

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: May 15, 2007

Consent

Regular

Workshop

Public Hearing

Department: Facilities Development and Operations

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** Supplement No. 1 to Consultant Services Authorization No. 6 (CSA) to contract with Stephen Boruff Architects + Planners, Inc.(R2006-0073) in the amount of \$156,360 for professional services related to new Fire Station No. 14 located on Indiantown Road.

**Summary:** Stephen Boruff Architects + Planners, Inc. have completed a due diligence report that included preliminary site planning and survey work. This supplement authorizes the consultant to proceed with professional services for design, development of construction documents, bidding, and construction services for the proposed new Fire Station No.14. (**Capital Improvements Division**) **District 1 (JM)**

**Background and Justification:** Proposed Fire Station No. 14 is part of Fire-Rescue's Capital Program to provide an improved level of services to the surrounding community. This station will have 3-bays and additional staffing to meet the special needs of the area. The preliminary site planning and due diligence has proceeded to the extent that the next phase of completing the design and construction documents is required at this time. The professional services detailed within this supplement are consistent with the tasks associated with providing the documents for bidding and construction. The property for this fire station is under contract with closing scheduled for early June, 2007.

**Attachments:**

1. Location Map
2. Budget Availability Statement
3. Supplement No. 1 to CSA No. 6

Recommended by: \_\_\_\_\_

*Amy Wolf*

Department Director

*4/24/07*

Date

Approved by: \_\_\_\_\_

*Jah*

County Administrator

*5-11-07*

Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	196,360	0	0	0	0
Operating Costs		0	0	0	0
External Revenues		0	0	0	0
Program Income (County)		0	0	0	0
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<u>196,360</u>				
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>					

Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
 Budget Account No: Fund 3700 Dept 441 Unit F078 Object 6505  
 Reporting Category \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Prof Svc/ Construction 156,360  
 Staff Costs 40,000  
196,360

**III. REVIEW COMMENTS:**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

*[Handwritten signatures and dates]*  
 OFMB 5.3.07 5/2/07 5/2/07 5/3/07  
 Contract Administrator 5/19/07

