

3H-7

Agenda Item #:

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

**Meeting Date: June 17, 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. 3 to the contract with Hanson Professional Services, Inc, in the amount of \$6,680 for additional design services for the Government Center Central Energy Plant project.

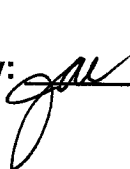
**SUMMARY:** The Thermal Energy Storage component of the central energy plant necessitates the installation of an 85 foot by 60 foot water storage tank. Additional conceptual tank designs, renderings and site development plans are required to be presented to the City of West Palm Beach Planning Department for review. The initial Contract for \$32,300 with Hanson Professional Services was executed by the Facilities Department Director. Subsequent CSAs have been presented to the Board as the cumulative total of CSAs have exceeded the delegated authority of \$200,000. (Capital Improvements Division) District 7 (JM)

**Background and Justification:** In June 2007, the Board authorized proceeding with the expansion of the Judicial Center Central energy Plant to serve the Governmental Center and the 1916 Courthouse as well as ultimately the build-out of Block D and to replace the Governmental Center roof mounted chiller plant which has reached its operational life expectancy. The project also includes Thermal Energy Storage (TES). A TES system is designed to store cooling energy during "off-peak" hours thereby benefiting from reduced electrical rates.

**Attachments:**

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

Recommended by:



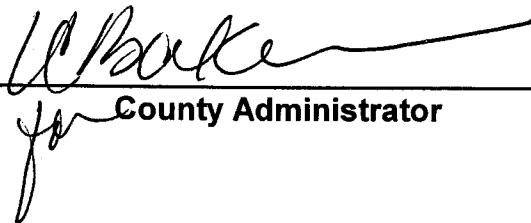
Amy Wolf

Department Director

6/3/08

Date

Recommended by:



County Administrator

6/6/08

Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	<u>\$6,680</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>          </u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>          </u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>          </u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET FISCAL IMPACT</b>	<b><u>\$6,680</u></b>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

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

Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
 Budget Account No: Fund 3804 Dept 411 Unit B308 Object 4610  
 Reporting Category \_\_\_\_\_

