

Agenda Item #:

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: June 5, 2007

Consent

Regular

Workshop

Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 1 to contract with Colome & Associates, Inc. (R2007-0392) in the amount of \$199,554 for professional services related to an addition at West Palm Beach Head Start Center.

**Summary:** This Consultant Services Authorization provides for professional services for design development, construction documents, bidding, and construction services for the proposed addition to the West Palm Beach Head Start Child Care Center located on Chillingworth Road. The construction cost estimate is \$2.0 M. The SBE goal for this project is 15%. Colome will be providing 74% SBE participation in this CSA. (Capital Improvements Division) District 7 (JM)

**Background and Justification:** This addition will allow the Center to accommodate an additional 83 students, reduce administrative space constraints, and better serve the surrounding community.

**Attachments:**

1. Location Map
2. Budget Availability Statement
3. CSA No. 1

Recommended by:

*Joe*

*Army Wolf*

Department Director

*5/17/07*

Date

Approved by:

*Robert Weisman* 

County Administrator

*5/29/07*

Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	254,554	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>254,554</u>				

# ADDITIONAL FTE  
POSITIONS (Cumulative) \_\_\_\_\_

Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
 Budget Account No: Fund 3804 Dept 411 Unit B409 Object 6502  
 Reporting Category \_\_\_\_\_

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

Professional Svc: 199,554  
 Staff Cost: 55,000  
254,554

**III. REVIEW COMMENTS:**

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

*[Signature]* OFMB 5.23.07  
*[Signature]* Contract Administrator 5/24/07

**B. Legal Sufficiency:**

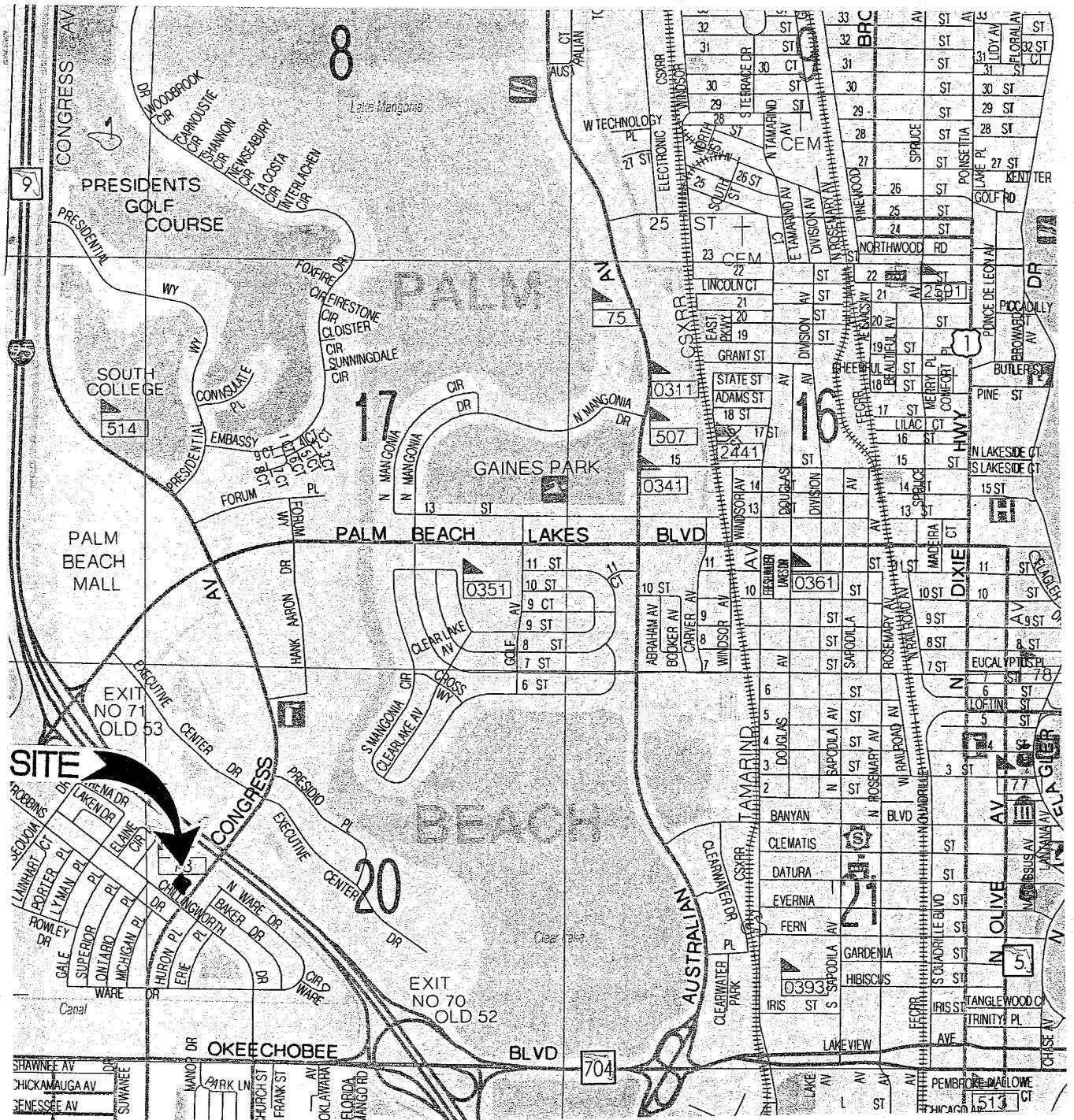
*[Signature]* Assistant County Attorney 5/29/07

