County's anticipated opinion of probable construction cost is \$6,000,000.

TEAM

We have an excellent team of professionals assembled for this project. Each of them were hand-picked because of their experience with the County, experience with this type of project, experience with us or even actual experience at this site. Those team members are as follows:

Mason Blau and Associates, Inc.	- Architect
Cardno, Inc.	- Civil, Landscape & Survey
Driggers Engineering Services, Inc.	- Geotechnical Engineering
Pennoni Associates (Formerly McCarthy)	- Structural Engineering
Engineering Matrix, Inc.	- Mechanical, Plumbing and Electrical Engineering
Bennett Design and Consulting, Inc.	- Interior Design
Construction Moisture Consulting, Inc.	- Roofing, Envelope, Waterproofing Consultant
Two Trails, Inc.	- LEED Consultant
Construction Consultants & Associates, Inc.	- Construction Cost Estimating
Keane Acoustics, Inc.	- Acoustical Engineer

PHASES AND SCHEDULE

Our understanding of the scope of work includes eight (8) phases. The eight (8) phases include:

1. Program Verification/ Needs Assessment Phase - 30 Days
2. Schematic Design Phase - 30 Days
3. Design Development Phase - 45 Days
4. Construction Document Phase - 60 Days
5. Bidding & Negotiation Phase - 176 Days
6. Construction Administration Phase - 860 Days
7. Project Completion and Closeout Phase - 30 Days
8. Warranty Phase - 1 Day

The Program Verification Phase includes confirming space needs and requirements. Room data sheets and conceptual plan diagrams were completed previously. We will review existing conditions, update existing drawing files and complete all surveys. This phase includes one (1) design meeting and one (1) workshop.

The Schematic Design Phase includes schematic plans and an opinion of probable construction cost. This phase includes one (1) design meeting and one (1) workshop.

The Design Development Phase includes drawings, outline specifications, opinion of probable cost, calculations, and equipment cut sheets for the approved modifications. Two interior design finish boards and furniture selection will be provided for final scheme selection. This phase includes one (1) design meeting and one (1) workshop.

The Construction Document Phase includes completion of drawings and specifications suitable for public bidding (if necessary), and opinion of probable cost. This phase includes one (1) design meeting and one (1) workshop.

The Bidding/Negotiation Phase includes permitting for site and building, processing and administration of the public competitive bid package (if necessary), responding to bid questions, one (1) pre-bid meeting, reviewing and tabulation of bid proposals and recommendation of award.

The Construction Administration Phase includes a pre-construction meeting, shop drawing review, construction observation, field reports, pay request review and approval, substantial completion punch list, up to twenty eight (28) monthly site visits for the architect, and at least (2) visits by each of the consultants during construction.

The Project Completion and Closeout Phase includes review of the completed substantial completion punch list by the Contractor, review and approval the Operation and Maintenance and Warranty documents provided by the Contractor, and preparation of Record Documents based off of information from the Contractor provided by As-built drawings.

The Warranty Phase includes a visual walking tour of the facility and the documentation of any identified outstanding incomplete warranty items just prior to the end of the warranty in a punch list for distribution to the Contractor to complete.

COMPENSATION

Per your request, we are including the structural, mechanical, plumbing, and electrical engineer's professional services in the proposal along with our architectural fees for basic services. Although it is not necessarily, part of basic services, Geotechnical Engineering, Civil Engineering, Landscape Architect, Survey, SUE Survey, Arborist, Asbestos/ Lead Paint Survey, Interior Design, Moisture Consulting, LEED Energy Modeling, LEED Consultant Services, Construction Cost Consultant and Acoustical Engineering are included in our architectural fee per your request.

Mason Blau & Associates, Inc. proposes to provide architectural, geotechnical, civil, landscape architect, survey, SUE survey, arborist, asbestos/ lead paint survey, interior design, moisture consultant, LEED consultant, LEED modeling, construction costs, acoustical, structural, mechanical, plumbing, and electrical consultant services for a 13.44% of construction or cost fee of Eight Hundred Six Thousand Seven Hundred Eleven Dollars and 00/100 (\$806,711.00). This fee includes a total of eight (8) site meetings through construction documents; one (1) pre-bid conference and up to twenty nine (29) site visits by the architect; and up to two (2) site visits by our consultants during construction. We anticipate design to construction documents to take approximately two hundred fifty nine (259) days to complete

from Notice to Proceed, depending on owner review and approval. (See Design and Construction Schedule Exhibit B). We anticipate advertisement, bidding, and award of the construction contract to take a minimum of one hundred seventy six (176) days. We anticipate construction to take a maximum of eight hundred sixty (860) days through substantial completion.

The project team includes the following members, disciplines and their associated fees:

Basic Services		
Mason Blau and Associates, Inc.	Architect	\$344,700.00
Pennoni Associates, Inc.	Structural Engineer	\$32,925.00
Engineering Matrix, Inc.	Mechanical, Plumbing, and Electrical	\$108,000.00
Basic Services Subtotal		\$485,625.00
Additional Services		
Pennoni Associates, Inc.	Vehicle Storage Feasibility	\$2,286.00
Cardno, Inc.	Civil Engineer, Landscape, Survey, SUE Survey, Arborist and Asbestos/ Lead Paint Survey	\$149,780.00
Driggers Engineering Services, Inc.	Geotechnical Engineer	\$12,000.00
Bennett Design and Consulting, Inc.	Interior Design	\$7,825.00
Two Trails, Inc.	LEED Consultant	\$42,020.00
Engineering Matrix , Inc.	LEED Energy Modeling and Documentation and Vehicle Storage Feasibility	\$26,105.00
CC & A Consultants	Construction Cost Consultant	\$9,120.00
Keane Acoustics	Acoustical Engineer	\$9,500.00
Construction Moisture Consulting, Inc.	Building Envelope and Moisture Consultant	\$10,450.00
Mason Blau and Associates, Inc.	As-Built Drawing Update	\$6,500.00
	Programming Confirmation	\$6,500.00
	Vehicle Storage Feasibility	\$24,000.00
	LEED Documentation	\$6,000.00
	Extended Phasing Construction Site Visits(16)	\$9,000.00
Additional Services Subtotal		\$321,086.00
TOTALS		
Basic Services Fee		\$485,625.00
Additional Services Fee		\$321,086.00
PROFESSIONAL SERVICES TOTAL FEE		\$806,711.00

Fee breakout per phase:

Program Verification Phase (10%)	\$80,671.10
Schematic Design Phase (11%)	\$88,738.21
Design Development Phase (22%)	\$177,476.42
Construction Document Phase (31%)	\$250,080.41
Bidding & Negotiation Phase (6%)	\$48,402.66
Construction Administration Phase (20%)	\$161,342.20
Project Completion and Closeout Phase	
Warranty Phase	
PROFESSIONAL SERVICES TOTAL FEE	<u>\$806,711.00</u>

Assuming the Owner wants this under a single Mason Blau & Associates, Inc. contract, the total fee for Professional Services is Eight Hundred Six Thousand Seven Hundred Eleven Dollars and 00/100 (\$806,711.00).

Typically, the following services are excluded: investigation of existing conditions survey, environmental site studies, permit fees, environmental abatement, fire protection engineering, traffic studies, audio/visual design, telephone and data equipment, food service equipment, existing record drawings, and digitizing existing plans to generate AutoCAD DWG. files, code corrections outside of the project limits, inventory of materials and equipment, analysis of Owner operating cost, extensive renderings, animations, virtual reality content and models.

EXPENSES

Per the County's request hourly rates are fully loaded and typical reimbursable expenses are included. Reimbursable expenses consist of consultant's travel, courier, reproduction, postage, plotting, and other miscellaneous expense incurred by the architect or his consultant regarding this project.

I hope this proposal meets with your approval. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Michael R. Mason, AIA
President

MRM/tlf

Cc: Robert H. Blau, AIA

February 5, 2020
Revised April 16, 2020
Revised May 6, 2020
Revised June 2, 2020



Mr. Michael R. Mason, AIA, LEED AP - President
Mason Blau & Associates, Inc.
4625 East Bay Drive, Suite 228
Clearwater, FL 33764

Cardno

380 Park Place Blvd
Suite 300
Clearwater, FL 33759
USA

**RE: Pinellas County – Logan Lab Improvements
Professional Civil and Landscape Design, Permit, Bid and Post Design
Survey, SUE, Asbestos/Lead Paint and Arborist Proposal
Pinellas County, Florida**

Phone: +1 727 531 3505
Fax: +1 727 539 1294

www.cardno.com

Dear Mike:

Pursuant to your request on August 28, 2019, Cardno is pleased to provide a proposal for Professional Civil Engineering and Landscape Architectural Services for building additions to Logan Lab and other site improvements. The site is located in Pinellas County at 1620 Ridge Road, Largo, Florida. For purposes of this proposal, we have divided the proposal into three (3) professional service phases: Programming Verification, Schematic and Design Development Design in Phase I Basic Services; Construction Documents (Civil & Landscape) and Permitting in Phase II, and Bid and Post Design Services and Meetings in Phase III. To accomplish each of these Phases, we have prepared the attached scope of services detailing the necessary scope of work for your review.

We appreciate your consideration of our firm for this work and look forward to continuing our relationship with Mason Blau & Associates and Pinellas County. If you have any questions or need additional information, please call.

Sincerely,

A handwritten signature in blue ink that reads "Thomas F. Burke".

