

CONTRACT NO. 20250217
AGREEMENT BETWEEN CHARLOTTE COUNTY
and
CBRE, INC.
for
STRATEGIC MASTER SPACE PLAN

THIS AGREEMENT (hereinafter the "Agreement"), is made and entered into by and between CHARLOTTE COUNTY, a political subdivision of the State of Florida, 18500 Murdock Circle, Port Charlotte, Florida 33948-1094, hereinafter the "County", and CBRE INC., 2121 Noah Pearl Street, Suite 300, Dallas, Texas 75201, hereinafter the "Consultant."

WITNESSETH

WHEREAS, the County has determined that it is necessary to retain a Consultant to provide professional architectural programming master space planning services to assist in the development of a Comprehensive Public Strategic Master Space Plan (the "Project"); and

WHEREAS, the Consultant has reviewed RFP No. 20250217 required pursuant to this Agreement and is qualified, willing and able to provide and perform all such services in accordance with its terms; and

WHEREAS, the County, through a selection process conducted in accordance with the requirements of law and County policy, has determined that it would be in the best interest of the County to award a contract to Consultant for the rendering of those services described in the RFP No. 20250217.

NOW, THEREFORE, the County and the Consultant, in consideration of the mutual covenants contained herein, do agree to implement the Project, as follows:

ARTICLE 1.
INCORPORATION OF DOCUMENTS

1.1. RFP No. 20250217, issued by the County on January 13, 2025, and consisting of pages 1 through and including 20; Addendum #1 to RFP No. 20250217, issued by the County on January 27, 2025 and Addendum #2 to RFP No. 20250217, issued by the County on February 7, 2025 and the Proposal submitted by Consultant dated February 13, 2025 and; all filed with the Clerk of the Circuit Court of Charlotte County, Minutes Division, as RFP No. 20250217, are hereby specifically incorporated into and made a part of this Agreement as if same had been set forth at length herein. The Master Space Planning Proposal, Scope of Services, and Timeframe and Schedule is attached as **Exhibit A** and is specifically incorporated into and made part of this Agreement.

1.2. In the event of any conflict between the documents constituting this Agreement, the documents shall be given precedence in the following order:

- 1) This Agreement including **Exhibit A**, attached hereto;
- 2) RFP No.20250217;

ARTICLE 2.
CONSULTANT'S SCOPE OF SERVICES

2.1. Consultant agrees to perform all the services and provide all the materials for the development of the Project as described **Exhibit A – Scope of Services**.

2.2. Consultant agrees to provide its services and all materials for the Project described in **Exhibit A**, for the fees as contained in **Exhibit A**, and in the times allowed for performance of the project as set forth in **Exhibit A – Project Schedule**. The Consultant shall make no claims for additional compensation or damages owing to suspensions, delays, or hindrances which arise during the performance of this Agreement. Such suspensions, delays or hindrances may only be compensated for by an extension of time as the County may decide. However, such extension shall not operate as a waiver of any other rights of the County.

2.3. In the event that County desires Consultant to perform any additional services related to the Project not already contained in the Scope of Services, **Exhibit A**, the parties shall enter into an amendment to this Agreement to provide for the provision of such additional services by Consultant as may be determined by the BOCC and payment therefore by County.

ARTICLE 3.
COMPENSATION AND PAYMENT FOR CONSULTANT'S SERVICES

3.1. County shall pay Consultant for those tasks and services provided in the Scope of Services actually performed by Consultant and in accordance with **Exhibit A**. The total payment to Consultant shall not exceed Seven Hundred Thirty Three Thousand One Hundred Dollars and no cents (\$733,100.00) in accordance with **Exhibit A**, for Consultant's services under this Agreement, performed in accordance with the Scope of Services and this Agreement.

3.2. Payment for services rendered by Consultant shall be made on a monthly basis in proportion to the percentage completed of those tasks listed in the Scope of Services. Percentage of services completed shall be subject to review and approval by the County's Facilities Director, or his/her designee.

3.3. Consultant shall submit all billings for payment of services rendered on a monthly basis to the County Purchasing Division for processing. Billings shall be detailed as to the nature of the tasks and services performed and shall refer to the specific tasks listed in the Scope of Services that were actually performed by Consultant. Billings shall include a summary of any amounts previously billed and any credits for amounts previously paid.