**B. Legal Sufficiency:**

*[Handwritten signature]*  
 Assistant County Attorney

**This item complies with current County policies.**

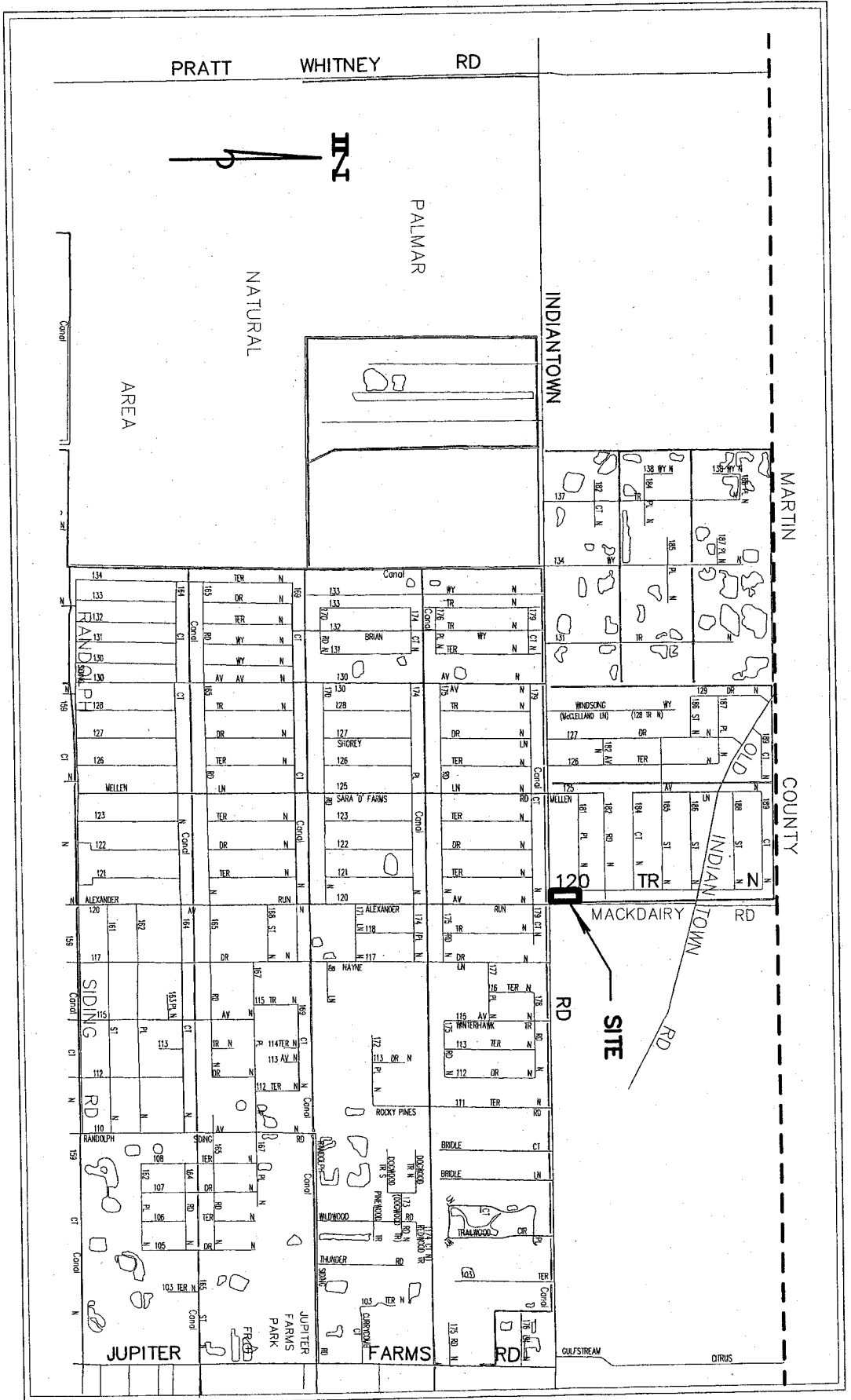
*FDO is obtaining SBE Schedule 2's.*

**C. Other Department Review:**

*[Handwritten signature]*  
 Chief Herman W. Brice, Administrator

**This summary is not to be used as a basis for payment.**

# LOCATION MAP



Attachment #1

### FACILITIES DEVELOPMENT & OPERATIONS BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 04/16/07      REQUESTED BY: Darrell Lange      PHONE: 233-0276  
FAX: 233-0270

PROJECT TITLE: Fire Station No. 14 (Indiantown Road)      PROJECT NO.: 06215

ORIGINAL CONTRACT AMOUNT:      BCC RESOLUTION#:      DATE:

REQUESTED AMOUNT:      \$156,360.00      Revised

CSA or ~~CHANGE ORDER NUMBER~~:      Supplement. 1 to CSA No. 6

CONSULTANT/~~CONTRACTOR~~:      Stephen Boruff Architects

**PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR:**

CSA for service relative to design, development of construction documents. Bidding and construction services.

CONSTRUCTION	<u>\$156,360.00</u>
PROFESSIONAL SERVICES	
STAFF COSTS** (DESIGN / CONST. PHASE)	<u>\$ 40,000.00</u>
MISC. (permits, prints, advertising, etc)	
<b>TOTAL</b>	<u>\$ 196,360.00</u>

*\*\* By signing this BAS your department agrees to these staff costs and your account will be charged upon receipt of this BAS by FD&O. Unless there is a change in the scope of work, no additional staff charges will be billed.*

**BUDGET ACCOUNT NUMBER (IF KNOWN)**

FUND: 3700    DEPT: 441    UNIT: F078    OBJ: 6505

FUNDING SOURCE (CHECK ALL THAT APPLY):     AD VALOREM     OTHER

BAS APPROVED BY: [Signature]     FEDERAL/DAVIS BACON

DATE: 4/18/07

ENCUMBRANCE NUMBER: \_\_\_\_\_

Attachment #2

**CONSULTANT SERVICES AUTHORIZATION**

**STEPHEN BORUFF, AIA  
ARCHITECTS + PLANNERS, INC.**

**FIRE STATION NO. 14  
PROJECT NO. 06215  
DISTRICT 1**

**THIS SUPPLEMENT NO. 1 TO AUTHORIZATION NO. 6** to the Contract dated 01/10/06 (R2006-0073) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

1. **CONSULTANT:** **STEPHEN BORUFF, AIA  
ARCHITECTS + PLANNERS, INC.  
901 NORTHPOINT PARKWAY, SUITE 101  
WEST PALM BEACH, FL 33407**
  
2. **Services completed to date:** Architectural services for the site design and related services necessary to obtain site plan approval.
  
3. **Description of Services to be provided by Consultant:** Professional services shall include architectural services relative to providing design, development of construction documents, bidding, and construction services for the proposed new fire station as detailed on the attached proposal dated March 28, 2007. The tasking and scope detailed in the contract takes precedence and is not changed or excluded by this proposal.
  
