

**TASK ORDER No. W-5**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014

**FORT LAUDERDALE PARKS AND RECREATION DIVISION**

**CITY HALL INDOOR AIR QUALITY ASSESSMENT**

**PROFESSIONAL SERVICES**

EE&G Environmental Services, LLC (CONSULTANT) has prepared this task order to conduct an Indoor Air Quality (IAQ) assessment of the Fort Lauderdale City Hall building located at 100 North Andrews Avenue, Fort Lauderdale, Florida. The services will be provided in accordance with the rates established under the Master Agreement between CONSULTANT and the City of Fort Lauderdale (City), RFQ 616-10632 General Environmental Engineering Consultant Services, which was approved by City Commission on June 21, 2011, as extended and amended on June 5, 2012 and extended again of February 19, 2013.

**PROJECT BACKGROUND**

It is EE&G's understanding that there have been occupant concerns related to indoor air quality expressed at various locations within the building

**PROJECT DESCRIPTION**

EE&G will conduct a visual assessment of the subject area, which consists of eight floors (lobby floor through floor 8. The purpose of this task is to assess for potential sources of poor indoor air quality with attention being paid to the presence of water damage or assumed mold growth on building materials. The assessment will be limited to readily accessible portions of the building interior and will not include destructive testing.

**SCOPE OF SERVICES AND DELIVERABLES**

This task order will cover the services required to perform an indoor air quality in the Fort Lauderdale City Hall. The assessment will be conducted on the ground floor through the 8<sup>th</sup> floor and be performed during normal working hours. A second after-hour visit will be needed to collect additional particulate sampling data. The assessment will consist of a visual inspection, inspection of the air handling units, collection of environmental parameters, and collection of bioaerosol samples.

The CONSULTANT is responsible for all work of their sub consultants/subcontractors to meet the deliverables included on this task order. Under this task order EMSL Analytical Inc. will provide laboratory analytical services. The sub consultant is listed in the Master Agreement. The CONSULTANT shall provide quality assurance reviews for each phase of this task order.

The CONSULTANT shall provide all engineering services described on the tasks herein below:

**Task 1 – Site and Field Preparation Activities**

The CONSULTANT shall coordinate staff and subcontractors required to complete the activities included in the assessment and included the following activities:

- Visual inspection of the lobby floor to the 8<sup>th</sup> floor to identify the presence of potential factors impacting IAQ to include:
  - Visual assessment for evidence of water-damage, water-staining, and assumed mold growth (AMG) on building materials.

- Visual assessment for the presence of potential sources or causes of poor IAQ other than water or mold damage.
- Visual assessment of the accessible portions of the heating, ventilating, and air conditioning system(s) serving the subject area.
- Collection of relative humidity, temperature, dew point temperature, and carbon dioxide measurements from representative areas.
- Collection of particle data using a six-channel laser particle counter. Sampling locations will be determined onsite by the industrial hygienist. EE&G will collect approximately data from four to five locations per floor. Samples will be collected during the initial site visit (normal operating hours) and collected during a separate after-hours visit (non-operating hours).
- Collection of bioaerosol samples to assess for airborne mold spores as follows:
  - Five samples per floor – 40 samples. Sample locations will be determined onsite by the industrial hygienist.
  - Five samples collected from ambient environment for comparison purposes.

Fieldwork will be performed by, or under the direction of a Certified Industrial Hygienist (CIH). EE&G anticipates being able to be furnished floor plans by the City prior to the assessment to be used during the assessment and included in the report.

This task is estimated at 28 hours or Not to Exceed \$4,730.00

### **Deliverables**

No deliverables are expected for this task as the data will be tabulated under Task 2..

### **Task 2 – Summary Report**

The CONSULTANT will prepare a summary report as applicable after Task 1 is completed. The report will present methodologies, test results, and documentation of existing conditions. The results of the inspection will be compared with applicable regulatory standards (i.e. OSHA, EPA) as well as current industry standards (ASHRAE, ACGIH, etc.) Conclusions will be presented for each significant finding and recommendations provided to correct noted deficiencies, if any.

This task is estimated at 18 hours or Not to Exceed \$1,520.00

### **Deliverables**

The summary report described above will constitute the deliverable and will be provided to the CITY in PDF format and if necessary paper format.

### **PROJECT ASSUMPTIONS**

- The CONSULTANT will not start the work until provided a written Notice to Proceed from the City.
- Working hours at the site will be coordinated with the City.

### **CITY'S RESPONSIBILITIES**

- CITY to provide electronic or manual floor plans for use during the assessment and to be included in the summary report. If manual and provided at time of assessment, two copies would be necessary so a clean copy could be used in the report.

### **ADDITIONAL SERVICES**

If authorized in writing by the City as an amendment to this Task Order, the CONSULTANT shall furnish, or obtain from others, Additional Services of the types listed in Exhibit A of the Master Agreement. The City, as indicated in the Master Agreement, will pay for these services. In the event that additional assessment or a remediation plan is required, these additional services may begin with a meeting between CONSULTANT and the City to discuss the findings presented in the Summary Report and the resultant requirements that may have to be met from regulatory agencies.

### **PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Task 1 through Task 2 inclusive within 15 working days of written Notice to Proceed.