3.4. Consultant acknowledges that each billing must be reviewed and approved by the County's Facilities Director, or his/her designee. Should the County's Facilities Director, or his/her designee, determine that the billing is not commensurate with services performed, work accomplished, or hours expended, Consultant shall adjust billing accordingly. However, Consultant shall be entitled to payment of any portion of a billing not in dispute.

3.5. County shall pay Consultant's monthly billings in accordance with Sections 218.70 through 218.80 Florida Statutes, the Local Government Prompt Payment Act.

ARTICLE 4.
CONSULTANT'S RESPONSIBILITIES

4.1. Consultant shall perform or furnish consulting and related services to a level of technical skill, ability, and diligence customarily provided by an experienced professional in his or her field of expertise when rendering the same services, and in accordance with sound principles and practices generally acknowledged by professionals in his or her field of expertise, as represented to the County, both orally and in writing, to be possessed by Consultant, all in accordance with the standards contained elsewhere in this Agreement and in accordance with generally accepted standards of professional consulting practice and with the laws, statutes, ordinances, codes, rules and regulations governing Consultant's profession. The same standards of care shall be required of any subconsultant or subcontractor engaged by Consultant.

4.2. Consultant shall, without additional compensation, correct and revise any errors, omissions, or other deficiencies in its work product, services, or materials arising from the negligent act, error or omission of Consultant or any subconsultant or subcontractor engaged by Consultant for one year after the completion of Consultant's services under this Agreement. The foregoing shall be construed as an independent duty to correct rather than a waiver of County's rights under any applicable statute of limitations. County review of, approval of, acceptance of, or payment for any of Consultant's work product, services, or materials shall not be construed to operate as a waiver of any of County's rights under this Agreement, or cause of action County may have arising out of the performance of this Agreement.

ARTICLE 5.
OWNERSHIP AND USE OF DOCUMENTS

5.1. All documents, data, studies, surveys, analyses, sketches, tracings, specifications, plans, designs, design calculations, details, computations, drawings, maps, models, photographs, reports, and other documents and plans resulting from Consultant's services under this Agreement are and shall become the property of and shall be delivered to County without restriction, cost or limitation as to use regardless of the format of the document (paper or electronic). However, any use subsequent to or other than the specific project for which such items were created, shall be at sole risk of County.

5.2. Consultant agrees that any software, computer systems and databases used for providing the documents necessary to this Agreement shall be compatible with existing County software and systems.

ARTICLE 6.
COUNTY'S RESPONSIBILITIES

6.1. County shall perform the responsibilities contained in this Article 6 in a timely manner so as not to delay the services of Consultant.

6.2. County shall furnish to Consultant, upon request of Consultant and at County expense, all existing studies, reports and other available data pertinent to the services to be performed under this Agreement which are within the County's possession. However, Consultant shall be required to evaluate all materials furnished hereunder using reasonable professional judgment before relying on such materials.

6.3. County shall provide reasonable access and entry to all public property required by Consultant to perform the services described in this Agreement. All such access and entry shall be provided at County expense. County shall also use reasonable efforts to obtain permission for reasonable access and entry to any private property required by Consultant to perform the services described in this Agreement.

ARTICLE 7. **EFFECTIVE DATE / TERM / TERMINATION**

7.1. The Effective Date of this Agreement is the date on which this Agreement is signed by both parties.

7.2. The term of this Agreement shall begin on the Effective Date and continue through the completion of the Project, in accordance with **Exhibit A**, or through such other time as the parties may agree through an Amendment to this Agreement. Consultant's services shall be deemed complete when Consultant provides all products or services contained in the Scope of Services, **Exhibit A**, and required under this Agreement or any amendment hereto, and County accepts such services and products as satisfactory, unless otherwise terminated in accordance herewith.

7.3. The Consultant shall be responsible for notifying the County promptly whenever a delay is anticipated or experienced, including a delay in approval by any governmental agency having jurisdiction over the Project. The County shall allow the Consultant to extend the Project Schedule for valid, documented delays. The County shall be the sole determiner of the validity of the delays.

7.4. The County shall have the right at any time upon thirty (30) calendar days' written notice to the Consultant to terminate the services of the Consultant and, in that event, the Consultant shall cease work and shall deliver to the County all documents, (including reports, designs, specifications, and all other data) prepared or obtained by the Consultant in connection with its services. The County shall, upon receipt of the aforesaid documents, pay to the Consultant, and the Consultant shall accept as full payment for its services, fees for all tasks completed in accordance with the Scope of Services.