4. **History:**

<u>CSA #</u>	<u>AMOUNT</u>	<u>APPROVAL DATE</u>	<u>APPROVED BY</u>
CSA #6	\$5,500	12/30/06	AW
  
5. **Time of Commencement:** Consultant shall begin work promptly on the requested services upon receipt of this executed document which shall constitute official "Notice to Proceed".
  
6. **Compensation:** The compensation to be paid to the Consultant for the requested services shall be:

Lump Sum charge of \$156,360
  
7. **This Authorization may be terminated by the County without cause or prior notice. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with reimbursable expenses (if applicable) then due.**

**Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without the cause under this Contract.**

Attachment #3

8. **EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED**, all other terms and conditions of the original Contract remain in full force and effect.

**IN WITNESS WHEREOF**, this Authorization is accepted, subject to the terms and conditions of the aforementioned Contract.

**COUNTY**

ATTEST:  
Sharon R. Bock, Clerk & Comptroller

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Addie L. Greene, Chairperson

WITNESS:

Stephen Boruff, AIA Architects + Planners Inc.

*Darrell Lange*

By: *[Signature]*  
Name:

DARRELL LANGE  
Name (type or print)

*Sen. V.P.*  
Title:

Date: *4-17-07*

Approved as to Form and Legal  
Sufficiency

Approved as to terms and conditions

\_\_\_\_\_  
Assistant County Attorney

*[Signature]*  
Director - F D & O

March 28, 2007

Mr. Darrell Lange, Project Manager  
Capital Improvements Division  
Facility Development & Operations Department  
3200 Belvedere Road, Building 1169  
West Palm Beach, Florida 33406

Re: Proposal for Professional Architectural/Engineering Services  
Palm Beach County Fire Rescue  
Fire Station 14  
Palm Beach County Project No. 06215  
Architects Project No. 06-061

Dear Mr. Lange

We are pleased to submit the following proposal to provide professional architectural and engineering services relative to the design, development of construction documents, bidding and construction phase services for the proposed new three-bay fire station to be located at the intersection of Mack Dairy Road and Indiantown Road, Palm Beach County, Florida.

Our scope of work for this project will include the following:

**1.0 SCOPE OF WORK:**

- 1.1. Verify existing and site conditions.
- 1.2. Schematic Design
  - 1.2.1. Prepare Schematic Design Documents based on the modified 5,500 square foot prototypical fire station, approved building program and site plan.
  - 1.2.2. Prepare a preliminary Cost Estimate based on the Schematic Design Documents.
  - 1.2.3. Meet with Palm Beach County to present Schematic Design Documents for review, comment and approval.
- 1.3. Design Development
  - 1.3.1. Based on the approved Schematic Site Plan and Floor Plan prepare Design Development Documents that include architectural, structural engineering, civil engineering, electrical engineering, mechanical engineering and

March 28, 2007

STEPHEN BORUFF, AIA  
ARCHITECTS + PLANNERS, INC.  
901 NORTHPOINT PARKWAY, SUITE 101  
WEST PALM BEACH  
FLORIDA 33407  
PHONE 561-471-8520  
FAX 561-471-8539  
AA C002226

- landscape architecture drawings for review by Palm Beach County Capital Improvements Division and Palm Beach County Fire Rescue.
- 1.3.2. Prepare a preliminary Cost Estimate based on the Design Development Documents.
  - 1.3.3. Meet with Palm Beach County to present Design Development Documents for review, comment and approval.
  - 1.4. Construction Documents
    - 1.4.1. Prepare 50 % complete Construction Documents that include architectural, structural engineering, civil engineering, electrical engineering, mechanical engineering and landscape architecture drawings based on the approval of the Design Development Drawings and review comments received from Palm Beach County.
    - 1.4.2. Prepare 95 % complete Construction Documents that include architectural, structural engineering, civil engineering, electrical engineering, mechanical engineering and landscape architecture drawings based on the approval of the 50 % complete Construction Documents and review comments received from Palm Beach County.
    - 1.4.3. Prepare a Cost Estimate based on the 95% Construction Documents.
  - 1.5. Permitting
    - 1.5.1. Prepare and submit, to the applicable regulatory agencies, permit applications for review, comment and approval.
  - 1.6. Bidding
    - 1.6.1. Incorporate any comments from the regulatory agencies and review comments from Palm Beach County into the set of 100% Construction Documents.
    - 1.6.2. Assist Palm Beach County in the bidding of the project by, but limited to, issuing responses to contractor generated questions and preparation of applicable addendum.
  - 1.7. Construction Administration
    - 1.7.1. Perform construction administration services during the construction of this project to include:
      - 1.7.1.1. Response to General Contractor questions submitted in writing to the Architect.
      - 1.7.1.2. Review of shop drawing submittals.
      - 1.7.1.3. Response to Owner questions.
      - 1.7.1.4. Review of Change Order Proposal requests for comment on price and justification prior to issuance of Change Orders.
      - 1.7.1.5. Attend Two (2) scheduled on-site project meeting per month to review General Contractors Application and Certificate for Payment and review progress of project.
    - 1.7.2. Prepare punch list at substantial completion of the project.
    - 1.7.3. Prepare Substantial Completion Certification
    - 1.7.4. Prepare Final Completion Certification

