

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

Meeting Date: April 1, 2008

☒ 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. 7 to Contract (R2002-1981) with BRPH Architects-Engineers, Inc. in the amount of \$550,000 for design services for Purchasing/Fixed Assets Warehouse.

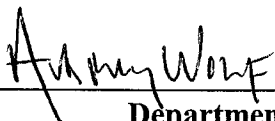
**Summary:** On November 12, 2002, the Board entered into a Contract with BRPH Architects-Engineers, Inc. for professional architectural and engineering services for Phase I of the Operations & Support Center. CSA No. 7 provides for the remainder of design services which includes architectural, mechanical, electrical and civil engineering services to support the design development, construction documents, bidding as well as construction administration for the Purchasing/Fixed Assets Warehouse at the Operations & Support Center. The estimated construction cost of the project is \$12 M and funding for the construction was approved as part of the FY 08 CIP. The SBE goal for this phase of the project is 15%. The SBE participation in this CSA is 15%. Including this CSA, the overall SBE participation is 15%. This is the final phase of construction at Operations & Support Center (OSC) and will complete the Public Buildings Development Program. Upon completion of the facility, all County industrial users will have been relocated from Belvedere Road. **(Capital Improvements Division) District 2 (JM)**

**Background and Justification:** This project scope continues the original programming of the Operations & Support Center (OSC) by providing a new warehouse facility to be used by Purchasing and Fixed Assets. This new facility is intended to increase capacity, administration, and usage of the two departments. CSA No. 6 provided for schematic design services.

**Attachment:**

1. Location Map
2. Budget Availability Statement
3. Consultant Services Authorization No. 7

Recommended by:

Department Director

3/13/08  
Date

Approved by:



County Administrator

3/27/08

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	\$550,000.00	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)					
NET FISCAL IMPACT	\$550,000.00				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No         
Budget Account No: Fund 3056 Dept 411 Unit B360 Object 6502 (Bond)  
Reporting Category                     

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

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Development and Control Comments:  
\$550,000 represents design of project only. The construction cost is included in the FY 2008 bond proceeds yet to be issued.

atwillhita 3/20/08 3/24/08 3/24/08  
OFMB 3/24/08 3/24/08 3/24/08  
3/24/08 3/24/08 3/24/08  
Contract Administrator

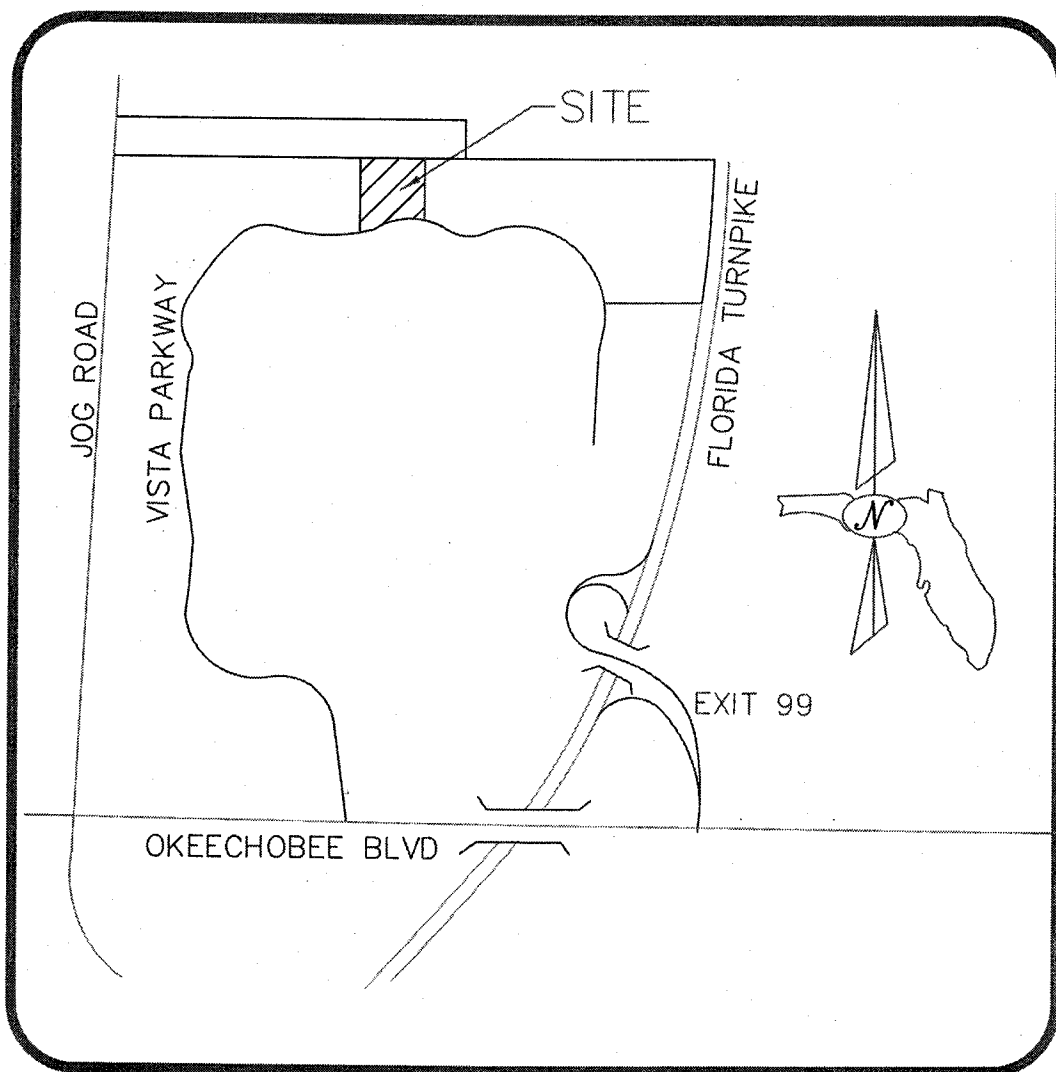
B. Legal Sufficiency:

James C. [Signature] 3/24/08  
Assistant County Attorney

This item complies with current County policies.

C. Other Department Review:

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



LOCATION MAP  
(NOT TO SCALE)

**ATTACHMENT # 1**

**FACILITIES DEVELOPMENT & OPERATIONS  
BUDGET AVAILABILITY STATEMENT**

REQUEST DATE: 02/27/08 REQUESTED BY: Darrell Lange PHONE: 233-0276  
PROJECT TITLE: Purchasing/Fixed Assets Warehouse FAX: 233-0270  
PROJECT NO.: 07201

LOCATION DESCRIPTION:

LOCATION#:

ORIGINAL CONTRACT/ANNUAL AMOUNT:

BCC RESOLUTION#:  
DATE:

AMOUNT REQUESTED: \$550,000.00

CSA/ ~~LOA CHANGE ORDER NUMBER~~: CSA No. 7

CONTRACTOR/CONSULTANT NAME: BRPH Architects- Engineering, Inc.

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

Professional services shall include architectural, structural, mechanical, electrical and civil engineering services to support the design development, construction documents, bidding and construction administration.

WILL THIS AMENDMENT CHANGE THE ESTIMATED COST OF THE PROJECT?  
IF YES, PROVIDE ESTIMATES OF THE NEW COSTS:

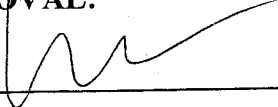
CONSTRUCTION	\$550,000.00
ARCHITECTURE/ENGINEER	
**STAFF COSTS (DESIGN / CONST. PHASE)	
EQUIPMENT/OTHER	
TOTAL	\$550,000.00

*\*\* 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: 3056 AGENCY: 411 ORG: B360 OBJ: 6508 SUBOBJ:  
RCAT: Bond

SUPPLEMENTAL AGREEMENT TO BE APPROVED BY:  
ANTICIPATED DATE OF APPROVAL:

BAS APPROVED BY: 

DATE: 3-11-07

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

**ATTACHMENT # 2**

**CONSULTANT SERVICES AUTHORIZATION**

**BRPH ARCHITECTS-ENGINEERS, INC.**  
**Engineering Services Consultants**

**PURCHASING/FIXED ASSETS WAREHOUSE**  
**PROJECT NO. 07201**  
**DISTRICT NO. 2**

**THIS AUTHORIZATION NO. 7** to the Contract dated 11/12/02 (R2002-1981) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