7.5. In the event that the Consultant has abandoned performance under this Agreement, then the County may terminate this Agreement upon three (3) calendar days' written notice to the Consultant indicating its intention to terminate. The written notice shall state the evidence indicating the Consultant's abandonment. Payment for services performed prior to the Consultant's abandonment shall be as stated in Article 3 above.

ARTICLE 8.
NO CONTINGENT FEES

8.1. Consultant certifies that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, County shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

ARTICLE 9.
NOTICES

9.1. Any notice required or permitted to be sent hereunder shall be sent certified mail, return receipt requested to the parties at the addresses listed below:

Consultant: CBRE, Inc.

County: Purchasing Division

Name: Eva Garza

Name: Kimberly A. Corbett
Sr. Division Mgr.

Address: 777 Brickell Ave, Ste. 1100
Miami, FL 33131

Address: 18500 Murdock Circle, Ste. 344
Port Charlotte, FL 33948

9.2. Consultant shall immediately notify County of any changes in address.

ARTICLE 10.
TRUTH-IN-NEGOTIATION CERTIFICATE

10.1. In accordance with Section 287.055 Florida Statutes and Charlotte County Resolution 2003-059, signature of this Agreement by Consultant shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of this Agreement.

ARTICLE 11.
ASSIGNMENT

11.1. This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by Consultant without the prior written consent of County. Further, no portion of this Agreement may be performed by subcontractors or subconsultants without written notice to and approval of such action by County.

ARTICLE 12.
EXTENT OF AGREEMENT / SEVERABILITY / MODIFICATION

12.1. This Agreement represents the entire and integrated agreement between the County and Consultant and supersedes all prior negotiations, representations or agreement, either written or oral.

12.2. In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any breach of any provision, term, condition or covenant shall not be construed by the other party as a waiver of any subsequent breach.

12.3. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by both parties.

12.4. This is a nonexclusive contract. The County has the right to enter into contracts with other consultants for the providing of any services.

ARTICLE 13.
GOVERNING LAW / VENUE

13.1. This Agreement shall be governed and construed in accordance with Florida law. In the event any litigation arises between the parties in connection with this Agreement, venue for such litigation shall lie exclusively in or for Charlotte County, Florida.

ARTICLE 14.
INDEPENDENT CONTRACTOR STATUS

14.1. Consultant is an independent contractor and is not an employee, servant, agent, partner or joint venturer of the County. Neither the County nor any of its employees shall have any control over the conduct of Consultant or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to represent at any time or in any manner that Consultant or any of Consultant's agents, servants or employees are in any manner agents, servants or employees of the County. It is understood and agreed that Consultant is and shall at all times remain as to the County, a wholly independent contractor and that Consultant's obligations to the County are solely as prescribed by this Agreement.

ARTICLE 15.
AUDIT AND RECORDS REQUIREMENTS

15.1. Consultant shall maintain books, records, documents, and other evidence directly pertaining to or connected with the services under this Agreement which shall be available and accessible at Consultant's local offices for the purpose of inspection, audit, and copying during normal business hours by the County, or any of its authorized representatives. Such records shall be retained for a minimum of five (5) years after completion of the services. Prior to destruction of any records, the Consultant shall notify the County and deliver to the County any records the County requests. Consultant shall require all subcontractors to comply with the provisions of this

paragraph by insertion of the requirements hereof in a written contract agreement between Consultant and the subcontractor.

15.2 If the records are unavailable locally, it shall be the Consultant's responsibility to ensure that all required records are provided at the Consultant's expense including payment of travel and maintenance costs incurred by the County's authorized representatives or designees in accessing records maintained out of the County. The direct costs of copying records, excluding any overhead cost, shall be at the County's expense.

15.3. Pursuant to Section 119.0701 of the Florida Statutes, contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B, SUITE 200, PORT CHARLOTTE, FLORIDA 33948.

ARTICLE 16. INDEMNIFICATION

16.1. Consultant shall indemnify and hold harmless the County, its Commissioners, officers, employees, agents and volunteers from and against any and all 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 this Agreement.

ARTICLE 17. EMPLOYEE RESTRICTIONS

17.1. Charlotte County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contains in 8 U.S.C. Section 1324a [Section

274A of the Immigration and Nationality Act ("INA"). The County shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A of the INA shall be grounds for termination of this Agreement by the County.