Thomas F Burke, PE
Principal – Land Development
For Cardno
Direct Line 727 431-1553

TFB

Australia • Belgium • Indonesia • Kenya • New Zealand • Papua New Guinea
United Arab Emirates • United Kingdom • United States • Operations in 60 countries

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**SCOPE OF SERVICES
PINELLAS COUNTY LOGAN LAB IMPROVEMENTS
CIVIL ENGINEERING, SURVEYING AND LANDSCAPE ARCHITECTURAL SERVICES
PINELLAS COUNTY, FLORIDA**

PROJECT DESCRIPTION

Cardno (hereinafter referred to as the “CONSULTANT”) understands that Mason Blau and Associates (hereinafter referred to as the “CLIENT”) and Pinellas County (hereinafter referred to as the “OWNER”) wishes to make building and site improvements at the +/- 8.85 acre existing Logan Laboratory and Water Treatment Facility located on 1620 Ridge Road, Largo. Improvements include a building addition to the existing Logan Lab; a new freestanding building; parking and circulation improvements; stormwater management improvements; landscape and irrigation updates; utility relocations and demolition of Buildings A and C. No off-site improvements are anticipated, nor included for the surrounding streets, other than removal of on-street parking on Ridge Road and utility services and drainage connections on Ridge Road at the subject property. It is proposed that a Stormwater Management System for water quality and quantity satisfying Largo, Pinellas County and Southwest Florida Water Management District (SWFWMD) requirements can be accommodated on-site using a retention/detention pond system. Existing on-site utilities are assumed to be available and adequate to serve the building additions; therefore, off-site utility service extensions are not included. The project will be designed and constructed for some level of LEED Certification.

The CONSULTANT shall provide Landscape Architectural services for the preparation of planting, irrigation and tree mitigation drawings in order to meet code minimum requirements for site plan approval submittal with the City of Largo. The designs will be based on past meeting minutes and the approved Site Development Plan Scheme ‘I’ prepared as part of the schematic design phase of the project. Coordination will occur throughout this phase of the project with the Owner, other consultants and Jurisdictional governing bodies as required. It is our understanding that landscape buffers are required along all four property boundaries and perimeters. Additionally, the parking lot is required to be landscaped to meet ordinance. It is understood the County desires to utilize existing plantings to meet planting requirements as available. It is assumed that a tree survey and plant inventory will be provided to The CONSULTANT in order to ensure code compliance incorporating existing material. It is also understood that an irrigation system exist on-site. It is assumed the CLIENT will provide irrigation as-built and any available relevant irrigation drawings in order for the CONSULTANT to utilize the existing system efficiently,

Based on the City of Largo and Pinellas County Land Development Regulations the project will be permitted under a single phase. *If additional packages of plans and permits are requested, a separate scope and fee will be provided.* Anticipated permits include: City of Largo Site Plan approval; SWFWMD Environmental Resource Permit, Pinellas County Stormwater and Right-of-Way, and Florida Department of Environmental Protection (FDEP) applicable water, sewer and NPDES permits.

PHASE I - BASIC SERVICES

A. SCHEMATIC DESIGN (SD) PLANS

1. Programming / Scheme I Confirmation

The CONSULTANT in conjunction with the CLIENT and OWNER will confirm the programming requirements and conceptual Scheme I layout previously prepared under a separate contract. This includes review of Owner-provide existing utility atlas/plans for domestic services as well as yard piping associated with the treatment plant; preliminary stormwater management analysis; compatibility with zoning requirements; landscape buffers, planting requirements, tree preservation, irrigation needs; and vehicular use area including circulation and one project team meeting with the OWNER. The CONSULTANT will provide additional research concerning existing permit history with the Water Management District, City of Largo Planning & Engineering Staff, Pinellas County and miscellaneous utility providers adjacent to or on the subject property. An owner workshop and coordination with the LEED consultant will also occur during this initial phase of the project.

2. Pre-Application and Design Team Meetings

The CONSULTANT will schedule and attend one (1) coordination/review meeting with the CLIENT and OWNER during each of the four phases (Programming, Schematic, Design Development & Construction Documents), a total of four (4) meetings to review the documents prior to each submittal. The purpose of these meetings will be to confirm design parameters and standards applied to the project. The CONSULTANT will also schedule and attend one (1) pre-application meeting with each of the following agencies: City of Largo, Pinellas County and SWFWMD for scoping the design and permitting requirements of the project. Should the CLIENT and/or OWNER require additional meetings beyond the seven (7) listed above, the CONSULTANT will perform those on an as needed basis in accordance with our Hourly Rate Schedule attached below.

3. Survey and Surface Utility Engineering (SUE)

The CONSULTANT will provide a boundary, topographic, tree and aboveground site and utility improvements within the subject property. The topographic survey will be from the center line of Ridge Road on the west side of the property; and 50 feet beyond the existing boundary lines on the north, east and south side of the site; as well as the driveway access connection from 16th Avenue SW. The survey shall include: all above ground visible topographic features within the defined limits above and up to 25 feet outside the boundary, inverts for all drainage and sanitary sewer structures, all trees 4-inches or larger in diameter at breast height will be located, and all grade breaks and elevations in order to create an accurate Digital Terrain Model (DTM). The project will reference NAVD 1988, Florida State Plan Coordinates, and North American Datum of 1983, 1990 Adjustment (NAD 83/90). The CONSULTANT will provide up to three (3) signed and sealed copies of the survey for permitting and an electronic file for design purposes. All survey activities and deliverables will be in accordance with Chapter 61G17 Florida Administrative Code, and Chapter 472 Florida Statutes. No underground foundations and limited subsurface utility engineering locates will be provided.

Subsurface Utility Engineering (SUE) services will be provided in two (2) phases. Phase I will include ASCE Quality Level 'B' to collect electronic destination markings and provide an electronic file together with a Surveyor's Report containing found utility information. Phase 2 includes ASCE Quality Level 'A' locating (maximum 20 test holes at 8 test holes per day) to verify vertical and horizontal position of selected potential conflicts. For each test hole, crew will cut and remove existing pavement or other surface material not exceeding 225 square inches per cut. Excavate the material through the cut down to the utility in a way that prevents damage to wrappings, coating or other protective coverings of the utilities. Backfill and compact with select material around the utility and provide a restoration of the surface pavement within the limits of the cut.

4. Asbestos and Lead Based Paint Survey

The CONSULTANT will provide an asbestos and lead survey for existing structures to be removed or modified. The survey and resulting sampling and reporting will be in accordance with applicable regulations. Services to include: inspection of facilities, bulk sampling of materials (up to 250 samples); Lead screening within renovated areas, laboratory analysis of samples and reporting.

5. Arborist Evaluation

The CONSULTANT will provide an arborist evaluation of the surveyed trees within the subject property. Work to include a field verification of surveyed trees, identification of species, size and condition, recommendation for removal and protection and final reporting with photographs.

6. Schematic Design - Conceptual Site and Landscape Plans

The CONSULTANT will assist the CLIENT and OWNER in further developing the Scheme I Site Plan for the proposed project. The Schematic Design package for the proposed improvements will be based on the findings obtained from the Data Collection Phase, along with the initial program verification provided by the OWNER. The CONSULTANT will confirm: building setbacks, landscape buffers, parking standards, stormwater requirements and availability, location and availability of existing domestic utilities. Work to include the attendance at one (1) design team meeting with the OWNER.

The CONSULTANT will prepare a schematic landscape planting concept for the CLIENT and OWNER to review. The planting plan will portray the conceptual design vision based on a code minimum requirement. The CONSULTANT will make revisions to the plan based on the CLIENT and OWNER'S feedback and implement the desired revisions into the Design Development phase of the project.

B. DESIGN DEVELOPMENT (DD) PLANS

1. Design Development Plans

The CONSULTANT will advance the OWNER-approved Schematic Design Plans into Design Development plans. In coordination with the CLIENT and OWNER, a Design Development site plan will be prepared based on the OWNER'S project programming requirements. The CONSULTANT will prepared a Design Development site plan that reflects the requirements of the permitting agencies for CLIENT and OWNER for review and approval. Once approved, this will

be the basis for the CONSULTANT's design and construction drawings. It is assumed the OWNER will not alter the building configuration and site layout after this phase.

The CONSULTANT will then develop and provide Design Development Plans to the CLIENT to show a more detailed master plan level of the proposed improvements. The DD plan set will include: Demolition Plan, Master Site Plan, Master Stormwater Plan, and Master Utility Plan with associated civil engineering related outline specifications. An owner's workshop will be held to present the DD plan set to the stake holders. Coordination with the LEED consultant will also continue through this phase.

2. Landscape Architectural Plans

Planting Design - The CONSULTANT will prepare planting drawings indicating plant types, locations, spacing that meet code minimum requirements. Drawings will also indicate natural vegetation to be preserved and to be removed, location of proposed landscape and buffer areas in accordance with the City Code and City Plant List. Landscaping and buffering will include the approximate location of proposed walls/fencing, berms, hedges and trees. The CONSULTANT will make revisions to the plan based on the CLIENT'S feedback and implement the desired revisions into the Construction Document phase of the project.

Irrigation System Design - The CONSULTANT will prepare irrigation plans for the project indicating type, size and location of critical irrigation equipment including: water source point(s) of connection, mainline, control wire, pavement crossing sleeving and controller.

3. Outline Specifications / Workshop / LEED Coordination

The CONSULTANT will prepare outline specifications for the Design Development plans associated with civil and landscape components. These specifications will reference the appropriate source and provide a description as to how it applies to the project. The CONSULTANT will also prepare for and attend one (1) OWNER workshop to review the DD plan set. Coordination with the LEED consultant on the civil and landscape component will also occur during this phase.