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

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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



# LOCATION MAP



**ATTACHMENT #1**



**CONSULTANT SERVICES AUTHORIZATION**

**COLOME' & ASSOCIATES, INC.  
Architectural Services Consultant**

**WEST PALM BEACH HEAD START ADDITION  
PROJECT NO. 03245  
DISTRICT NO. 7**

**THIS AUTHORIZATION NO. 1** to the Contract dated 04/10/07 (R2007-0392) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

1. **CONSULTANT:** **COLOME' & ASSOCIATE, INC.  
530 24<sup>TH</sup> STREET  
WEST PALM BEACH, FLORIDA 33407**
2. **Services completed to date:** Not applicable. This authorization is for a new project.
3. **Description of Services to be provided by Consultant:** Professional services shall include design, development of construction documents, bidding, and construction services for the proposed addition to the West Palm Beach Head Start Child Care Center as detailed on the attached proposal dated April 4, 2007.
4. **History:** Not applicable. This authorization is for a new project.
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 of \$199,554.00.
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**

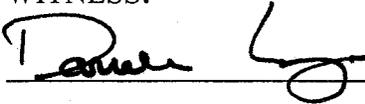
ATTEST:  
Sharon R. Bock, Clerk & Comptroller

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

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

WITNESS:

  
\_\_\_\_\_

**DARRELL LANGE**  
Name (type or print)

Colome' & Associates, Inc.

By:   
Name: **ELIZABETH A.G. COLOME**

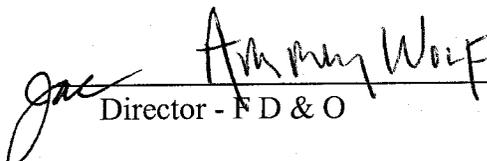
**PRESIDENT**  
Title:

Date: **MAY 14, 2007**

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

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

  
Director - F D & O

April 4, 2007

Mr. Darrell Lange  
Project Manager  
Facilities Development & Operations Dept.  
Palm Beach County Capital Improvements Division  
3200 Belvedere Road, Bldg. 1169  
West Palm Beach, Florida 33406

Re: **1Story Building Addition and Renovations to Existing W.P.B. Head Start Center**  
Located at 100 Chillingworth Drive  
West Palm Beach, Florida

Dear Mr. Lange:

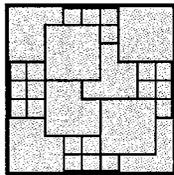
Thank you for the opportunity to provide Palm Beach County Facilities Development & Operations Department with this proposal for professional services for the proposed building addition and renovations to the existing West Palm Beach Head Start Center located at 100 Cillingworth Drive in West Palm Beach, Florida. The project will consist of approximately 6,675 square feet building addition to the south side of the existing building, renovations to the adjacent interior space of approximately 456 square feet, and exterior outdoor play area. The scope of services shall include site plan approval submission to the City of West Palm Beach, under a "Special Use Class B" zoning, programming, schematic design, design development, construction document, bidding or negotiating, construction administration, and operation phases of the project. The fees are based on the executed Annual Contract for Architectural Services R-2007-0392, information we have gathered at our on site meeting held on March 12, 2007 with you and Mr. Chauncey Taylor.