17.2. Pursuant to Section 448.095 of the Florida Statutes, all persons or firms entering into contracts with Charlotte County are required to register with, and use, the E-Verify system of the U.S. Department of Homeland Security to electronically verify the employment eligibility of all newly hired employees. The County may terminate this Agreement for failure on the part of the Contractor to use E-Verify. Contract termination for failure to use E-Verify is not considered a breach of contract pursuant to s. 448.095(5)(c)3, *Fla. Stat.*

ARTICLE 18. **SCRUTINIZED VENDORS**

18.1. Pursuant to Section 287.135(3)(b) of the Florida Statutes, Charlotte County may, at its sole option, terminate any agreement in any amount if the Contractor is found to have been placed on the *Scrutinized Companies that Boycott Israel List*, or is engaged in a boycott of Israel.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the date and year below written.

WITNESSES:

CBRE, Inc.

Signed By: _____

Signed by: _____

Print Name: _____

Title: _____

Date: _____

Date: _____

Signed By: _____

Print Name: _____

Date: _____

**BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA**

ATTEST:

Roger D. Eaton, Clerk of the Circuit
Court and Ex-Officio Clerk to the
Board of County Commissioners

By: _____
Joseph M. Tiseo, Chairman

By: _____
Deputy Clerk

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By: 
Janette S. Knowlton, County Attorney
LR25-0524

Exhibit List:

Exhibit A – Scope of Services, Strategic Master Space Plan Proposal, Timeframe and Schedule

Strategic Master Space Plan

RFP# 20250217

CBRE + Harvard Jolly | PBK Team response for
Charlotte County

May 16, 2025

From Our Team, To Yours...

CBRE, Inc. (CBRE) is pleased to present our Strategic Master Space Planning Services Proposal to support Charlotte County in professional architectural programming and master space planning services. As the world's largest commercial real estate services firm, CBRE has the unique ability to manage our clients' needs locally as well as bringing the depth and breadth of our global business to drive better outcomes for our clients. CBRE is ranked #138 for 2024 Fortune 500 rankings and has held the position as one of Fortunes most admired real estate companies for 14 years running. In the state of Florida, CBRE has 1,700+ employees across 11 offices. CBRE has supported Federal, State, and Local Government clients over the last 30 years to formulate and implement real estate strategies.

CBRE is pleased to team with Harvard Jolly | PBK to bring the strength, depth and capabilities of our two organizations together advancing the real estate needs of Charlotte County. Established in St. Petersburg in 1938, Harvard Jolly PBK has been providing architecture and interior design services to clients for over 85 years. We have worked with more than 60 municipalities and counties, completing over 1,250 government projects.

Together, serving as "The CBRE Team" our firms will deliver Strategic Master Space Planning Services for Charlotte County as detailed on the following pages. We appreciate the opportunity to participate in this Request for Proposals and are confident that our combined expertise, positions us to deliver a successful project that meets Charlotte County's needs. We look forward to addressing any questions the Steering Committee or core team may have regarding our proposed scope of work and team experience.

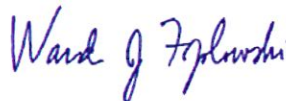
Best Regards,



Eva Garza
AICP, LEED AP & Prosci
CBRE | Americas Consulting
Senior Managing Director



