

PINELLAS COUNTY SMALL BUSINESS ENTERPRISE (SBE) PROFESSIONAL SERVICES WORK ASSIGNMENT

Consultant/Project Information
CONSULTANT: _____ ("Consultant")
CONSULTANT PROJECT MANAGER: _____
EMAIL: _____ PHONE: _____
SBE CONSULTING SERVICES AGREEMENT DATE/NUMBER: _____ / _____ ("Agreement")
WORK ASSIGNMENT TERM: _____ Days ("Term")
PROJECT TITLE: _____ ("Project")
WORK ASSIGNMENT GENERAL TASK DESCRIPTION: _____ ("Services")
LUMP SUM \$ _____
Work Assignment scopes of work shall not exceed the \$100,000 threshold. Change orders are prohibited that will exceed the \$100,000.

1. **Work Assignment Authorization.** In accordance with Pinellas County ("County") Purchase Order terms and conditions, the Consultant is to provide the Scope of Services as defined below, along with the provisions and covenants herein which are made a part hereof by reference.
2. **Scope of Services.** Consultant shall provide all the work, duties and obligations to be carried out and performed by Consultant under this Work Assignment ("Services"), as specifically described in the Scope of Services attached hereto and incorporated herein by reference. The Scope of Services shall include a description of the Services, the not to exceed compensation with the breakout for providing the Services, and a listing of any applicable deliverables to be completed.

NOTWITHSTANDING ANY OTHER PROVISION IN THIS WORK ASSIGNMENT, NO SERVICES SHALL BE PROVIDED BY CONSULTANT AND THE COUNTY SHALL NOT BE OBLIGATED TO PAY FOR THE SERVICES AFTER THE TERMINATION OF THIS WORK ASSIGNMENT

3. **Compensation and Method of Payment.**

- A. Services Fee.** As total compensation for the Services, the County agrees to pay the Consultant the sums as provided herein payable based the not to exceed fee below. It is acknowledged and agreed by Consultant that this amount constitutes a limitation upon County's obligation to compensate Consultant for such Services required by this Work Assignment but does not constitute a limitation upon Consultant's obligation to perform all of the Services required by this Work Assignment. In no event will the Services Fee and Travel Expenses combined paid pursuant to one of the options selected below (alone or in the aggregate with all other Work Assignments issued under the Agreement) exceed the not-to-exceed sum set out in the Agreement, unless the Parties agree to increase this sum by written change order to this Work Assignment

County agrees to pay the Consultant the Services Fee of not-to-exceed \$_____ for Services completed and accepted, payable upon submittal of an invoice as required under this work assignment seeking payment based upon the scope of work.

B. Travel Expenses.

The Services Fee includes all travel, lodging and per diem expenses incurred by Consultant in performing the Services.

4. Performance Schedule

Work on the Services will commence on:

- ☐ the date executed by the County; or
- ☐ upon issuance of a written notice to proceed,
and completed no later than _____.

and per issuance of a purchase order.

5. Pinellas County CADD Standards

Consultants will be required to provide services and work products in accordance with the Pinellas County CADD Manual for Land Survey and Civil Engineering. The Pinellas County CADD Kit for Civil 3D, CADD Manual, and Kit details can be found at www.pinellascounty.org/technical.

6. Other Terms

PINELLAS COUNTY, FLORIDA
by and through its (Department)

By (Staff Member) (Title)

CONSULTANT

Signature Date

SCOPE OF SERVICES

"insert after received from Consultant"