March 28, 2007



## 2.0 MISCELLANEOUS PROVISIONS

- 2.1 Site Plan Approval Services are not provided.
- 2.2 Traffic Engineering Services are not provided.
- 2.3 Survey Services are not included.

## 3.0 COMPENSATION

- 3.1 The services described in Section 1.0 and 2.0 shall be performed in accordance with our continuing contract agreement on a Fixed Fee Basis of **One Hundred Fifty Six Thousand Three Hundred Sixty Dollars (\$156,360.00)**.
- 3.2 All invoices for professional services shall be billed on a monthly basis for the services rendered during the preceding month.

## 4.0 ADDITIONAL SERVICES

- 4.1 Any service not specifically written in this proposal, any changes requested after approval of the floor plans and elevations, any changes in the scope of work and any revisions to the drawings when such revisions are inconsistent with written approval or instructions previously given shall be considered additional services.
- 4.2 Additional services shall be compensated on a time and material basis in accordance with our contract for continuing services with hourly rates as follows:

Principal	\$165 per hour
Project Architect	\$145 per hour
Project Manager	\$110 per hour
Drafting Technician	\$95 per hour
Clerical	\$80 per hour

- 4.3 All additional services shall have written approval from the client before the work commences.

If you have any questions regarding the contents of this proposal, please call my office. We look forward to working with Palm Beach County and towards the successful completion of this project.

Sincerely,



Philip F. Luchner, Architect  
Senior Vice President

E X H I B I T " A "

Scope of Basic Services:

Professional architectural and engineering consulting services shall include architectural, structural, civil, mechanical and electrical engineering, landscape and irrigation design in accordance with the attached proposal for professional architectural and consulting services.

The estimated construction budget has yet to be determined.

STEPHEN BORUFF, AIA  
ARCHITECTS + PLANNERS, INC.  
901 NORTHPOINT PARKWAY, SUITE 101  
WEST PALM BEACH  
FLORIDA 33407  
PHONE 561-471-8520  
FAX 561-471-8539  
AA C002226

Stephen L. Boruff, AIA Architects + Planners, Inc.  
901 Northpoint Parkway, Suite 101  
West Palm Beach, Florida 33407

**Fire Station No. 14**  
Palm Beach County, Florida  
Palm Beach County Project No. 06215  
Architects Project No.06-061

**Fee Proposal Analysis**  
March 28, 2007

<b>FEES BY DISCIPLINE:</b>			
<b>ARCHITECT:</b>			
			\$69,525.00
<b>CONSULTANTS:</b>			
MEP ENGINEERING (ICE)		\$22,500.00	
CIVIL ENGINEERING (S&W)		\$28,000.00	
STRUCTURAL ENGINEERING(ONMJ)		\$9,000.00	
COST ESTIMATING (SBA+P)		\$6,500.00	
LANDSCAPE ARCHITECTURE (CHA)		\$13,150.00	
GEOTECHNICAL (Tierra)		\$2,685.00	
TOTAL CONSULTANT FEES:		\$81,835.00	\$81,835.00
<b>TOTAL PROFESSIONAL FEES:</b>			<b>\$151,360.00</b>

Stephen L. Boruff, AIA Architects + Planners, Inc.  
901 Northpoint Parkway, Suite 101  
West Palm Beach, Florida 33407

**Fire Station No. 14**  
Palm Beach County, Florida  
Palm Beach County Project No. 06215  
Architects Project No.06-061

**Fee Proposal Analysis**  
March 28, 2007

**FEES BY ARCHITECTURAL PHASES:**

SCHEMATIC DESIGN	\$23,326.25	15.41%
DESIGNING DEVELOPMENT	\$31,381.88	20.73%
CONSTRUCTION DOCUMENTS	\$52,731.88	34.84%
PERMITTING	\$8,376.25	5.53%
BIDDING	\$7,108.75	4.70%
CONSTRUCTION ADMINISTRATION	\$28,435.00	18.79%
<b>TOTAL PROFESSIONAL FEES</b>	<b>\$151,360.00</b>	<b>100.00%</b>
EXPENSES	\$5,000.00	
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$156,360.00</b>	