Nnenna Alintah
CBRE | Americas Consulting
Senior Managing Director



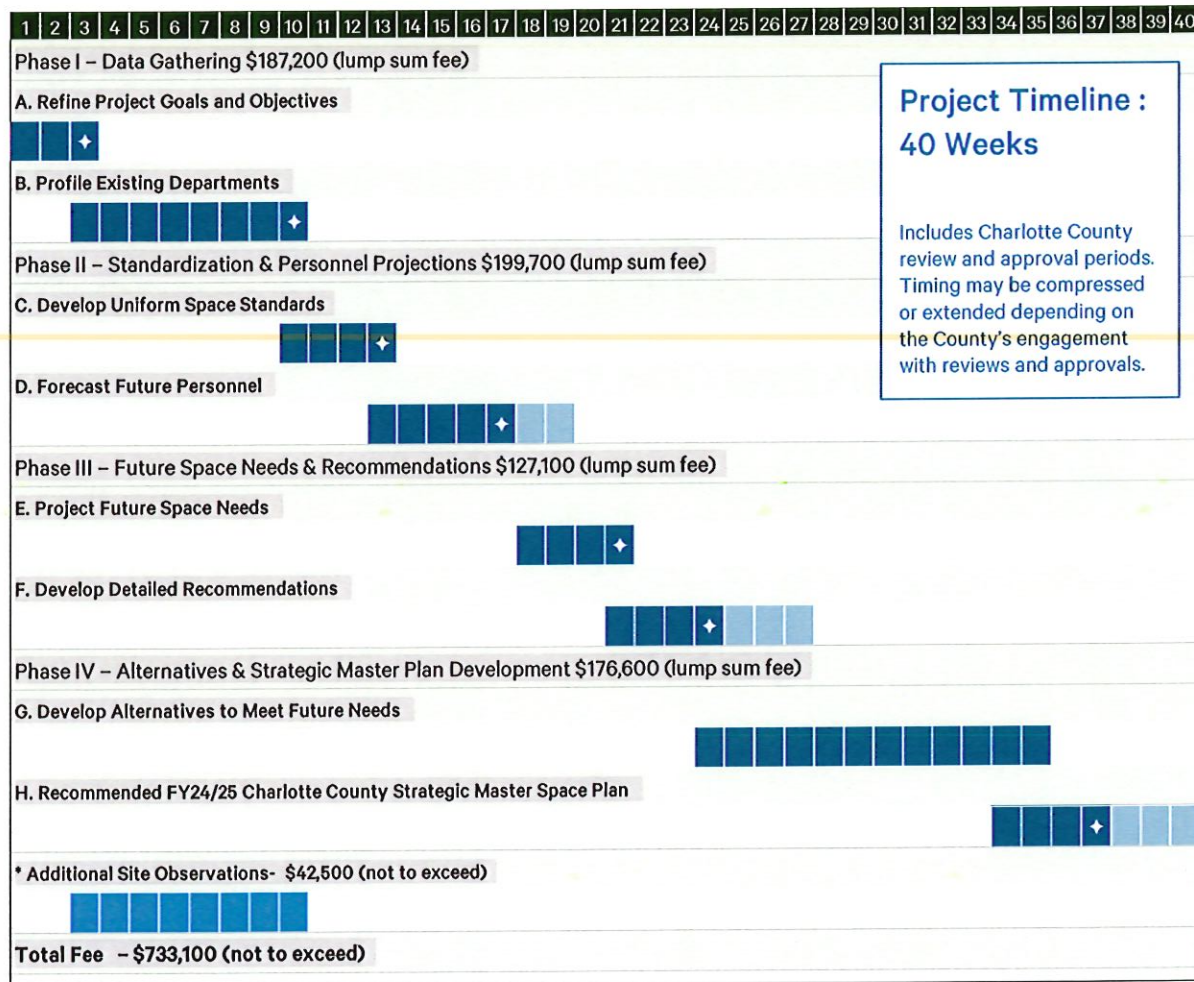
Ward Friszolowski
AIA
Harvard Jolly | PBK
President, COO

Abbreviated Project Schedule and Cost

Our approach ensures flexibility, timely responses, and quick turnarounds, all of which are critical for project success.

We can deliver the scope illustrated in the timeline below and described in the Charlotte County RFP for \$733,100 in approximately 40 weeks (exclusive of client approvals that require a pause between phases). Fees are broken down by phase and will be invoiced by task based on percent complete. These are lump sum fees not to exceed figures shown by phase.

To address a requirement to conduct 50 additional site observations, the CBRE Team will require written approval from the County and has priced these services at \$42,500 as illustrated in the chart below and described in the following pages for the County's consideration. This amount is included in the total project fee above.



Additional Scope
 Project Milestones
 Review & Approvals

The CBRE Team's proposed schedule and fees have been divided into four project phases as follows:

Phase I – Data Gathering \$187,200 (lump sum fee)

A. Refine Project Goals and Objectives - 2-3 weeks

- Request for information (RFI) – Issue a Request for Information (RFI) to gather existing plans, documentation, previous strategic master plans, current headcount, org charts, guiding principles and current space allocation standards.
- Project Kick Off – A one-hour working session with The CBRE Team and the Charlotte County core team.
- Steering Committee Visioning – A 90-minute visioning session with The CBRE Team, the Charlotte County core team and steering committee.
- Bi-weekly project calls – Virtual update calls to review project progress and approximately 30-45 min.