PHASE II - ENGINEERING

A. CONSTRUCTION DOCUMENT (CD) PLANS

1. Civil Engineering Construction Documents (CD's)

The CONSULTANT shall prepare detailed civil engineering Construction Documents for the above referenced project showing paving, grading, drainage, water, and sewer facilities. The Plans will show connections to utilities at appropriate locations. The proposed stormwater management system will provide water quality and quantity for the proposed site improvements through a retention/detention pond. No wetland or floodplain impacts or threatened endangered species are anticipated within the subject property. Our scope includes very limited Subsurface Utility Engineering (SUE) services for locating existing utilities within the project limits. It is assumed that existing domestic utilities are available with adequate capacity to serve this project and that no off-site utility extensions will be required. It is also assumed that no off-site roadway improvements will be required in support of this project.

The CONSULTANT will include submittal packages at the 60 and 100 percent milestones to the CLIENT and OWNER for review and comments prior to permitting. Technical specifications for Civil Engineering and Landscape Architect related design will be prepared to support the CLIENT in developing a bid package for the OWNER. An owner's workshop for each delivery milestone will be conducted with the design team.

The Civil Engineering Construction Document set shall include the following elements and estimated number of sheets shown in parentheses:

- Cover Sheet (1)
- General Notes (2)
- 20 Scale (Max) Boundary, Topographic, Aboveground Improvements and Tree Survey
- 20 Scale (Max) Geotechnical Boring Plan (By Driggers Engineering)
- Stormwater Pollution Prevention Plan
- 50 Scale Master Demolition Plan (1)
- 20 Scale Demolition Plans (2)
- 50 Scale Master Site Plan (1)
- 20 Scale Site Plans (2)
- 20 Scale Geometric/Horizontal Control Plan (1)
- 50 Scale Master Paving and Grading Plan (1)
- 20 Scale Paving and Grading Plans (2)
- 50 Scale Master Drainage Plan (1)
- 20 Scale Drainage Plan (2)
- 50 Scale Master Utility Plan (1)
- 20 Scale Utility Plans (2)
- 40 Scale Planting Plan (1)
- 20 Scale Planting Plans (4)
- 40 Scale Irrigation Plan (1)
- 20 Scale Irrigation Plans (4)
- 40 Scale Tree Mitigation/Protection Plan (1)
- Miscellaneous Notes and Details (10)

2. Landscape Architecture Construction Documents (CD's)

Landscape Planting Design: The CONSULTANT will prepare the final site planting plan for the project based on the previously approved SD and consequent DD plans. This will indicate plant types, locations, spacing, notes and details. The final planting plan will be code compliant but may exceed code minimum requirements based on the previously approved phased drawings.

Irrigation System Design: The CONSULTANT will prepare the final site irrigation plans for the project. The plans will indicate type, size and location of all irrigation equipment including: water source point(s) of connection, mainline, control wire, spray heads, lateral lines, pavement crossing sleeving, valves, filters, sensors, master valve and controller. These plans will also include construction notes and details. Cardno assumes the water meter permit and back flow preventer will be coordinated and obtained through the Civil Engineering Drawings but the irrigation plans will convey the desired meter size and general location to work with the system design.

Tree Protection and Mitigation Plans: The consultant will prepare Tree Preservation and Mitigation Plans in accordance with City of Largo standards identifying tree survey, species, and DBH size. The plans will also provide the proposed location of tree protection fencing and details of tree barricades indicating how existing trees will be protected from damage during construction. These plans will also convey location of trees to be removed and mitigated. The surveyed trees, type, size and condition ratings will be provided by others. The consultant will coordinate as needed throughout each phase of the project with the project Arborist and/or surveyor as needed. It is assumed that an arborist report is not needed to accompany these plans.

Technical/Written Specifications: The CONSULTANT will include the preparation of Technical Specifications for Landscape Architect to support the CLIENT (Architect) in developing a bid package to OWNER.

3. Base Plan Revisions

Revisions to the construction plans to incorporate any OWNER driven or code change revisions to the base plan after the Design Development phase will be provided on a Time and Material Charge Basis.

B. PERMITTING

The CONSULTANT will prepare and submit permit application forms as required by the permitting agencies. The CLIENT understands the CONSULTANT has no control over the final issuance of permits/approvals and that the CONSULTANT'S services include only the initial application and *two (2) requests for additional information response*. The OWNER shall review, approve and sign all permit application documents in a timely manner prior to the submittal of the permits to the agencies having jurisdiction. The OWNER shall allow the CONSULTANT to execute permit applications, if desired, but must provide a Letter of Authorization to the CONSULTANT. All permit fees to be provided by the OWNER.

1. NPDES Permit

The CONSULTANT will prepare the Notice of Intent (NOI) Stormwater Permit Application; the NOI will be executed by the CLIENT and forwarded to the U.S. Environmental Protection Agency (EPA) and the Florida Department of Environmental Protection (FDEP). The Stormwater Pollution Prevention Plan (SWPPP) will be prepared and executed by the selected contractor and placed on file. It will be the responsibility of the contractor to monitor compliance with the SWPPP and to complete the Notice of Termination (NOT) at the completion of the project.

2. Utility Permits

The CONSULTANT will prepare and submit, as engineer of record, the Health Department permit applications for the following utilities: the on-site sanitary sewer collection system, the potable water distribution system, and the fire flow system to the building. This process involves also submitting applications to the utility provider for each utility service for signatures and approvals. The CONSULTANT will utilize data provided by the Plumbing Engineer and Fire Protection Consultant for inclusion in the permit submittals (i.e. fixture counts, proposed flow requirements, flow tests, etc.). All fire flow tests would be handled by the OWNER of the said utility, however, if a vendor is needed to flow the existing hydrants, the cost would be included as an expense.

3. City of Largo

Building and Site Construction Document Permit – The CONSULTANT will submit the necessary sets of signed and sealed Civil Engineering, Landscape Architecture Plans and Documents to the City of Largo for construction plan approval. The CONSULTANT will also submit as-needed plans to the CLIENT (Architect) for inclusion into the Building Plans permit submittal. The CONSULTANT will provide response to comments (RAI's) update plans and resubmit up to two (2) rounds for both site and building submittals. Any variance, rezoning, land use amendment for this project will be considered additional services.

4. Southwest Florida Water Management District (SWFWMD) – ERP Modification

The CONSULTANT will prepare and submit a SWFWMD Environmental Resource Permit Major Modification Application for stormwater permitting in accordance with the District rules and regulations. The CONSULTANT anticipates the project site to be located within an open drainage basin and will design the site based on a conventional side sloped pond for a 25-year/24-hour design storm event. If it is determined that the subject property is located within a closed drainage basin or un-conventional pond designs (walls, underground vaults, etc.) are required, the CONSULTANT will prepare an additional scope and fee. Wetland mitigation services, off-site floodplain compensation; threatened and endangered species services and NEPA Studies are not anticipated, and therefore not included within this scope of work.

5. Pinellas County Right-of-Way Use Permit (Ridge Road)

The CONSULTANT will submit an access, utility and drainage connection application based on the construction documents site plan to Pinellas County for review and approval. The CONSULTANT shall provide the necessary calculations, applications and permit submittals in accordance with the County's rules and regulations. If it is determined that off-site roadway improvements to Ridge Road and/or signalization are required as a result of the application, the additional work will be performed under separate scope and fee. The selected contractor will be responsible for Maintenance of Traffic (MOT) plans and filing the permit, as well as bonding construction activities within the Right-of-Way.

6. LEED Certification

The CONSULTANT will coordinate with the project LEED consultant to complete templates related to the Civil Engineer and Landscape Architect disciplines. This task includes conducting the required analysis, producing the necessary maps/exhibits, filling out the applicable credit templates and uploading the relevant data to the LEED-Online website.

C. BID PHASE SERVICES

The CONSULTANT will assist the CLIENT and OWNER through the public competitive bid process. These services are limited to preparation of the civil and landscape components of the bid package; participation in a pre-bid meeting; responding to bidder written questions; issuance of bid addendums and review, tabulation and ranking of submittals.

PHASE III – POST DESIGN SERVICES

The CLIENT has estimated the construction duration at 28 months. The CONSULTANT will attend one (1) pre-construction meeting and up to fifteen (15) site construction meetings to review any RFI or construction related issues. In addition, one (1) substantial inspection (punch list) and two (2) follow-up inspections of contractor's resolution to listed items will be conducted. During attendance at the construction meetings, the CONSULTANT'S staff will conduct on-site observations for general conformance with the contract documents.

The CONSULTANT will also provide Shop Drawing reviews for site/civil related documents; address the Contractor's Request for Information (RFI) and associated proposed resolution and assist the CLIENT in reviewing the Contractor pay application related to site/civil components of the pay request.

Permit completion and transfer certifications by the Engineer of Record are included in this scope of services. Additional construction time may warrant a supplemental scope of services to complete supplemental tasks.

The CONSULTANT will review the As-Built "Drawing" and resulting "Survey" for completeness and prepare a Record Drawings based on these on the as-built drawing and survey provided by others. Additional reviews caused by contractor and/or surveyors incomplete information will be considered additional services. As-Built Drawing and Survey must be prepared by the contractor or the contractor's licensed surveyor in accordance with permitting agency specifications. The CONSULTANT will assist the OWNER in preparing the Engineer of Record completion certifications to the permitting agencies including Southwest Florida Water Management District, City of Largo, and Pinellas County, as applicable.

