

## THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

### EXHIBIT A

#### SCOPE OF SERVICES

**DESCRIPTION OF SERVICE:** Represent the School District as its consultant in Surveying and Mapping matters. Anticipated services could include but are not limited to the following:

1. **Topographic Surveys:** Horizontal and vertical spatial relation of natural and manmade features and may include underground utilities.
2. **Boundary Surveys:** Perimeters of parcels for locations, platting, or dividing.
3. **ALTA/ACSM Boundary Surveys:** Certified boundary surveys for land acquisition closing documentation.
4. **As-Built Surveys:** Horizontal and vertical location of constructed improvements.
5. **Construction Layout:** Horizontal and vertical measurements for construction.
6. **Control Surveys:** Horizontal and vertical positions for support of subordinate surveys or mapping.
7. **Hydrographic Surveys:** Mapping related to bodies of water.
8. **Wetland Delineation Surveys:** Surveys to identify jurisdictional wetland lines.
9. **Quantity Surveys:** Measurements to determine material quantities.
10. **Land Platting:** Preparing Subdivision Plats per Florida Statute and local government codes.
11. **Special Purpose Surveys or Miscellaneous Services:** A specific purpose not defined by any other type. May also include legal sketches and descriptions, reports, certifying underground utility, and GPR investigations, etc.

#### SPECIAL REQUIREMENTS

1. Provide survey deliverables at the District's preference on six (6) paper, signed and sealed copies and on CD in Auto-CAD format. Provide all deliverables according to CADD standards provided or identified by the School District.
2. All information collected and provided through the Contract will be the property of the School District of Osceola County, Florida.
3. The Consultant shall have staff performing surveying and mapping work on District projects that are Florida licensed Surveyors and Mappers, as applicable and as required by law.

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**EXHIBIT B**

**PROJECT SCHEDULE**

The schedule shall be agreed to on a project-by-project basis. School Board shall approve the schedule before commencement of the project.

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**EXHIBIT C**

**UNIT LABOR RATES**

List a complete fee schedule to be referred to when proposing services for each project assigned by the School District of Osceola County. The Fee Schedule shall include but not be limited to services required to support the Scope of Services, as so stated in Exhibit A, and the following services listed below.

**Surveying**

Principal Surveyor (PSM).....	\$_____ /hour
Associate Surveyor (PSM).....	\$_____ /hour
CADD Surveyor (PSM).....	\$_____ /hour
Survey Technician .....	\$_____ /hour
Drafting Technician .....	\$_____ /hour
Field Crew (4-man).....	\$_____ /hour
Field Crew (3-man).....	\$_____ /hour
Field Crew (2-man) (GPS).....	\$_____ /hour
Field Crew (1-man w/truck).....	\$_____ /hour

**Clerical/Production/Expenses**

Secretarial Services.....	\$_____ /hour
Prints (24" x 36" / 30"x42" Blueprint or Copy ).....	\$_____ /each
Copies (8 1/2" x11").....	\$_____ /each
Copies (8 1/2" x14").....	\$_____ /each
Copies (11" x17").....	\$_____ /each
Expert Witness – Surveyor (PSM).....	\$_____ /hour

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**EXHIBIT D**

**SCHEDULE OF PROGRESS PAYMENTS AND HOURLY RATES**

Consultant fees to be paid monthly based on a completed percentage of work being done and invoice/payment procedures as defined in Article 5 of the Continuing Service Contract.

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**EXHIBIT E**

**CONSULTANT REIMBURSABLE EXPENSE GUIDELINES**

**TRAVEL**

All expenses related to travel, including without limitation train, mileage, air, etc., shall be subject to all laws, policies, and guidelines for the State of Florida and the School Board in connection with eligibility for reimbursement and limitations for dollar amount for such reimbursement. For the purpose of this Agreement the CONSULTANT, including consultants, agents, etc., shall be deemed to be limited to the same extent as a school board employee, by the affirmations, laws, regulations, that govern eligibility for travel reimbursement and amount of reimbursement

**Current Mileage Rate: \$.45**

**No other expenses or costs will be reimbursed, without prior written authorization received from the Owner.**

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**EXHIBIT F**

**KEY EMPLOYEES**

Identify team members responsible for this project and their areas of responsibility.