B. Profile Existing Departments –6 - 8 weeks

- Questionnaire – Develop, review and issue a questionnaire to all departmental leaders prior to departmental interviews.
- Leader Interviews (25 estimated) – A one-hour interactive departmental interview with Charlotte County core departmental leads.
- Space Observations – On-site assessments of 50 buildings to document current spaces.
- Departmental Profiles – Create departmental profiles that outline both immediate and future requirements.
- Steering Committee Progress Review Meeting - A 90-minute progress review meeting with the steering committee members to discuss the departmental profiles. and can be virtual or in-person.

REQUEST FOR INFORMATION

PROJECT KICK-OFF



GOALS AND OBJECTIVES ALIGNMENT

LEADERSHIP QUESTIONNAIRE & INTERVIEWS



Phase II – Standardization & Personnel Projections \$199,700
(lump sum fee)

C. Develop Uniform Space Standards – 3-4 weeks

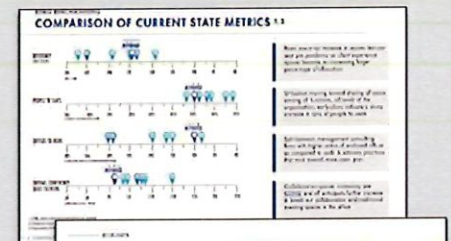
- **Space Analysis** – Analyze a selection of representative existing floor plans, covering up to 230,000 square feet, to evaluate existing planning standards, space allocations, and floor plate efficiencies.
- **Industry Benchmarking & Research** – Benchmark the County's existing space metrics and space standards and compare with best practices in workplace planning
- **Develop Space Standards** – The space standards developed by The CBRE Team for Charlotte County will represent a set of comprehensive and departmentally relevant planning and space allocation guidelines to support your organization's future workplace. These standards shall be based on departmental functions while brining consistency across County facilities.
- **Steering Committee Progress Review Meeting**– A 90-minute progress review meeting with steering committee members to review existing space analysis, industry benchmarks and proposed space standards and can be virtual or in-person.

D. Forecast Future Personnel – 4-5 weeks

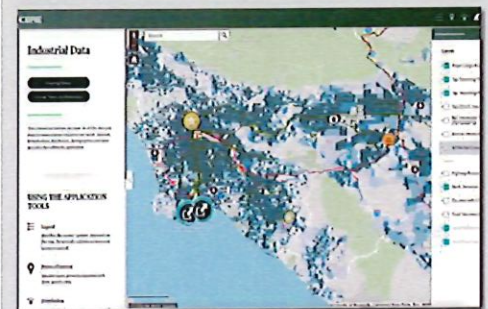
- **Growth Modeling** – project departmental growth over the next 10 years while weighing in the variances between departmental leadership views and approved projections. CBRE will also incorporate county growth projections (developed by Metro Forecasting) using the most up to date forecasts that have been presented to the County.
- **Summary Report** – Develop a summary report comprising future recommendations
- **Steering Committee Preliminary Findings Presentation**– A 90-minute preliminary findings presentation with steering committee members to review Dimension modeling, benchmarking and headcount growth modeling and can be virtual or in-person.