1. **CONSULTANT:** **BRPH ARCHITECTS-ENGINEERING, INC.**  
**1630 SOUTH CONGRESS AVENUE, SUITE 102**  
**WEST PALM BEACH, FLORIDA 33461**
2. **Services completed to date:** BRPH has completed all services for Phase I of Operation Support Center (CSA #1- #5). CSA # 6 which is for Phase II schematic design is 100% complete.
3. **Description of Services to be provided by Consultant:** Professional services shall include architectural, structural, mechanical, electrical, and civil engineering services to support the design development, construction documents, bidding, and construction administration.
4. **History:**

<u>CSA #</u>	<u>Amount</u>	<u>Date Approved</u>	<u>Approved By</u>
CSA No.6	\$200,000	12/19/06	BCC
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 \$550,000.00
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 #**

8. If not previously provided or for a new project, the Consultant shall provide County with an executed Conflict of Interest Disclosure Form, attached hereto and incorporated herein.
9. **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**

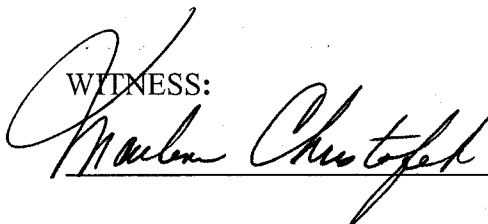
ATTEST:  
Sharon R. Bock, Clerk & Comptroller

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

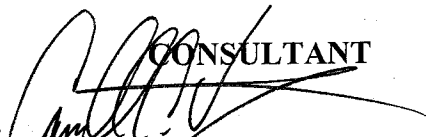
By: \_\_\_\_\_  
Addie L. Greene, Chairperson

WITNESS:



MARLENE CHRISTOFEK  
Name (type or print)

CONSULTANT

By:   
Name: Carroll C. Vigil

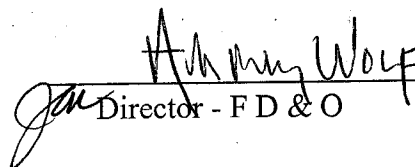
Sr. Vice President  
Title:

Date: 3/12/08

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

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

  
Director - FD & O

March 10, 2008



Mr. Darrell Lange  
Project Manager  
Palm Beach County  
Facilities Development & Operations Department  
3200 Belvedere Road, Bldg. 1169  
West Palm Beach, Fl. 33406

Architects, Engineers, Constructors

1475 Centrepark Blvd.  
Suite 275  
West Palm Beach, Florida 33401

561.616.5878  
561.616.5902 f

www.brph.com

Reference: Proposed Consultant Services Amendment – Phase II  
BRPH No. 5285.02 (1.2)

Dear Mr. Lange,

Our office and our subconsultants would like to respectfully submit a proposal for design professional consultant services for the design and construction of Phase II of the aforementioned project. Services proposed herein are in accordance with Article 2.3 of the Agreement between BRPH Architects-Engineers, Inc. and Palm Beach County, dated November 12, 2002. The proposal herein is for the following activities:

**SCOPE OF SERVICES:**

BRPH offers to provide architectural, structural, mechanical, electrical and civil engineering services to support the design development, construction documents, bidding, and construction administration for the project.

In general, the project will include a single facility to support warehouse programs required by the County at approximately the following programmatic sizes:

Fixed Assets	23,000 SF
Purchasing	<u>68,000 SF</u>
<b>Total</b>	<b>91,000 SF</b>

Please refer to the attached Schedule 1 "List of Proposed SBE-M/WBE Subconsultants"

Please note the following exclusions in this Proposal:

- A. Wetland Mitigation (none recognized)
- B. Project Specific Professional Liability Insurance (not required)
- C. Environmental Engineering (none recognized)
- D. Off-site Utility Design Services (none recognized)
- E. Off-site Traffic Roadway Improvement Services (none recognized)
- F. Coordination of fixtures, furnishings, and equipment (estimated at \$15,000)
- G. Traffic Analysis and Report (none recognized)
- H. Surveying Services (estimated at \$10,000)
- I. Geotechnical Services (estimated at \$10,000)



**TIME SCHEDULE:**

BRPH will begin the activities for the project immediately upon issuance of a Notice-to-Proceed and/or a Consultant Services Authorization. Refer to the attached amended Exhibit "B" to the agreement, specific for this Phase II portion of the project. This proposal is valid for 60 days.