PHASE IV – FEASIBILITY REVIEW OF VEHICLE STORAGE BUILDING

Phase IV is a feasibility review performed by the design team for consideration of a hardened structure designed for a Category 5 storm event capable of housing vehicles and personnel and sited within the constraints of the existing parcel. The CONSULTANTS scope for this phase is limited to providing a schematic level drawing and associated narrative for the civil components of the proposed action. The schematic and narrative will be based on readily available site information; therefore, no additional survey, geotechnical or other supporting documentation will be collected for this review. The civil narrative and schematic are anticipated to be incorporated into a complete feasibility report assembled by others. Phase I through Phase III scopes provided above do not include incorporating any results from the feasibility review into the construction documents.

MISCELLANEOUS

Services Not Included

The following is a list of supplemental services that are not included under this proposal. These services shall be charged in accordance with the hourly rates established in the CONSULTANT'S Professional Services Fee Schedule (see attached). The CONSULTANT shall only conduct such services upon authorization by the CLIENT.

1. The CONSULTANT shall not be responsible for attendance at meetings other than those specifically listed within this proposal. The CONSULTANT shall not be responsible for attendance at legal meetings, hearings, variances, attorney conferences or construction claims conferences.
2. The CONSULTANT shall not be responsible for the plans review fee charged by governmental agencies, costs of permits, impact fees, and consultant fees for outside consultants such as attorney's, Arborists, Ecological Engineers, Surveyors, Geotechnical Engineers, Architects, Structural, Mechanical & Electrical Engineers, etc. Expenses for printing of plans for governmental agency permitting or general contractor's use, and any related courier or delivery expenses will be billed as reimbursable expenses.
3. Rezoning, Land-Use, Variances and Planning Services are not included under this proposal. Should these services be required a separate scope and fee will be provided.
4. FEMA flood plain analysis, mitigation and wetland impacts are not anticipated, and therefore have not been included in this proposal. However, should this service be required, a separate scope and fee can be provided.
5. Traffic Signalization Design, Offsite roadway improvements, Offsite Drainage, and Offsite Utility relocations are not included under this proposal. However, should these services be required, a separate scope and fee will be provided.
6. Additional surveying beyond the above attached scope, tie-in surveys, construction stakeout, survey easements and any Preliminary/Final Plats are not included in this proposal. However, should these services be required, a separate scope and fee will be provided.
7. Meetings requested by the OWNER beyond those listed above during design or construction will be considered additional services.
8. Any conflicts or OWNER request for information during construction that arise due to Subsurface Utility Engineering (SUE) will be considered additional services.
9. The CLIENT (Architect) shall provide all sign designs and associated permits, building elevations, renderings, and other related building design / permitting requirements.
10. The CLIENT'S Mechanical, Electrical and Plumbing Engineers shall provide all design and engineering services related to the site lighting systems (on and within the subject property), soft utility coordination/design or other related architectural building specific services.
11. Means and Methods of construction, job safety, coordination and scheduling of construction work to be performed by the Contractor and/or subcontractor(s) are not included.
12. CONSULTANT is not responsible for acts or omissions of the Contractor, any subcontractor(s), or any contractor or subcontractor(s) agents or employees or any other persons (except his own employees and agents) at the project site or otherwise performing any of the work of the project.
13. The CLIENT/OWNER will provide the following:

- a. Title reports
- b. List of project contacts
- c. Historical documents of existing site improvements including: as-built surveys, record drawings, construction documents, geotechnical reports, utility plans associated with the treatment plan and subsurface utility engineering reports.
- d. Geotechnical engineering services
- e. Testing/Inspections during construction

COMPENSATION AN FEE SCHEDULE

The CONSULTANT's proposes to perform civil, landscape and sub-consultant services on a lump sum basis plus reimbursement for expenses. Time of Performance for services shall commence upon execution of this Contract and shall be ready for construction within 6-8 months from approval of the Design Development Site Plan, with the Schematic Design site plan phase expected to be complete within 60 days from NTP and all CLIENT provided documents received prior to start of work. The schedule is predicated on no variances including land use and rezoning changes through the City of Largo and Pinellas County approval process. The CLIENT understands the CONSULTANT has no control over the final issuance of permits and approvals. This schedule could be altered based on these approvals.

January 14, 2020

Mason Blau & Associates, Inc.
4625 East Bay Drive, Suite 228
Clearwater, Florida 33764

Attn: Mr. Michael R. Mason, AIA, LEED AP
President

**RE: Proposal for Geotechnical Services
PC Logan Lab Improvements
Largo, Florida
Our File DES 1911421P**

Dear Mike:

In accordance with your request, we are pleased to furnish a proposal for providing requested geotechnical services for the subject project. Presented, herein is a brief description of the anticipated scope of services together with requested fees.

SCOPE OF SERVICES

A program of six (6) Standard Penetration Test (SPT) borings has been requested in an area of two (2) proposed laboratory structures. It is recommended that these structure borings be advanced to a nominal depth of 30 feet below existing grade.

The site civil consultant, Cardno, has requested three (3) Standard Penetration Test (SPT) borings to a depth of up to 15 feet below existing grade. In addition, two (2) classification borings have been requested to a nominal depth of 8 feet below existing grade along with two (2) Double-Ring Infiltration (DRI) tests. We have assumed in the preparation of our proposal that the infiltration tests will likely be performed within the upper 2 to 3 feet below existing grade. A classification boring is also planned at each infiltration test location to a nominal depth of 10 feet.

A limited program of laboratory classification tests is also contemplated in order to aid in characterizing the engineering properties of the subsurface soils. Our laboratory tests would likely include grainsize analyses, Atterberg Limits and organic content tests, as deemed appropriate.

The results of our field and laboratory investigation will be included in a geotechnical report encompassing a presentation and discussion of the following:

1. Logs of the exploratory borings
2. Discussion of subsurface soil and groundwater conditions
3. Results of Infiltration tests
4. Results of laboratory classification tests
5. Recommendations for subgrade preparation and foundation design for structure support
6. Pavement design considerations
7. Recommendations for quality assurance inspection and testing during the construction stage
8. Geotechnical construction considerations

REQUESTED FEES


Appended is a schedule of fees under which we propose to provide our services. Based upon the attached fee schedule we would suggest a geotechnical budget of **\$12,000.00**. You will note that our fee includes provisions for providing track-mounted drilling equipment that has the capability for maneuvering in areas of limited access as will be required to perform the field geotechnical studies.

The potential exists that conditions could be encountered that may warrant modifying the scope of our work. In that event, we would certainly discuss these conditions with you and secure your authorization prior to exceeding this budget.

DRIGGERS ENGINEERING SERVICES, INC. appreciates the opportunity to serve you and we trust that if you have any questions concerning our proposal, you will not hesitate to contact the undersigned at your convenience.

Respectfully submitted,

DRIGGERS ENGINEERING SERVICES, INC.



F. Jaime Driggers, P.E.
President

FJD-PRO\2019\1911421P

Copies: (1) Email mmason@masonblau.com

PROPOSAL for STRUCTURAL ENGINEERING SERVICES

TO: Mike Mason
Mason Blau Architects

FROM: E. Michael McCarthy, PE

RE: **Pinellas County Utilities Logan Lab Improvements**
1620 Ridge Rd South Largo, FL

DATE: 9-Sep-19

- STRUCTURAL SCOPE:**
1. Relocation of Central Energy Plant (CEP) at Building B
 - a) New enclosure walls and piping/equipment supports
 - b) Demo existing energy plant

 2. Renovation of Building B
 - a) Lab hood and HVAC update - possible new equipment
 - b) Hurricane hardening option - a vulnerability study will be done under a separate contract. Fees to harden Building B will be determined after that study is completed and the scope is known.
 - c) Replace 6 existing RTU's

 3. Additions to Building B (design to Cat 5 or Miami/Dade wind criteria)
 - a) New admin office on north side (3,480 gsf)
 - b) New technical office on east side (8,613 gsf)

 4. New Vehicular Storage Building
 - a) Feasibility study and schematic design for preliminary pricing

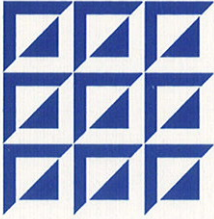
PHASES:

- Data gathering
- Schematic design
- Design development
- Construction documents
- Bidding and negotiation
- Construction administration

SERVICES EXCLUDE:

- Structural services beyond what is specifically noted above
- Comprehensive review of the existing drawings for errors and omissions
- Inspection of entire buildings
- Unforeseen conditions
- Exploratory demolition to expose hidden conditions
- Testing of construction materials
- Cost estimates and quantity surveys
- Programming
- Project close-out
- One year Warranty
- Hurricane hardening of the existing Building B (see 2b above)

PROPOSED FEE: \$ 35,211



Engineering Matrix, Inc.

April 7, 2020

Proposal No. 5555.0420

Via e-mail to mmason@masonblau.com

Mr. Mike Mason, AIA
Mason Blau and Associates, Inc.
4625 East Bay Drive, Suite 228
Clearwater, Florida 33764

RE: **PINELLAS COUNTY GOVERNMENT – LOGAN LAB**
MECHANICAL, ELECTRICAL, PLUMBING (M/E/P) ENGINEERING SERVICES
REVISED FROM 2/4/2020

Dear **Mike**:

Engineering Matrix, Inc. (Matrix) submits the following scope and fee proposal for your consideration.

BACKGROUND

Pinellas County Government is proposing to complete renovations to the existing Logan Lab facility. The basic services scopes of work are expected to include the following efforts:

1. Relocation of Central Energy Plant at Building B
2. Renovation of Building B (including upgrades to the HVAC systems)
3. Building Addition to Building B
4. Demolition of Buildings A and C
5. New North Parking Lot
6. New Vehicular Storage Building Feasibility Study

This proposal includes engineering services required to complete the M/E/P engineering scopes described below.