SPACE ANALYSIS



WORKPLACE SPACE STANDARDS



CBRE DIMENSION™

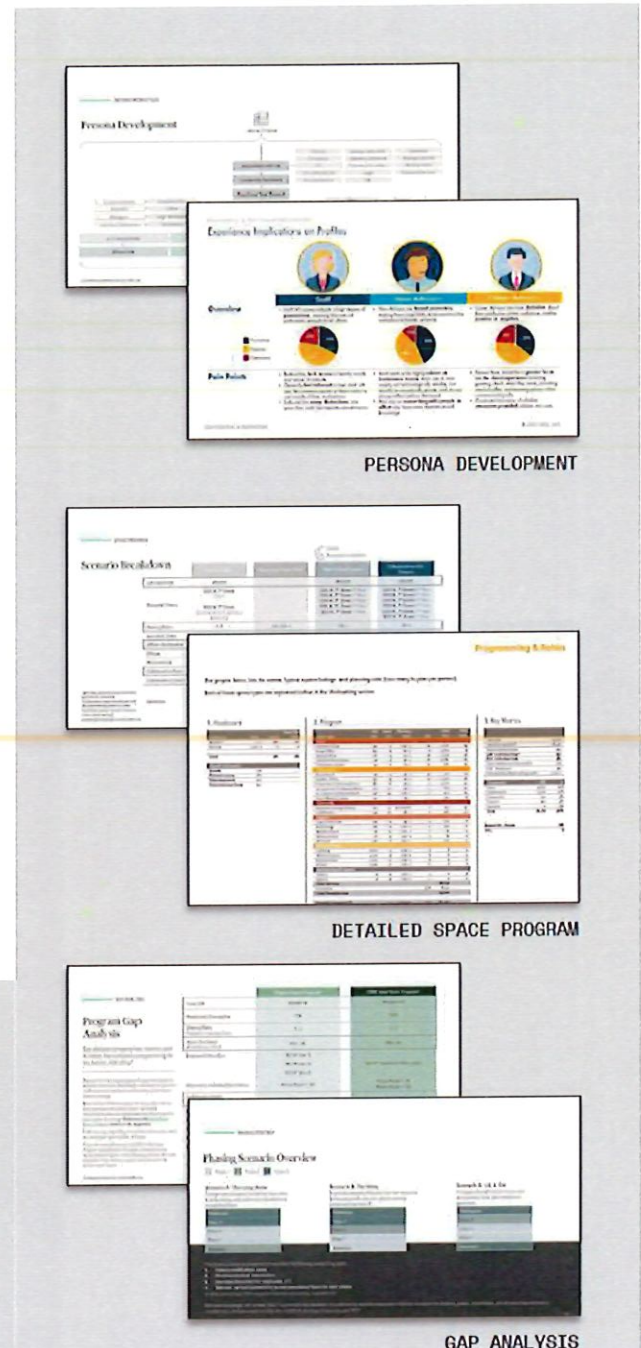
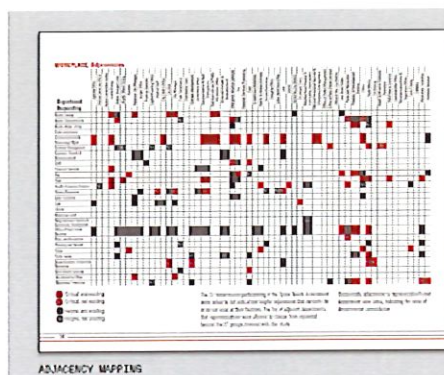
Phase III – Future Space Needs & Recommendations \$127,100
(lump sum fee)

E. Project Future Space Needs – 3-4 weeks

- Develop Department Personas & Space Requirements – Develop department personas and summarize space requirements to illustrate anticipated changes in space requirements in contrast to the existing space.
- Detailed Space Program– Create a detailed program of requirements to illustrate departmental and county-wide needs, in addition to mapping departmental adjacencies to understand the functional relationships and required proximities between departments.
- Gap Analysis– Conduct a thorough gap analysis based on the detailed outcomes of the space program.
- Steering Committee Progress Review Meeting– A 90-minute presentation to the steering committee.

F. Develop Detailed Recommendations – 2-4 weeks

- Supply & Demand Analysis– A supply and demand analysis that compares existing space with future expansion needs over 5- and 10-year increments
- Adjacency Mapping – Create a comprehensive space program based on departmental profiles and headcount growth modeling.
- Steering Committee Preliminary Findings Presentation– A 90-minute preliminary findings presentation with steering committee members. This meeting can be virtual or in-person.