The scope of work shall include the following:

**Task A:**

- Site Plan Approval Application and Drawings

The Site Plan Approval drawings shall include architectural building elevations with simple material labeling, architectural site plan, floor plan, landscape plan, conceptual site utility and drainage plans, site plan approval cover letter, Special Use Class B application, and meetings with the City of West Palm Beach Planning and Zoning Department. The scope of work is based on the Planning and Zoning Code of the City of West Palm Beach, Florida. The following items are not included as part of Task A: City of West Palm Beach Variance applications, traffic studies, environmental surveys, and tree surveys, site lighting, mechanical, electrical, plumbing and structural engineering services, interior design and construction documents.



**Colome' & Associates, Inc.**

ARCHITECTURE • PLANNING • INTERIORS

Florida Registration - AA 0003439

530 24th Street West Palm Beach Florida 33407  
Phone: (561) 833-9147 Fax: (561) 833-9356

**Task B:**

- Construction Documents
  - Based on the approved schematic design and design development submittals prepared by this office, provide working drawings and book specifications, described in detail sufficient for construction, including coordination of surveying, soils testing, civil, structural, mechanical, plumbing, and electrical engineering (limited to the proposed building addition and renovation areas of the existing building), fire protection design (limited to the proposed building addition and renovated areas of the existing building), prepare a color selection board, and interior finish selection within the completed set of construction documents. Interior and exterior furnishing shall be selected and purchased by Palm Beach County.
- Bidding and Negotiation
  - Conduct a pre-bid conference with the owner and perspective bidders and assist Palm Beach County in negotiating contract with Construction Manager / General Contractor.
- Construction Administration
  - Make one visit per week by the architect, landscape architect, engineer, or subconsultants to the site to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents. The Architect / Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality of work, nor shall the Architect be responsible for the means, methods, techniques or procedures of construction selected by Contractor(s).
  - Review and approve the Contractor's shop drawings, or take other appropriate action, but only for the limited purpose of checking for conformance with information given and the design concepts expressed in the contract documents.
- Fees
  - Task A: - Site Plan Approval Documents and Submission: Fees for performing services as outlined above shall be based upon the stipulated lump sum of eighteen thousand two hundred (\$18,200.00) dollars.
  - Task B: - Construction Documents - Architectural and Engineering design: Fees for performing services as outlined above shall be based upon the stipulated lump sum of one hundred seventy seven thousand and twenty four (\$177,024.00) dollars.
  - Task C: The Architect and Design Professionals shall be paid for all expenses such as owner requested reproduction, postage and plotting expenses as an addition to the basic compensation at a stipulated lump sum of four thousand three hundred and thirty (\$4,330.00) dollars.

The fee payment schedule is as follows:

• Schematic Design phase	Fifteen percent (15%)
• Design Development phase	Twenty percent (20%)
• Construction Document phase	Forty percent (40%)
• Bidding and Negotiation	Five percent (5%)
• Construction Administration phase	Eighteen percent (18%)
• Operation Phase	Two percent (2%)

**Fee Breakdown:**

Task A: Site Plan Approval	\$ 18,200.00
Task B: Design and Construction Documents Phase	\$177,024.00
Task C: Expenses	\$ 4,330.00
<b>Total Fee</b>	<b>\$199,554.00</b>