BASIC SERVICES SCOPE OF WORK

Matrix would provide the following engineering services, as required, for each of the above listed scope packages to accommodate new and renovated spaces.

MECHANICAL DESIGN SERVICES

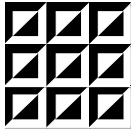
- Complete a cooling load model to determine air conditioning loads.
- Provide design of supply and return air ductwork distribution systems.
- Provide design of exhaust and relief air ductwork distribution systems, as required.
- Provide design of DDC controls associated with any new equipment. The new control points would tie into the Campus' control system.
- Within Building B, provide replacement design of the DDC HVAC controls system.



2860 Scherer Drive
St. Petersburg
Florida
33716

(727) 573-4656
Fax (727) 573-3902

www.engmtx.com
email@engmtx.com



- ☑ Within Building B, provide design of new rooftop units to replace the existing units.
- ☑ Within Building B, provide design of replacement of Phoenix air valves with standard VAV boxes in areas not requiring critical lab functions, and replace Phoenix air valves in kind in spaces deemed to require critical lab functions.
- ☑ Within Building B, provide design to minimize the existing roof mounted exhaust duct as space allows.
- ☑ Within Building B, provide design of new energy recovery run around water loop to transfer heat from incoming outside air with outgoing exhaust air through a series of water piping and heat transfer coils in the new rooftop units and exhaust fan filter housings.
- ☑ Provide design of new heat recovery chiller to generate hot water for reheat while simultaneously generating chilled water for cooling.
- ☑ Provide evaluation for relocation of ductwork from the roof to below ceiling. The exposed ductwork on the roof is related to fume hood exhaust systems. The ability to relocate ductwork would be dependent on how low the existing ceilings would be dropped and still be considered acceptable.

ELECTRICAL DESIGN SERVICES

- ☑ Provide design of electrical power distribution systems.
- ☑ Provide design of electrical lighting systems (including emergency lighting, as required).
- ☑ Provide design and expansion of the campus fire alarm system, as required.
 - *NOTE: The Architect would provide **Matrix** with an ACAD or Revit background for each building in this scope.*
- ☑ Provide design of electrical low voltage systems, to include incorporation of networking with VoIP, and design work related to surveillance cameras, access control, and intrusion detection.

PLUMBING DESIGN SERVICES

- ☑ Provide plumbing design for new and renovated spaces. The design would include new sanitary, stormwater, and domestic water systems.

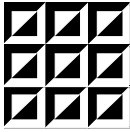
FIRE SPRINKLER DESIGN SERVICES

- ☑ None required.

CAT 5 BUILDING DESIGN SERVICES

- ☑ Replace building louvers with CAT 5 rated louvers.
- ☑ Structurally fasten rooftop air conditioning equipment, piping, conduits, etc., for CAT 5 conditions.

NOTE: Coordinate with the Structural Engineer to detail tie-down requirements.
- ☑ If authorized by the Owner, design services would include the following items to provide CAT 5 shelter operating capabilities:
 - Domestic Water
 - Provide design of separate water services per structure instead of connecting to the existing structure.
 - Sanitary Sewer
 - Provide design for each addition to feed directly into the collection system separate from the existing structure.



- Electrical
 - Provide design of a master panel and an ATS in one of the CAT 5 additions and feed sub-panels into the other two structures such that the existing building could be electrically isolated in the event of an emergency.
- HVAC
 - Provide design for new parallel runs of chilled and hot water piping independent of the existing piping loops. Additionally, the new/relocated central energy plant would receive some additional level of protection (i.e., air cooled chiller yard may be enclosed with a solid barrier wall and some steel structure and metal grating overhead to protect against flying debris).
- Low Voltage Systems
 - Provide design for a main server in one of the new additions and provide network switches for connectivity to the existing structures.

CONSTRUCTION PHASE ADMINISTRATION SERVICES

- Provide shop drawing reviews and comments, as required.
- Review and respond to RFIs.
- Attend construction meetings (up to 24 site visits) during the project's construction period, as relevant to the construction scope. Construction duration is expected to be roughly 27 months.
- Provide a Substantial Completion with generation of a punchlist and a Final Completion site visit with review of completed punchlist items.

SERVICES NOT INCLUDED, BUT AVAILABLE AS AN ADDITIONAL SERVICE

- | | |
|---|---|
| <ul style="list-style-type: none">• Front End Documents.• As-Built Documents.• Advertising.• Reproduction/Distribution of Bid Documents.• Distribution of Addenda.• Attendance at Bid Opening.• Detailed Cost Estimating.• Advanced Purchase Equipment Submittals.• Early Release and Phased Documents.• Life Cycle Cost Analysis. | <ul style="list-style-type: none">• Acoustic Engineering Services.• Value Engineering (redesign after issuance of bid documents).• Testing, Adjusting, and Balancing (TAB) Services. It is Expected the Owner/Contractor would Direct Hire the Services of a TAB Contractor and Provide the Engineer with a Completed TAB Report for Review by the Engineer• Plumbing Design Beyond Five-Foot of Building Perimeter (i.e., includes water, sanitary, storm, gas, and fire sprinkler piping). |
|---|---|

PROPOSED ADDITIONAL ENGINEERING SERVICES

Matrix would provide the following engineering services, as required, for the below listed scope packages:

- LEED Services
 - Provide design efforts for compliance with the requirements of LEED points agreed to be pursued (up to eight LEED credits including energy model credit).
 - Provide documentation efforts, as required, to complete online templates for M/E/P-related LEED points agreed to be pursued (up to eight LEED credits including energy model credit).
 - Attend LEED-related coordination meetings.
 - Provide energy modeling efforts, as required, to fulfill LEED requirements.
- Evaluation of M/E/P utilities related to the Vehicle Storage Building (8" x 11" format).



Bennett Design and Consulting, Inc.

Bennett Design & Consulting, Inc.
3517 Sam Allen Oaks Circle
Plant City, FL 33565
State License: ID-0003724
January 14, 2020

Mr. Mike Mason
Mason Blau and Associates, Inc.
4625 East Bay Drive
Suite 228
Clearwater, FL 33764

RE: Logan Lab fee proposal revised

Dear Mr. Mason:

I am pleased to submit the following proposal for interior design services for project mentioned above. Services are based upon approximately 12,039 sf, and shall include the following:

1. Meeting as required with the client to determine design direction.
2. Selection of finishes which includes coordination of existing and new finishes
3. Meeting with client to review finish options and adjust as necessary.
4. Development of one (2) finish boards or color books organizing selected finishes for Pinellas County. Board will represent one scheme only. In addition, one finish booklet will be provided to the architect for his records.
5. Selection of finish colors for furniture required for scope of project.
6. Preparation of construction documents and specifications for bid.



Bennett Design and Consulting, Inc.

7. Bidding and negotiation.
8. Construction Administration

Compensation for the services described above shall be a flat fee of \$7,825.00. Any additional services will be based on an hourly rate of \$100.

Thank you for your consideration and please notify me if this proposal meets your approval and/or if any modifications need to be implemented.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shari Sparkman Bennett".

Shari Sparkman Bennett

President
Bennett Design Consulting, Inc.
bennettdesignconsulting@gmail.com
813.220.0246



CMC
Construction Moisture
Consulting, Inc.
Roofing/Waterproofing/Exterior Walls/Glazing
Complete Building Envelope Specialists

**CMC PROPOSAL REVISED
FOR BUILDING ENVELOPE WATERPROOFING CONSULTING SERVICES**

PREPARED FOR:

MASON BLAU AND ASSOCIATES, INC.

**Pinellas County Utilities
Logan Lab
1620 Ridge Road
Largo, Florida 33778
CMC Project No.: 19-06051**

Prepared by:
Construction Moisture Consulting, Inc.
Jon-Eric Macias, RRC, RRO, IIBEC - President/CEO
April 15, 2020



CMC
Construction Moisture
Consulting, Inc.
 Roofing/Waterproofing/Exterior Walls/Glazing
 Complete Building Envelope Specialists

April 15, 2020

Mason Blau and Associates, Inc.
 4625 East Bay Drive, Suite 228
 Clearwater, Florida 33764

Attn: Mr. Michael R. Mason, AIA, LEED AP - President

Project: Pinellas County Utilities - Logan Lab
 1620 Ridge Road, Largo, Florida 33778
 CMC Project No.: 19-06051

Re: CMC Proposal (REVISED) for Building Envelope Waterproofing Consulting Services

Dear Mr. Mason:

Pursuant to your request, Construction Moisture Consulting, Inc. (CMC) is pleased to provide Mason Blau and Associates, Inc. (MBA) this proposal to provide building envelope waterproofing services for the above referenced project. Based on our understanding of what you wish accomplished, we herein furnish the following for your review and use.

1.0 SCOPE

1.1 CMC will conduct a review of proposed building envelope at the design intervals indicated with focus on systems and components intended to provide water penetration resistance and weatherproofing integrity. CMC deliverables for each review will include a narrative commentary for applicable technical Specification Sections and “redline” markups on the Drawings.