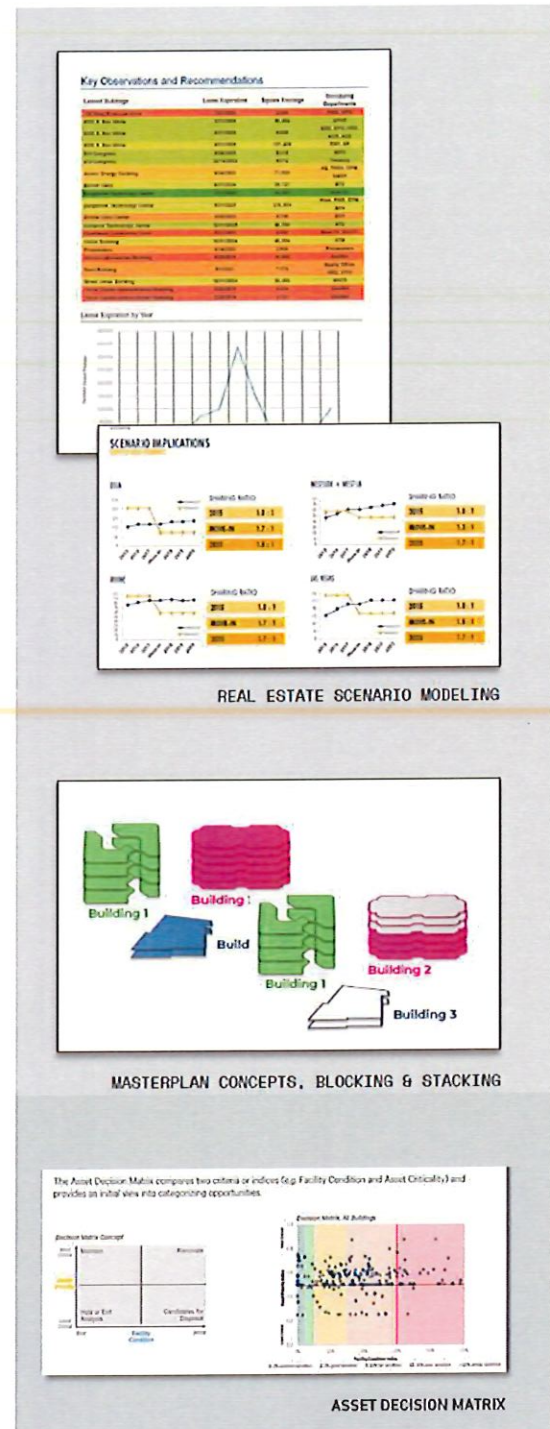
Phase IV – Alternatives & Strategic Master Plan Development \$176,600
(lump sum fee)

G. Develop Alternatives to Meet Future Needs – 8-12 weeks

- Portfolio Optimization and Regionalization Opportunities – a thorough evaluation of existing county facilities to identify opportunities to align space needs with strategic and organizational objectives and enable each department to operate efficiently and optimally, better serving the needs of their customers.
- Organizational and Facility Modeling – Based on identified optimization opportunities and future facility needs, The CBRE Team will propose alternative facility modeling scenarios for the requirements identified for each department.
- Masterplan Concepts, Blocking & Stacking – Create blocking and stacking plans that illustrate how departments will be positioned and sized for each scenario.
- Steering Committee Progress Review Meeting– A 90-minute presentation to the steering committee.

H. Recommended FY24/25 Charlotte County Strategic Master Space Plan – 2-4 weeks

- Financial Modeling & Cost Estimation –Create a comprehensive financial model for the preferred scenarios, outlining the total implementation costs over a 10-year period. CBRE will also develop a prioritization matrix for capital investments (based on FCA data available).
- Develop Implementation Strategy – Develop a phased implementation strategy for departmental workplace changes, roll-out of new space allocation standards, attainment of ideal adjacencies and any necessary building restacks, space reconfiguration or new space acquisitions.
- Develop Recommendations & Final Report - Produce a comprehensive recommendations report that encompasses all key strategic master plan concepts and the proposed implementation strategy.
- Steering Committee Final Presentation – A 90-minute presentation to the steering committee. This will be a synthesis of The CBRE Team's final deliverable, summarizing alternative scenarios, and recommendations and can be virtual or in-person.



Additional Scope

To address a requirement to conduct 50 additional site observations, the CBRE Team will require written approval from the County and has priced these services at \$42,500 for the County's consideration. Each site observation is priced at \$850. This fee is already included in the total project fee.

PH I – Additional Site Observations – approx. 8-weeks \$42,500 (not to exceed)

- Space Observations (50 additional) – The CBRE Team will conduct 50 site observations in addition to the 50 site observations included in our scope of work.

These additional 50 site observations should be conducted around the time of the on-site visit scheduled for Phase I to document existing office spaces. Site observations shall be documented as illustrated in the form included in this page.

OBSERVATION REPORT



FACILITY ADDRESS: _____
SURVEY DATE: _____
FACILITY TYPE/GENERAL USE: _____
FACILITY SQUARE FOOTAGE: _____
NUMBER OF STORIES: _____
YEAR BUILT: _____

	POOR	MODERATE	GOOD
GENERAL SITE CONDITION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL EXTERIOR CONDITION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL INTERIOR CONDITION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

EXTERIOR SAMPLE PHOTOS



INTERIOR SAMPLE PHOTOS



ARCHITECTURE & ENGINEERING & PLANNING & TECHNOLOGY & FACILITY CONSULTING & BRANDING

PBK.com