**Stephen L. Boruff, AIA Architects + Planners, Inc.**  
**901 Northpoint Parkway, Suite 101**  
**West Palm Beach, Florida 33407**

**Fire Station No. 14**  
Palm Beach County, Florida  
Palm Beach County Project No. 06215  
Architects Project No.06-061

**Fee Proposal Analysis**  
March 28, 2007

	<b>SD</b>	<b>DD</b>	<b>CD</b>	<b>P</b>	<b>B</b>	<b>CA</b>	<b>TOTAL</b>
<b>ARCHITECTURE</b>	\$10,428.75	\$12,166.88	\$26,071.88	\$3,476.25	\$3,476.25	\$13,905.00	<b>\$69,525.00</b>
<b>CIVIL ENGINEERING</b>	\$4,200.00	\$5,600.00	\$6,300.00	\$4,900.00	\$1,400.00	\$5,600.00	<b>\$28,000.00</b>
<b>STRUCT. ENGINEERING</b>	\$1,350.00	\$1,800.00	\$3,600.00		\$450.00	\$1,800.00	<b>\$9,000.00</b>
<b>MEP</b>	\$3,375.00	\$4,500.00	\$9,000.00		\$1,125.00	\$4,500.00	<b>\$22,500.00</b>
<b>LANDSCAPE ARCH.</b>	\$1,972.50	\$2,630.00	\$5,260.00		\$657.50	\$2,630.00	<b>\$13,150.00</b>
<b>GEOTECHNICAL</b>		\$2,685.00					<b>\$2,685.00</b>
<b>COST ESTIMATING</b>	\$2,000.00	\$2,000.00	\$2,500.00				<b>\$6,500.00</b>
<b>TOTAL</b>	<b>\$23,326.25</b>	<b>\$31,381.88</b>	<b>\$52,731.88</b>	<b>\$8,376.25</b>	<b>\$7,108.75</b>	<b>\$28,435.00</b>	<b>\$151,360.00</b>

**CONFLICT OF INTEREST DISCLOSURE FORM**

Project Name: Palm Beach County Fire rescue Station No. 14

Project Number: 06-215

Contract/CSA/Supplement Number:

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

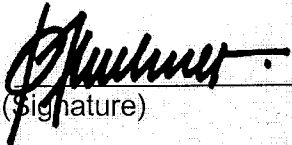
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

**THIS DISCLOSURE** is submitted by Philip F. Luchner, as  
(Name of Individual)

Architect-Senior Vice President, of Stephen Boruff, AIA Architects + Planners  
(Title/Position) (Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.

  
(Signature)

March 30, 2007  
(Date)

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE CONSULTANTS

PROJECT NAME: Palm Beach County - Fire Station No. 14 PBC PROJECT NO.: 006215

NAME OF CONSULTANT: Stephen L. Boruff, AIA, Architects + Planners, Inc.

CONTACT PERSON: Stephen L. Boruff PHONE NO: (561) 471-8520 FAXNO: (561) 471-8539

Name, Address and Phone Number of SBE or M/WBE	Type of Work To Be Performed	Subcontract Amount					Total SBE/M/WBE Percent
		Small	Black	Hispanic	Women	Other (Please Specify)	
1. Stephen Boruff, AIA, Architect + Planner, Inc. 901 Northpoint Parkway, Suite 101 West Palm Beach, Florida 33407	Architecture (561) 471-8520	\$ 76,025.00	\$ _____	\$ _____	\$ _____	\$ _____	50%
2. International Consulting Engineers, Inc. 1177 George Bush Blvd., Suite #500 Delray Beach, Florida 33483	MEP Engineers (561) 278-9969	\$ 22,500.00	\$ _____	\$ _____	\$ _____	\$ _____	15%
3. Simmons & White 5601 Corporate Way Suite 200 West Palm Beach, Florida, 33407	Civil Engineering (561) 478-7848	\$ 28,000.00	\$ _____	\$ _____	\$ _____	\$ _____	19%
4. Colleur Hearing, Inc. 1934 Commerce Lane, Suite 1 Jupiter, Florida 33458	Landscape Architecture (561) 747-6336	\$ 13,150.00	\$ _____	\$ _____	\$ _____	\$ _____	9 %
(Please use additional sheets if necessary)	<b>Total</b>	\$ 139,675.00	\$ _____	\$ _____	\$ _____	\$ _____	93 %

Total Contract Price \$ 156,360.00 Total Value of SBE Participation \$ 139,675.00

NOTE: 1. The amounts listed on this form must be supported by the Subconsultants prices included on Schedule 2 in order to be counted toward goal attainment.  
2. M/WBE information is being collected for tracking purposes only.