**Fee Breakdown per Discipline: (Task A & B)**

Surveying: (A & B Engineering, Inc.)	\$ 6,480.00
Soils Testing: (Ardaman & Associates, Inc.)	\$ 2,210.00
Landscape and Irrigation: (Neal, Smith & Associates)	\$ 5,170.00
Civil Engineering: (Civil Design, Inc.)	\$ 15,900.00
Structural Engineering: (ONM&J)	\$ 11,000.00
M.E.P. Engineering: (JLRD)	\$ 33,600.00
<u>Architect / Cost Estimating: (Colome' &amp; Associates, Inc.)</u>	<u>\$120,864.00</u>
Sub Total Professional Services - Task A & B	\$195,224.00
<u>Sub Total Expenses – Task C</u>	<u>\$ 4,330.00</u>
<b>Total Fee</b>	<b>\$199,554.00</b>

- Additional Services
  - Additional Services as requested by the Owner shall be on the Architectural and Engineering Hourly Basis as set forth in the executed Annual Contract for Architectural Service (R-2007-0392) or stipulated lump sum.

**Non Basic Services: Not included in above Fee (If Required)**

1. S.F.W.M.D. Environmental Resource Permitting: (Civil Design, Inc.)	\$3,600.00
2. S.F.W.M.D. Water Use Irrigation Permitting: (Neal, Smith, & Assoc.)	\$1,200.00
3. Mechanical Life Cycle Cost Analysis (J.L.R.D.)	\$5,616.00
4. Traffic Analysis (Kimley-Horn, Inc.)	\$4,600.00

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE SUBCONSULTANTS

PROJECT NAME: West Palm Beach, Head Start Facility

PROJECT NO. 03245

NAME OF PRIME CONSULTANT: Colome' & Associates, Inc.

DESCRIPTION OF WORK Building Addition

PLEASE IDENTIFY ALL APPLICABLE CATEGORIES OF SUBCONSULTANTS

Name, Address and Phone Number	(Check one or both Categories)		Subcontract Amount					
	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
1. <b>Colome' &amp; Assoc. Inc.</b>	*	*	\$	\$	<b><u>\$120,864.00</u></b>	\$	\$	
2. <b>Civil Design, Inc.</b>		*	\$	\$	\$	<b><u>\$15,900.00</u></b>	\$	
3. <b>Neal, Smith &amp; Assoc.</b>		*	\$	\$	\$	<b><u>\$5,170.00</u></b>	\$	
4. <b>A &amp; B Engineering, Inc.</b>		*	\$	\$	<b><u>\$6,480.00</u></b>	\$	\$	
5.			\$	\$	\$	\$	\$	
(Please use additional sheets if necessary)			Total	\$	\$	<b><u>\$127,344.00</u></b>	<b><u>\$21,070.00</u></b>	\$

Total Price \$ **199,554.00**

Total SBE Participation \$ **148,414.00** Total

SBE % **74%** 4% above the required 70%

Note: 1. The amounts listed on this form must be supported by the Subconsultant prices included on Schedule 2 in order to be counted toward goal attainment.  
 2. Firms may be certified by Palm Beach County as an SBE and/or M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount under the appropriate category.  
 3. M/WBE information is being collected for tracking purposes only.

SCHEDULE # 2

LETTER OF INTENT TO PERFORM AS AN SBE OR M/WBE SUBCONSULTANT

PROJECT NO. 03245 PROJECT NAME: West Palm Beach - Head Start Center

TO: Colome' & Associates, Inc.  
(Name of Prime Consultant)

The undersigned is certified by Palm Beach County as a(n) - (check one or more, as applicable):

Small Business Enterprise X Minority Business Enterprise X

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women X Caucasian \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: 1-31-2007

The undersigned is prepared to perform the following described work in connection with the above project (Specify in detail particular work items or parts thereof to be performed):

Prime Consultant - Professional Architectural Services

at the following price \$ \$120,864.00  
(Subconsultant's fee)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subconsultant, the amount of any such subcontract must be stated: \$ \_\_\_\_\_

The undersigned subconsultant understands that the provision of this form to prime consultant does not prevent subconsultant from providing services to other consultants.