1.1.1 100% Design Development

- Based on 12 Hours @ \$170.00 per Hour \$2,040.00
- Anticipated Reimbursable Reprographics Expenses 100.00

1.1.2 75% or 95% Construction Documents (as determined by MBA)

- Based on 16 Hours @ \$170.00 per Hour 2,720.00
- Anticipated Reimbursable Reprographics Expenses 150.00

1.1.3 Subtotal Design Review Services Base Bid Estimate \$5,010.00

1.2 CMC will conduct a detailed visual survey of the accessible building envelope such as exterior walls, windows and related components (e.g., building sealants, flashing, etc.) and roofing to evaluate the waterproofing integrity of existing construction as reviewed from the ground level, roof levels and the building interior.

Please note, CMC shall be provided access to all interior locations and the roof upon our onsite arrival without delay.

Once complete with our field evaluation, CMC will provide an electronic (PDF) report of our findings with corresponding photographs depicting examples of items reported and related recommendations for corrective action.

1.2.1 Subtotal Building Envelope Waterproofing Evaluation Base Bid
Estimate \$5,440.00

1.3 TOTAL BASE BID ESTIMATE \$10,450.00

2.0 QUALIFICATIONS

2.1 Additional consulting services such as meeting attendance, additional reporting, etc., shall be computed at our normal hourly rate of \$170.00 per hour and invoiced accordingly.

2.2 Additional printing has not been included within this proposal and shall be considered reimbursable expenses at cost with no markup.

2.3 Local and state taxes have not been included in this proposal.

Should you have any questions or wish to further discuss any element of this proposal, please do not hesitate to contact our office at your convenience.

Respectfully,

CONSTRUCTION MOISTURE CONSULTING, INC.



Jon-Eric Macias, RRC, RRO, IIBEC
President/CEO



SCOPE OF SERVICES

Consulting services as needed to aid in and certify to the Green Building standards, at Client's project, described in category as follows:

- 1) Commercial buildings;

Client and Consultant understand that presently the target standard is the United States Green Building Council – LEED NC version 4.0 standard for commercial construction.



TWO TRAILS, INC.

8955 U.S. HWY 301N NO. 386 PARRISH, FL 34219 PH: 941-776-8680. FAX: 941-238-6382
WWW.TWOTRAILS.COM



BASIS FOR COMPENSATION STATEMENT

For the Services provided by Consultant under this Agreement, the Client will remit compensation as follows:

- 1) LEED (United States Green Building Council)**

LEED and Sustainability Administration	\$22,929.00	
Registration Fee to USGBC for Building	\$1,500.00	
Design Review Fees to USGBC for Building	\$2,740.00	
Construction Review Fees to USGBC for Building	\$910.00	
Fundamental Commissioning	\$13,941.00	
Cost for Certification	\$42,020.00	

**LEED Project Administration, Consultation, and Certification services for MASON BLAU AND ASSOCIATES, INC for LEED Certification. Compensation will be payable as follows: LEED registration fee due upon contract signing, remaining per draw schedule below. This fee includes required LEED registration and certification submission fees.

Draw schedule:

- Schematic Design Phase 20% of fee
- Design Development Phase 25% of fee
- Construction Document Phase 40% of fee
- Bidding and Negotiations Phase 5% of fee
- Construction Administration Phase 10% of fee

Our fees include:

1. Necessary meetings (up to a total of 10 hours) to assist with developing the owner's project requirements (Additional meeting hours to be billed at \$125/hr)
2. Application submittal to LEED
3. Specification review
4. Complete assembly of submittal documents
5. Coordination of all information assembly (some information to be provided by architect, engineers, contractor or owner)
6. Final submittal to LEED

****Commissioning fees for EA Prerequisite 1, Fundamental Commissioning (listed in fee outline above), Commissioning cannot be completed without the selection of item Project Administration above.

COMMISSIONING TASKS Outlined as Follows:



TWO TRAILS, INC.

8955 U.S. HWY 301N NO. 386 PARRISH, FL 34219 PH: 941-776-8680. FAX: 941-238-6382
WWW.TWOTRAILS.COM



DESIGN DEVELOPMENT PHASE

1. Review & become familiar with Schematic Design & other design documents
2. Develop Commissioning Plan for Design Phase
3. Review Owners Project Requirements and Basis of Design

CONSTRUCTION DOCUMENTS PHASE

1. Perform a review of drawings and specifications at the 95% completion stage
2. Assist, review and approve the design development intent and operating parameters
3. Develop draft project-specific commissioning Plan for Construction Phase
4. Coordinate development of the construction commissioning specifications
5. Assist, review and approve development of construction commissioning specifications by all Design Team members

CONSTRUCTION PHASE

1. Plan & conduct commissioning scope meeting
2. Review information required to perform commissioning, including O & M manuals, contractor start-up & checkout procedures
3. Before start-up gather and review current control sequences and interlocks and work with contractor & Engineer until sufficient clarity has been obtained in writing to prepare detailed testing procedures
4. Review and approve contractor submittals applicable to systems being commissioned for compliance with commissioning needs concurrent with A/E reviews
5. Prepare and distribute pre-functional tests and checklists
6. Perform site visits as necessary to observe component and system installations. Attend selected planning and jobsite meetings to keep current with construction progress. Review construction meeting minutes for revisions/substitutes relating to commissioning process. Assist in resolving any discrepancies.

ACCEPTANCE PHASE

1. Develop enhanced start-up and initial systems checkout plan with subcontractors.
2. Review O & M manuals
3. Witness HVAC piping test and flushing procedure, sufficient to be confident that proper procedures were followed. Document this testing and include documentation in O & M manual. Notify the project manager of any deficiencies in results or procedures.
4. Witness ductwork testing and cleaning procedure, sufficient to be confident that proper procedures were followed. Document this testing and include documentation in O & M manual. Notify the project manager if any deficiencies in results or procedure.
5. Approve systems start-up by reviewing start-up reports and by selected site observation.
6. Review Testing, Adjusting and balancing (TAB) execution plan.



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WWW.TWOTRAILS.COM



7. Oversee sufficient functional testing of control systems and approve for use by TAB prior to TAB execution.
8. Approve air and water systems balancing by spot testing and by reviewing completed reports and by selected site observation.
9. With necessary assistance and review from installing contractors, write the functional performance test procedures for equipment and systems. This may include energy management control system trending, stand-alone data logger monitoring or manual functional testing.
10. Analyze functional performance trend logs and monitoring data to verify performance.
11. Coordinate, witness, and approve manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
12. Maintain a master deficiency and resolution log and a separate testing record. Provide to the Owner written progress reports and test results with recommended actions as necessary.
13. Oversee and approve the training for the facilities personnel.
14. Compile and maintain commissioning record and building systems book.
15. Review and approve preparation of O & M manuals.
16. Provide final commissioning report.

Two Trails, Inc. is a Third Party certifying agency, as such we provide inspections, clarification of standards per authenticating agency. If the builder or homeowner does not comply with checklist specifications and inspection process or does not provide agreed upon documentation or does not provide clarification documentation to Two Trails Inc. in a timely manner, a certification may not be obtained.

Certain clerical time is included in the fixed fee portions of this contract. Reasonable additional clerical time will not be charged.



TWO TRAILS, INC.

8955 U.S. HWY 301N NO. 386 PARRISH, FL 34219 PH: 941-776-8680. FAX: 941-238-6382
WWW.TWOTRAILS.COM

CC Construction
&A Consultants &
Associates

September 12, 2019

Mr. Michael R. Mason, AIA
Mason & Blau and Associates, Inc.
4625 East Bay Dr Suite 228
Clearwater, Florida 33764

Re: Pinellas County Logan Laboratory – Additions/Renovations
Largo, Florida

Dear Mike:

C C & A Construction Consultants & Associates, Inc. is pleased to have this opportunity to present this proposal to provide the following cost consulting services for the above referenced project. The new pump station is not included in this proposal.

Schematic Design Cost Budget	approx. 28hrs at \$142.50	\$3,990.00
Design/Development Cost Budget	approx. 20hrs at \$142.50	\$2,850.00
Construction Document Cost Budget	approx. 16hrs at \$142.50	\$2,280.00
	TOTAL FEE	\$9,120.00

We welcome this opportunity to work with you and your team of Professionals on this project. If you have any questions in regard to this proposal please call me at your convenience.

Sincerely,

C C & A Construction Consultants & Associates, Inc.



Robert A. Kaupp, LEED AP
President



September 5, 2019

Mike Mason, AIA
MBA MASON BLAU AND ASSOCIATES, INC
4625 East Bay Drive, Suite 228
Clearwater, FL 33764

Dear Mike,

The following is a summary of Keane Acoustics proposed fee budget for Pinellas County Logan Lab Upgrade project in Largo, Florida.

Introduction

It is understood that the proposed scope will include improvements to the existing facility, including a new Central Energy Plant (CEP).

Acoustical Goals

Noise from plant equipment should be controlled and should not propagate into adjacent rooms and buildings within the facility nor neighboring properties falling within the limits of applicable noise ordinances.

To ensure these fundamental goals are met, the following acoustical consulting scope is recommended:

Scope of Work

Acoustics scope for this project will focus on the following:

- mitigation of central plant noise to the interior and exterior - primarily chiller and emergency generator noise

Detailed Tasks

The following tasks will be completed for each applicable phase:

Design Phase

The following tasks will be completed during the Design phase.