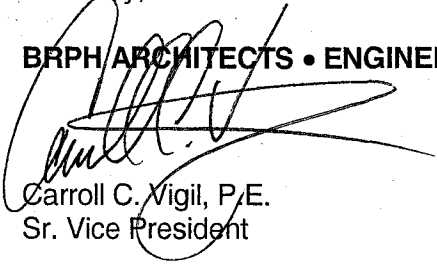
**FEE PROPOSAL:**

We propose a lump sum amount for the aforementioned services in the amount of ***Five Hundred Fifty Thousand Dollars and No Cents (\$550,000.00)***.

Thank you for this opportunity to team with you on this exciting project. We have enjoyed our team participation on the Phase I portion and look forward to the Phase II portion of the project. Should you have any questions or require any additional information, please do not hesitate to contact me at (561) 616-5878 – office or email at [ccv@brph.com](mailto:ccv@brph.com).

Sincerely,

**BRPH ARCHITECTS • ENGINEERS, INC.**



Carroll C. Vigil, P.E.  
Sr. Vice President

Ccv

Cc: Kelly Selvetti, BRPH



## OPERATIONS & SUPPORT CENTER – PHASE II

Project #01245

### EXHIBIT "A": A/E FEE

3/10/08

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BRPH's fee for Architectural and Engineering Design Services and Construction Contract Administration Services is as follows:

Professional Design Service Order #2:

• Design Phase: Completion of Design Dev. – 100%	\$ 100,500
• Design Phase: Construction Documents	\$ 225,000
• Design Phase: Landscaping & Irrigation	\$ 22,000
• Design Phase: Site Lighting	\$ 5,000
• GMP Phase Services (Bidding)	\$ 10,000
• Construction Contract Administration Services	<u>\$ 187,500</u>

<b>Total</b>	<b>\$ 550,000</b>
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**OPERATIONS & SUPPORT CENTER – PHASE II**  
**Project #01245**  
**EXHIBIT “B”: A/E PROJECT SCHEDULE**  
**3/10/08**

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Proposed submittal dates for Palm Beach County

		<u>Anticipated Completion</u>
Notice to Proceed		April 1, 2008
• Design Development	8 weeks	
100% Design Development COP Meeting		June 1, 2008
100% Design Development P.B. Formal Review	4 weeks	July 1, 2008
<i>Note: concurrent with 50% Construction Documents.</i>		
• Construction Documents		
50% Construction Documents	8 weeks	
50% Construction Documents COP Meeting		Aug. 1, 2008
95% Construction Documents	6 weeks	
95% Construction Documents COP Meeting		September 15, 2008
P.B. Formal Review and Permit Submittal	2 weeks	October 1, 2008
100% Document Submittal	4 weeks	November 1, 2008
• GMP Phase (on 95% documents)	8 weeks	January 1, 2009
• Construction Administration	7 months	August 1, 2009

COP Meeting: “Change Order Prevention” Meeting

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE SUBCONSULTANTS

PROJECT NAME: Operations & Support Center – Phase II Only PROJECT NO: 01245

NAME OF PRIME CONSULTANT: BRPH Architects-Engineers, Inc.

DESCRIPTION OF WORK: Design, Bidding, and Construction Administration

Name, Address and Phone Number	(Check one or both Categories)		Subcontract Amount				
	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Fastrack Management & Consulting, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$	\$ 70,000	\$	\$
2. Land Stewardship, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$	\$ 12,500	\$	\$
3.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
4.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
5.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
5.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
5.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
Total			\$	\$	\$ 82,500	\$	\$

Total Price \$ 550,000 Participation \$ 82,500 Total SBE-M/WBE 15.0 %

- Note:
- 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.
  - 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.
  - M/WBE information is being collected for tracking purposes only.

**CONFLICT OF INTEREST DISCLOSURE FORM**

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:

NONE

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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.

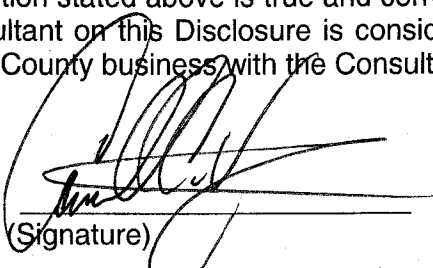
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services 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 Carroll C. Vigil, as  
(Name of Individual)

Vice President, of BRPH Companies  
(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)

3/12/08  
(Date)