### **METHOD OF COMPENSATION**

The services performed shall be accomplished using the Not to Exceed method of compensation. Reimbursable expenses associated with these services are not included in the fees and will be itemized separately, subject to an established Not to Exceed limit. A fee schedule and cost breakdown for reimbursable expenditures is included on Exhibit A.

### **TERMS OF COMPENSATION**

Services shall be provided for the following Not to Exceed amounts:

Task No	Task Title	Labor Fees		Total
		Consultant	Sub consultant	
1	Assessment	\$2,310	\$	\$2,310
2	Summary Report	\$1,520	\$	\$1,520
All tasks				\$ 3,830
Task No	Description	Equipment and Material Costs		Total
		Consultant	Sub consultant	
1	Assessment	\$170	\$2,250	\$ 2,420
All Equipment and Material Costs				\$ 2,420
Task No	Description	Reimbursables		Total
		Consultant	Sub consultant	
TOTAL				\$ 6,250

The total number of hours for the project is 46 for CONSULTANT and 0 for sub consultant.

### **CITY CONTACTS**

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to [AcctsPayble@FortLauderdale.gov](mailto:AcctsPayble@FortLauderdale.gov). All other correspondence and submittals should be directed to the attention of Mr. David Smith ([DSmith@fortlauderdale.gov](mailto:DSmith@fortlauderdale.gov)) Facilities Maintenance, Parks and Recreation Division at the address shown below. **Please be sure that all correspondence refers to the City project number and title as stated above.**

City of Fort Lauderdale  
Parks and Recreation Division  
1350 West Broward Boulevard  
Fort Lauderdale, FL 33312

### **CONSULTANT CONTACTS**

The CONSULTANT shall designate a Project Manager to be responsible for all contractual matters and technical matters as they pertain to this task order.

EE&G Environmental Services, LLC

5751 Miami Lakes Drive  
Miami Lakes, Florida 33014

c/o Mr. Mark Skweres

[mskweres@eeandg.com](mailto:mskweres@eeandg.com)

Cell: (305) 710-3352

Office: (305) 374-8300

Fax: (305) 374-9004

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IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida:

By \_\_\_\_\_  
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)

ATTEST:

\_\_\_\_\_  
JONDA K. JOSEPH, City Clerk

Approved as to form:

\_\_\_\_\_  
Cole J. Copertino  
Assistant City Attorney

**CONSULTANT**

WITNESSES:

[Signature]  
Signature

Mark A. Skweres  
Print Name

[Signature]  
Signature

Kevin Koester  
Print Name

(CORPORATE SEAL)

EE&G Environmental Services, LLC

By: [Signature]

Name: Craig Clevenger, P.G.

Title: Manager

ATTEST:

By: [Signature]

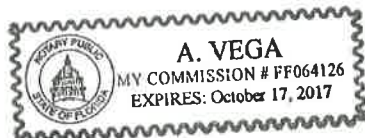
Name: Carolyn Bailey

Title: Manager

STATE OF FLORIDA:  
COUNTY OF Miami-Dade:

Mr. Craig Clevenger and Ms. Carolyn Bailey as Managers of EE&G Environmental Services, LLC acknowledged the foregoing instrument before me this 24<sup>th</sup> day of January, 2018, on behalf of the corporation. They are personally known to me and did not take an oath.

(SEAL)



[Signature]  
Notary Public, State of Florida  
(Signature of Notary taking Acknowledgement)

A. Vega  
Name of Notary Typed, Printed or Stamped

Oct. 17, 2017  
My Commission Expires

FF064126  
Commission No.

## **EXHIBIT A - - FEE SCHEDULE, REIMBURSABLES AND OTHER COSTS**

### **Consultant** (in accordance with Master Agreement)

Fee Schedule										Total Hours	Labor Cost (\$)
Labor Category		Senior Technical Advisor		Senior Project Professional		Field Scientist		Administrative Assistant			
Percent Utilization		3.7%		28.7%		66.6%		1.0%			
Labor Rate		\$140/hr		\$110/hr		\$75/hr		\$40/hr			
Task No.	Task Title	Hrs.	Subtotal (\$)	Hrs.	Subtotal (\$)	Hrs.	Subtotal (\$)	Hrs.	Subtotal (\$)		
1	Assessment	0	0	6	660	22	1650	0	0	28	\$2,310
2	Summary Report	1	140	4	440	12	900	1	40	18	\$1,520
Totals		1	140	10	1100	34	2550	1	40	46	\$3,830

### **Equipment and Material Costs** (in accordance with Master Agreement)

<b>Task No.</b>	<b>Task Description</b>	<b>EE&amp;G Equipment and Material Description</b>	<b>Cost (\$)</b>
1	Assessment	Truck Rental/Mileage (2) at \$85 per day	\$170
<b><u>Equipment and Material Costs Subtotal</u></b>		<b>\$170</b>	

**Sub-Consultant Costs (in accordance with Master Agreement)**

Task No.	Task Description	EE&G Equipment and Material Description	Cost (\$)
1	Assessment	(45) Non-viable air samples for mold at \$50 per sample	\$2,250
			<b>\$ 2,250</b>
<b><u>Sub-consultant Costs Subtotal</u></b>	<b>Total for Task Order =</b>		<b>\$6,250</b>

Notes:

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