- Research current local ordinances
- Conduct visit to proposed site to help determine baseline acoustical criteria by the following:
 - Measurements of current ambient sound levels
 - Measurements of operational sound levels of current mechanical equipment

- Establish specific acoustical criteria for: a) noise levels at property lines; b) sound insulation of equipment; c) sound isolation of walls and floor /ceiling assemblies (STC) to mitigation of CEP noise
- Provide recommendations of the amount, type and location of acoustical products/elements required to meet the acoustic design targets
- Identify costs for key acoustic elements
- Review drawings and specifications at appropriate milestones and make acoustical recommendations which will be coordinated, integrated, and documented among architectural, engineering, and specialist disciplines
- Highlight any serious acoustical deficiencies
- Provide guidance to address acoustical deficiencies
- Assist the Architect with final detailing of acoustical construction elements and finishes
- Provide draft specification clauses and sketch construction details for inclusion into the architectural and engineering sections regarding materials, equipment noise and vibration control

Deliverables

- Basis of Design Report
- Construction Documents drawings review report
- Specification clauses for inclusion into the architectural and engineering sections.

Meetings

- Attend up to four local design meetings (including initial site sound survey)

Construction Support Services

The following tasks will be completed during the Construction phase

- Respond to requests for information on interpretations and clarifications of construction issues relating to acoustics
- Conduct site visits to review construction progress and quality of workmanship
- Issue site review notes, indicating issues that do not match the design intent
- Conduct testing to verify acoustical design criteria are met at critical locations

Deliverables

- Responses to RFI's
- Issue site review notes and punch lists.

Meetings

- We will conduct up to 2 visits (including post construction noise testing) to review construction progress and quality of workmanship.

Fees and Expenses*Time and Fee Summary*

The proposed fee budget is tabulated below for each phase. Additional services will be billed per the attached fee schedule upon approval.

Phase	Fee	Meetings/Site Visits
Early Design	\$2,500	Up to 2
DD and CD phase	\$4,000	Up to 2
Construction Support Services	\$3,000	Up to 2

Total project fee including expenses is not to exceed \$9,500.

The above scope and fee are based on the following assumptions:

- 1) Drawing or specification markups may be used to convey information to architect
- 2) AutoCAD drafting by others
- 3) Post construction testing will occur at a sampling of locations as necessary
- 4) Does not include acoustical design to meet LEED interior acoustics credit

Please feel free to contact me if you have any comments/questions.

Best regards,



Michael Keane, P.E.

Pennonni	HOURS								GRAND TOTALS
	PRINCIPAL	OFFICE DIRECTOR	PROJECT MANAGER	STRUCTURAL DESIGNER	CONSTRUCTION COORDINATOR	CADD OPERATOR	FORENSIC ENGINEER	CLERICAL	
BASIC SERVICES	\$189.00	\$162.00	\$149.40	\$158.00	\$108.00	\$99.00	\$180.00	\$74.00	
Program Verification Phase (5%)		1	3	4	2	4		1	15
Schematic Design Phase (10%)	1	1	5	7	4	8		1	27
Design Development Phase (25%)	1	3	12	18	10	21		3	68
Construction Documents (35%)	1	5	17	25	14	30		4	96
Bidding & Negotiation Phase (5%)		1	3	3	2	4		1	14
Construction Administration Phase (20%)	1	3	10	14	8	16		3	55
TOTAL HOURS	4	14	50	71	40	83		13	275
Sub Totals	\$756	\$2,268	\$7,470	\$11,218	\$4,320	\$8,217	\$0	\$962	\$35,211.00

Engineering Matrix, Inc.	HOURS								GRAND TOTALS
	PRINCIPAL	SR./REGISTERED ENGINEER	ENGINEER	CONSTRUCTION ADMINISTRATOR	SENIOR DESIGNER	DESIGNER	DRAFT PERSON	CLERICAL	
BASIC SERVICES	\$195.00	\$115.00	\$90.00	\$70.00	\$75.00	\$65.00	\$60.00	\$45.00	
Program Verification Phase (5%)	1	10	20		9	20	25	2	87
Schematic Design Phase (10%)		20	35		32	37	50	4	178
Design Development Phase (25%)	2	50	150		100	68	28	7	405
Construction Documents (35%)	5	99	196		75	99	73	10	557
Bidding & Negotiation Phase (5%)	1	20	32			14		10	77
Construction Administration Phase (20%)	2	50	37	228				30	347
TOTAL HOURS	11	249	470	228	216	238	176	63	1651
Sub Totals	\$2,145.00	\$28,635.00	\$42,300.00	\$15,960.00	\$16,200.00	\$15,470.00	\$10,560.00	\$2,835.00	\$134,105.00

BENNETT DESIGN & CONSULTING	HOURS								GRAND TOTALS
	PRINCIPAL								
BASIC SERVICES	\$100.00								
Program Verification Phase (5%)	4								4
Schematic Design Phase (10%)	8								8
Design Development Phase (25%)	19								19
Construction Documents (35%)	27.25								27
Bidding & Negotiation Phase (5%)	4								4
Construction Administration Phase (20%)	16								16
TOTAL HOURS	78.25	0	0	0	0	0			78.25
Sub Totals	\$7,825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$7,825.00

CMC MOISTURE CONSULTING	HOURS								GRAND TOTALS
	PRINCIPAL	PROJECT MANAGER	ASST PROJECT MANAGER	SR. ADMIN ASST	CADD			CLERICAL	
	\$170.00	\$160.00	\$150.00	\$75.00	\$55.00			\$45.00	
Program Verification Phase (5%)									0
Schematic Design Phase (10%)									0
Design Development Phase (25%)	19	5		2	5			4	35
Construction Documents (35%)	26	4		4	5			4	43
Bidding & Negotiation Phase (5%)									0
Construction Administration Phase (20%)									0
TOTAL HOURS	45	9	0	6	10	0	0	8	78
Sub Totals	\$7,650.00	\$1,440.00	\$0.00	\$450.00	\$550.00	\$0.00	\$0.00	\$360.00	\$10,450.00

TWO TRAILS	HOURS								GRAND TOTALS
	PRIMARY CONSULTANT	SECONDARY CONSULTANT	PROJECT MANAGER	STRUCTURAL DESIGNER	CONSTRUCTION COORDINATOR	CADD OPERATOR	FORENSIC ENGINEER	CLERICAL	
BASIC SERVICES	\$125.00	\$85.00							
LEED and Sustainability Administration	175	12							187
Registration Fee to USGBC for Building	12								12
Design Review Fees to USGBC for Building	21								21
Construction Review Fees to USGBC for Building	8								8
Fundamental Commissioning	112								112
TOTAL HOURS	328.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	340.00
Sub Totals	\$41,000.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,020.00

CC&A Construction Cost Consultants	HOURS								GRAND TOTALS
	PRINCIPAL	REGISTERED ENGINEER	PROJECT MANAGER	STRUCTURAL DESIGNER	CONSTRUCTION COORDINATOR	CADD OPERATOR	FORENSIC ENGINEER	CLERICAL	
	\$142.50								
Design Development Construction Budget	28								28
60% Construction Document Budget	20								20
100% Construction Document Budget	16								16
TOTAL HOURS	64	0	0	0	0	0	0	0	64
Sub Totals	\$9,120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,120.00

KEANE ACOUSTICS	HOURS								GRAND TOTALS
	PRINCIPAL	SOUND LEVEL METER	PROJECT MANAGER	STRUCTURAL DESIGNER	CONSTRUCTION COORDINATOR	CADD OPERATOR	FORENSIC ENGINEER	CLERICAL	
	\$175.00	\$25.00							
Early Design (up to 2 meetings/site visits)	14								14
DD & CD Phase (up to 2 meetings/site visits)	24								24
Construction Support Services	16	2							18
TOTAL HOURS	54	2	0	0	0	0	0	0	56
Sub Totals	\$9,450.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,500.00

TOTAL FEES \$806,711.00

Pinellas County Utilities Logan Lab

ID	Task Name	Duration	Start	Finish	2021	2022	2023	2024																																
					Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	Commission Approval & Award	0 days	Tue 7/21/20	Tue 7/21/20																																				
2	Notice to Proceed	28 days	Tue 7/21/20	Mon 8/17/20																																				
3	Program Verification	30 days	Tue 8/18/20	Wed 9/16/20																																				
4	Owner Review and Comment	14 days	Thu 9/17/20	Wed 9/30/20																																				
5	Schematic Design Phase	32 days	Thu 10/1/20	Sun 11/1/20																																				
6	Owner Review and Comment	14 days	Mon 11/2/20	Sun 11/15/20																																				
7	Design Development Phase	45 days	Mon 11/16/20	Wed 12/30/20																																				
8	Owner Review and Comment	15 days	Thu 12/31/20	Thu 1/14/21																																				
9	Construction Document Phase	60 days	Fri 1/15/21	Mon 3/15/21																																				
10	Owner Review and Comment	15 days	Tue 3/16/21	Tue 3/30/21																																				
11	Submit for all Permits	106 days	Wed 3/31/21	Wed 7/14/21																																				
12	County Prepares Bid Package	70 days	Wed 3/31/21	Tue 6/8/21																																				
13	County Advertises Solicitation/Bidding	36 days	Wed 6/9/21	Wed 7/14/21																																				
14	Pre-Bid Meeting (2 weeks after solicitation)	1 day	Wed 6/23/21	Wed 6/23/21																																				
15	Bid Opening (3 weeks after Pre-Bid)	1 day	Wed 7/14/21	Wed 7/14/21																																				
16	Bid Evaluation and Commission Approval	63 days	Thu 7/15/21	Wed 9/15/21																																				
17	Award Project	1 day	Thu 9/16/21	Thu 9/16/21																																				
18	Notice to Proceed	7 days	Fri 9/17/21	Thu 9/23/21																																				
19	Construction Phase	860 days	Fri 9/24/21	Wed 1/31/24																																				
20	Energy Center - Replacement	124 days	Fri 9/24/21	Tue 1/25/22																																				
21	Site Utilities & Temporary Staff Parking	62 days	Wed 1/26/22	Mon 3/28/22																																				
22	Additions to Existing Bldg. B	365 days	Tue 3/29/22	Tue 3/28/23																																				
23	Upgrade Renovation to Bldg. B	126 days	Wed 3/29/23	Tue 8/1/23																																				
24	Demolition Bldgs. A, C & Communication Tower	60 days	Fri 8/4/23	Mon 10/2/23																																				
25	Construct New Parking Lots, Internal Drive Ways & Final Site Work	91 days	Tue 10/3/23	Mon 1/1/24																																				
26	Substantial Completion, Punch List, Close Out	30 days	Tue 1/2/24	Wed 1/31/24																																				



MASON BLAU & ASSOCIATES, INC.