**Member**

**Title**

**Responsibility**

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**EXHIBIT G**

**FORM OF WRITTEN PROPOSAL AND WORK AUTHORIZATION**

*Instructions to Consultant:*

*The following process shall be followed when Survey and Mapping Services are required on a project. The Survey and Mapping Services Consultant shall provide a complete and detailed proposal to include material and labor, and shall submit its proposed Work Authorization Form, in the following form to School Board for review, revision and approval,*

*The Survey and Mapping Services Consultant, at minimum, shall be required to provide the following detail in the quote on the proposed Work Authorization Form:*

- 1. A complete and detailed written scope of work for the project.*
- 2. The names of the Consultant's employees proposed to complete the project.*
- 3. A tentative schedule for the project will be completed to include start date and completion date.*
- 4. Contact information for the Consultant's Project Engineer.*
- 5. Total cost for project completion shall include material and labor required for Survey and Mapping Services and other services as may be required of each project. All labor and material costs for each project shall be complete and detailed, and shall, without limitation, include and identify the number of hours of work by category of workers/professionals performing the Service, while adhering to the Unit Labor Rates in Exhibit B.*

**WORK AUTHORIZATION FORM**

THIS WORK AUTHORIZATION dated \_\_\_\_\_, 20\_\_, is hereby issued pursuant to that certain Continuing Service Contract ("Contract") dated \_\_\_\_\_, 20\_\_, between The School Board of Osceola County Florida ("School Board") and \_\_\_\_\_ -- ("Consultant").

All terms used herein shall have the same meaning as defined in the Agreement unless otherwise noted herein.

**1  
SCOPE OF WORK**

School Board hereby authorizes Consultant to provide the following Services for the following Project: (Consultant will provide a detailed, proposed Scope):

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(Consultant to use or add as many lines as required for a detailed Scope, or attach separate pages to be incorporated herein)

**2  
SCHEDULE**

The Services under this Work Authorization shall begin on \_\_\_\_\_, 20\_\_, and shall be completed by \_\_\_\_\_, 20\_\_.  
(Consultant will provide a detailed, tentative Schedule )

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(Consultant to use or add as many lines as required for a detailed Schedule, or attach separate pages to be incorporated herein)

3  
COMPENSATION

The compensation for the Compensation under this Work Authorization shall be as follows:  
(Consultant will provide proposed Compensation)

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(Consultant to use or add as many lines as required for a detailed Compensation proposal, or attach separate pages to be incorporated herein)

4  
QUALIFICATIONS AND SPECIAL REQUIREMENTS

The Services to be provided under this Work Authorization shall be accomplished by the following persons:  
(Consultant will provide names of personnel all of whom must appear in the list of Key Employees on Exhibit F)

Name	Title	Responsibility	Rate

(Consultant to use or add as many lines as required for a detailed Schedule, or attach separate pages to be incorporated herein)

5  
MISCELLANEOUS

All terms and conditions of the Contract shall remain in full force and effect.

THE SCHOOL BOARD OF OSCEOLA  
COUNTY, FLORIDA

CONSULTANT:

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Attest: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Attest: \_\_\_\_\_



**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**EXHIBIT H**

**TRUTH IN NEGOTIATION CERTIFICATE**

The wage rates and other factual unit costs supporting the compensation under the Contract between the School Board of Osceola County, Florida and \_\_\_\_\_ dated \_\_\_\_\_ are accurate, complete and current as of the time of entering into the contract. This Certificate is executed in Compliance with Section 287.055 (5) (a) of the Florida Statutes.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2007.

By:

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_ as its \_\_\_\_\_, who, after first being duly sworn, deposes and says that the foregoing Truth In Negotiation Certificate is true and correct to the best of his/ her knowledge, information and belief.

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 2007, by \_\_\_\_\_ (type/print name of affiant).

Notary Public (printed name)

Personally known to me \_\_\_\_\_; or has produced identification  
Type of identification produced:

\_\_\_\_\_