Colome' & Associates, Inc.  
(Print name of SBE-M/WBE Subconsultant)

By:   
(Signature)

Elizabeth A. G. Colome'  
(Print name/title of person executing on behalf of SBE-M/WBE Subconsultant)

Date: May 1, 2007

SCHEDULE # 2

LETTER OF INTENT TO PERFORM AS AN SBE OR M/WBE SUBCONSULTANT

PROJECT NO. 03245 PROJECT NAME: West Palm Beach – Head Start Center

TO: Colome' & Associates, Inc.  
(Name of Prime Consultant)

The undersigned is certified by Palm Beach County as a(n) - (check one or more, as applicable):

Small Business Enterprise X Minority Business Enterprise X

Black X Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: 1-31-2004

The undersigned is prepared to perform the following described work in connection with the above project (Specify in detail particular work items or parts thereof to be performed):

Subconsultant – Surveying Services

at the following price \$ \$6,480.00  
(Subconsultant's fee)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subconsultant, the amount of any such subcontract must be stated: \$ N/A

The undersigned subconsultant understands that the provision of this form to prime consultant does not prevent subconsultant from providing services to other consultants.

A & B Engineering, P.A.  
(Print name of SBE-M/WBE Subconsultant)

By: Dennis Painter  
(Signature)

Dennis Painter, R.L.S.  
(Print name/title of person executing on behalf of SBE-M/WBE Subconsultant)

Date: May 1, 2007

SCHEDULE # 2

LETTER OF INTENT TO PERFORM AS AN SBE OR M/WBE SUBCONSULTANT

PROJECT NO. 03245 PROJECT NAME: West Palm Beach – Head Start Center

TO: Colome' & Associates, Inc.  
(Name of Prime Consultant)

The undersigned is certified by Palm Beach County as a(n) - (check one or more, as applicable):

Small Business Enterprise  Minority Business Enterprise \_\_\_\_\_

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian  Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: Recertification Pending

The undersigned is prepared to perform the following described work in connection with the above project (Specify in detail particular work items or parts thereof to be performed):

Subconsultant – Landscape Architectural Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

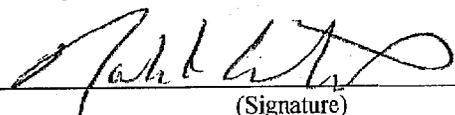
at the following price \$ \$5,170.00  
(Subconsultant's fee)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subconsultant, the amount of any such subcontract must be stated: \$ N/A

The undersigned subconsultant understands that the provision of this form to prime consultant does not prevent subconsultant from providing services to other consultants.

Neal, Smith & Associates  
(Print name of SBE-M/WBE Subconsultant)

By:   
(Signature)

Mr. Robert C. Smith  
(Print name/title of person executing on behalf of SBE-M/WBE Subconsultant)

Date: May 1, 2007

SCHEDULE # 2

LETTER OF INTENT TO PERFORM AS AN SBE OR M/WBE SUBCONSULTANT

PROJECT NO. 03245 PROJECT NAME: West Palm Beach - Head Start Center

TO: Colome' & Associates, Inc. (Name of Prime Consultant)

The undersigned is certified by Palm Beach County as a(n) - (check one or more, as applicable):

Small Business Enterprise X Minority Business Enterprise

Black Hispanic Women Caucasian X Other (Please Specify)

Date of Palm Beach County Certification: 3-2-07

The undersigned is prepared to perform the following described work in connection with the above project (Specify in detail particular work items or parts thereof to be performed):

Subconsultant - Civil Engineering Services

at the following price \$ 15,900.00 (Subconsultant's fee)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subconsultant, the amount of any such subcontract must be stated: \$ N/A

The undersigned subconsultant understands that the provision of this form to prime consultant does not prevent subconsultant from providing services to other consultants.

Civil Design, Inc. (Print name of SBE-M/WBE Subconsultant)

By: [Signature] (Signature)

Mr. T. Jeff Trompeter, President (Print name/title of person executing on behalf of SBE-M/WBE Subconsultant)

Date: May 1, 2007

**CONFLICT OF INTEREST DISCLOSURE FORM**

Project Name: WEST PALM BEACH - HEAD START FACILITY  
Project Number: 03245  
Contract/CSA/Supplement Number: CSA-1

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

\_\_\_\_\_  
N/A  
\_\_\_\_\_  
\_\_\_\_\_

(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 ELIZABETH A. G. COLOME, as  
(Name of Individual)

PRINCIPAL, of COLOME & ASSOCIATES, INC.  
(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]  
(Signature)

5.15.07  
(Date)