Architects, Planners AA 0002779
 4625 East Bay Drive, Suite #228
 Clearwater, FL 33764
 (727) 530-0570
 (727) 530-0672 fax

EXHIBIT "B"
LOGAN LAB IMPROVEMENTS
LOADED HOURLY RATES

Classification	Hourly Rate
<i>MASON BLAU AND ASSOCIATES, INC.</i>	
<i>Architect</i>	
Principals	200.00
Architect	125.00
Project Manager	140.00
Construction Administrator	100.00
Senior Designer	90.00
Junior Designer	80.00
Administrative Manager	95.00
Clerical	55.00
Draftsman	55.00
<i>CARDNO, INC.</i>	
<i>Civil, Site, Survey, Landscape Architect</i>	
Chief Engineer	203.00
Practice Group Manager	194.00
Principal Engineer/Scientist	200.00
Governmental Site Engineer	131.00
Senior Engineer	170.00
Permit Specialist	135.00
Senior Utility Coordinator	140.00
Senior Project/Utility Engineer	155.00
Senior Planner	155.00
Senior Landscape Architect	150.00
Project Engineer/Scientist	140.00
Utility Coordinator	110.00
Senior Environmental Specialist	125.00
Engineer	105.00
Chief Engineer	135.00
Landscape Architect	115.00
Senior Designer	115.00
Project Planner	115.00
Engineering/Science Technician	75.00
Engineering Intern	85.00
Designer	95.00
Senior Site Plan Technician	110.00

Pinellas County Utilities
 Logan Lab Improvements
 Fully Loaded Schedule of Rate Values
 August 19, 2019
 September 5, 2019 Revised

CARDNO, INC. - Continued	
Civil, Site, Survey, Landscape Architect	
GIS Specialist	85.00
Connection Permit Coordinator	102.00
Landscape Designer	75.00
Environmental Specialist	90.00
Senior Environmental Technician	110.00
CADD/Computer Technician	75.00
Secretary/Clerical	70.00
Field Technician	80.00
DRIGGERS ENGINEERING SERVICES	
Geotechnical Engineering Services	
Principal Engineer	188.00
Senior Project Manager	195.00
CADD Operator	75.00
Administrative Assistant	60.00
PENNONI, INC. (formerly McCarthy and Associates, Inc.)	
Structural Engineering	
Principal	189.00
Office Director	162.00
Senior Project Managers	155.70
Project Managers	149.40
Structural Designers	158.00
Construction Coordinators	108.00
CADD Operators	99.00
Clerical	74.00
Forensic Engineering	180.00
<i>Certified Industrial Hygiene</i>	<i>157.50</i>
<i>Senior Industrial Hygienist / Project Manager</i>	<i>139.50</i>
<i>Project Assistant/Technical Writer</i>	<i>75.00</i>
<i>Asbestos Bulk Sample Analysis (PLM/1 Week TAT) – 250 Samples @ \$8.00/Sample</i>	
ENGINEERING MATRIX	
Mechanical, Electrical, Plumbing, Fire Protection Engineering	
Principal Engineer	195.00
Senior/Registered Engineer	115.00
Engineer	90.00
Construction Coordinator	70.00
Senior Designer	75.00
Designer	65.00
Draftsperson	60.00
Administrative Assistant	45.00

Pinellas County Utilities
 Logan Lab Improvements
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CONSTRUCTION MOISTURE CONSULTING, INC.	
Roofing, Waterproofing, Curtain Wall Consultant	
Principal/Senior Project Manager/Project Architect	170.00
Project Manager/Senior Consultant/Architect	160.00
Assistant Project Manager/Consultant	150.00
Assistant Project Manager/Senior Administrative Assistant	75.00
Drafting/CADD	55.00
Clerical	45.00
BENNETT DESIGN AND CONSULTING, INC.	
Interior Design Services	
Principal, Interior Designer	100.00
TWO TRAILS, INC.	
LEED Consultant	
Primary Consultant	125.00
Secondary Consultant	85.00
CC&A CONSTRUCTION COST CONSULTANT	
Construction Cost Consultant	
Principal	142.50
KEANE ACOUSTICAL ENGINEERING	
Acoustical Engineer	
Principal Engineer	175.00
Sound Level Meter	25.00

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

1. INSURANCE:

- a) If Consultant does not currently meet insurance requirements, Consultant shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place within 10 days after award recommendation.
- b) The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **A copy of the endorsement(s) referenced in paragraph d) for Additional Insured shall be attached to the certificate(s) referenced in this paragraph.**
- c) No work shall commence at any project site unless and until the required Certificate(s) of Insurance are received and approved by the County. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the RFP and/or contract period.
- d) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Consultant and any subcontractors to meet the requirements of the Agreement shall be endorsed to include **Pinellas County a Political subdivision of the State of Florida** as an Additional Insured.
- e) If any insurance provided pursuant to the Agreement expires, or cancels prior to the completion of the work you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal certificate(s) of Insurance and endorsement(s) should be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDi Data at PinellasSupport@jdidata.com by the Consultant or their agent prior to the expiration date
 - (1) Consultant shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Consultant from its insurer. Notice shall be given by email to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org Nothing contained herein shall absolve Consultant of this requirement to provide notice.
 - (2) Should the Consultant, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement, or at its sole discretion may purchase such coverages necessary for the protection of the County and charge the Consultant for such purchase or offset the cost against amounts due to Consultant for services completed. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the County to purchase such insurance shall in no way be construed to be a waiver of any of its rights under the Agreement.
- f) The County reserves the right, but not the duty, to review and request a copy of the Contractor's most recent annual report or audited financial statement when a self-insured retention (SIR) or deductible exceeds \$50,000.

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

- g) If subcontracting is allowed under this RFP, the Prime Consultant shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; *but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.*
- (1) All subcontracts between Consultant and its subcontractors shall be in writing and may be subject to the County's prior written approval. Further, all subcontracts shall (1) require each subcontractor to be bound to Consultant to the same extent Consultant is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor; (2) provide for the assignment of the subcontracts from Consultant to the County at the election of Owner upon termination of the Contract; (3) provide that County will be an additional indemnified party of the subcontract; (4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability; (5) provide waiver of subrogation in favor of the County and other insurance terms and/or conditions as outlined below; (6) assign all warranties directly to the County; and (7) identify the County as an intended third-party beneficiary of the subcontract. Consultant shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Section C and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- h) Each insurance policy and/or certificate shall include the following terms and/or conditions:
- (1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County. If Consultant is a Joint Venture per Section A. titled Joint Venture of this RFP, Certificate of Insurance and Named Insured must show Joint Venture Legal Entity name and the Joint Venture must comply with the requirements of Section C with regard to limits, terms and conditions, including completed operations coverage.
- (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- (4) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- (5) All policies shall be written on a primary, non-contributory basis.
- (6) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Consultant is only using employees named on such list to perform work for the County. Should employees not named be utilized by Consultant, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the contractor occurs, or alternatively find the Consultant to be in default and take such other protective measures as necessary.

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

(7) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Consultant and subcontractor(s).

i) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Workers' Compensation Insurance

Limit	Florida Statutory
Employers' Liability Limits	
Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

(2) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. No explosion, collapse, or underground damage exclusions allowed.

Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

(3) Business Automobile or Trucker's/Garage Liability Insurance covering owned, hired, and non-owned vehicles. If the Proposer does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Proposer can show that this coverage exists under the Commercial General Liability policy.

Limit

Combined Single Limit Per Accident	\$ 1,000,000
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(4) Excess or Umbrella Liability Insurance excess of the primary coverage required, in paragraphs (1), (2), and (3) above. No explosion, collapse, or underground damage exclusions allowed.

Limits

Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

- (5) Professional Liability (Errors and Omissions) Insurance with at least minimum limits as follows. If “claims made” coverage is provided, “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage”, Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing “claims made” insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits

Each Occurrence or Claim	\$ 2,000,000
General Aggregate	\$ 2,000,000

For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

- (6) Pollution Legal/Environmental Legal Liability Insurance for pollution losses arising from all services performed to comply with this contract. Coverage shall apply to sudden and gradual pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in Bodily Injury or Property Damage. If policy is written on a Claims Made form, a retroactive date is required, and coverage must be maintained for 3 years after completion of contract or “tail coverage must be purchased. Coverage should include and be for the at least the minimum limits listed below:

- 1) Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, clean up costs, and the loss of use of tangible property that has not been physically injured or destroyed;
- 2) Defense including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensation damages.
- 3) Cost of Cleanup/Remediation.

Limits

Per Claim or Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000

For acceptance of Pollution Legal/Environmental Legal Liability coverage included within another policy coverage required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Pollution Legal/Environmental Legal Liability and other coverage combined.

- (7) Property Insurance Proposer will be responsible for all damage to its own property, equipment and/or materials.