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

**III. REVIEW COMMENTS:**

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

Adwill hits 6.2.08  
 OFMB <sup>88 6/22/08</sup> <sup>CN 5/28/08</sup>

[Signature] 6/4/08  
 Contract Administrator

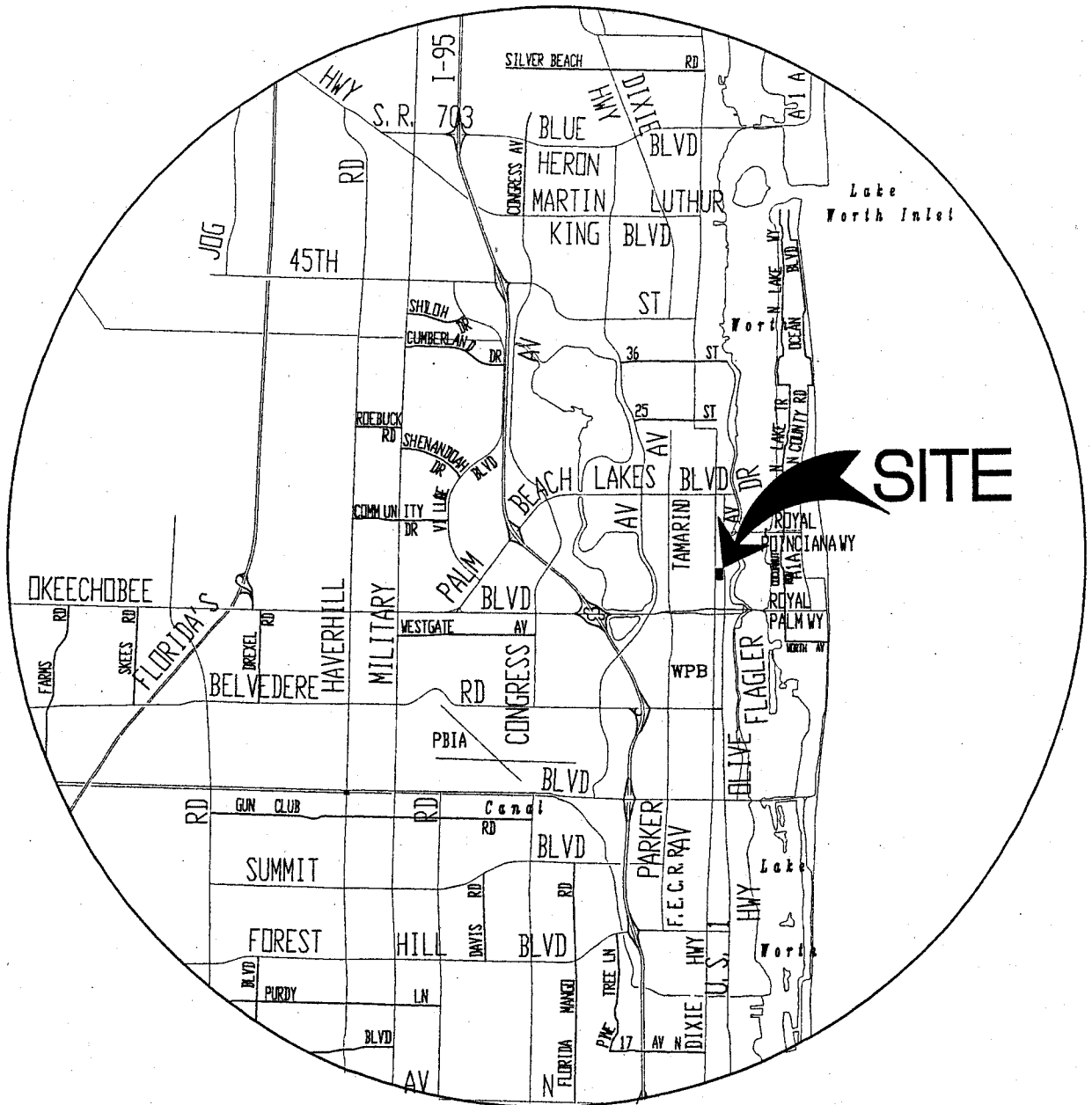
**B. Legal Sufficiency:**

[Signature] 6/5/08  
 Assistant County Attorney

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

**C. Other Department Review:**

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



# LOCATION MAP

**ATTACHMENT #1**

FACILITIES DEVELOPMENT & OPERATIONS  
BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 4/9/08      REQUESTED BY: Karen Arndt      PHONE: 233-0208  
FAX:

PROJECT TITLE: Government Center CEP      PROJECT NO.: 06206

ORIGINAL CONTRACT AMOUNT:      BCC RESOLUTION#:

REQUESTED AMOUNT: \$6,680.00      DATE:

CSA or CHANGE ORDER NUMBER: CSA 3

CONSULTANT/CONTRACTOR: Hanson Professional Services, Inc.

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

Professional services shall include conceptual design and drawings of the Thermal Energy Storage tank, an alternative design and presenting the design to the City of West Palm Beach Planning Department

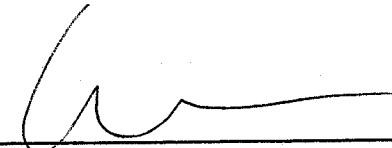
CONSTRUCTION	
PROFESSIONAL SERVICES	<u>\$6,680.00</u>
STAFF COSTS** (Design/Construction Phase)	
MISC. (permits, prints, advertising, etcetera)	
TOTAL	<u>\$6,680.00</u>

\*\* 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: 3804    DEPT: 411    UNIT: B304    OBJ: 4610

FUNDING SOURCE (CHECK ALL THAT APPLY):     AD VALOREM     OTHER  
 FEDERAL/DAVIS BACON

BAS APPROVED BY:       DATE: 4-14-08

ENCUMBRANCE NUMBER: 050207-964

MAY 09 2008

CONSULTANT SERVICES AUTHORIZATION <sup>FILE</sup>

HANSON PROFESSIONAL SERVICES, INC.

GOVERNMENT CENTER CEP  
PROJECT NO. 06206  
DISTRICT NO. 7

THIS AUTHORIZATION NO.3 to the Contract dated 10/23/06 between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

1. **CONSULTANT:** HANSON PROFESSIONAL SERVICES, INC.  
1601 BELVEDERE RD. SUITE 303 SOUTH  
WEST PALM BEACH, FL 33406
2. **Services completed to date:** Design services including 50% Design Documents
3. **Description of Services to be provided by Consultant:** Professional services shall include conceptual design and drawings of the Thermal Energy Storage tank, an alternative design and presenting the design to the City of West Palm Beach Planning Department as detailed on the attached proposal dated 4/17/08.
4. **History:**

CSA	DATE	AMOUNT	APPROVED
1	5/7/07	\$714,900	BCC
2	10/16/07	\$145,707	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 \$6,680.00.
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.

The work in this CSA is complete.

**ATTACHMENT #3**

- 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:

Frank L. Presta

**CONSULTANT**

By: Steven W. Knight  
Name: Steven W. Knight, A.I.A.

FRANK L. PRESTA  
Name (type or print)

Title: Assistant Vice President

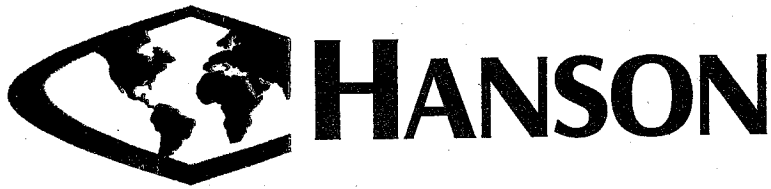
Date: \_\_\_\_\_

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

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

Anthony Wolf  
Director - FD & O jac



April 17, 2008

Ms. Karen Arndt  
Project Manager  
Palm Beach County - Facilities Development & Operations  
Capital Improvements Division  
2633 Vista Parkway Boulevard  
West Palm Beach, FL 33411

RE: Professional Services Proposal  
**Downtown WPB CEP Upgrades – Conceptual site Design and  
Development for the Thermal Energy Storage  
Palm Beach County Project No. 06206  
Hanson No. 04F6389**

Dear Karen,

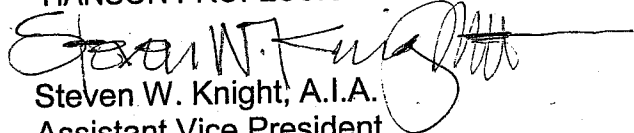
Hanson Professional Services, Inc. (Hanson) will provide architectural and site development services necessary to prepare two conceptual design schemes for the Thermal Energy Storage for Central Energy Plant (CEP), located on Third Street in West Palm Beach, Florida.

Find enclosed an amendment to our agreement for your review. This amendment shall become part of the "Contract for Architectural/Professional Services" as provided by Palm Beach County.

Based on the urgency of this assignment, Hanson is prepared to begin work immediately. Please sign the attached agreement or email correspondence authorizing us to begin working on the initial site development package as defined in this proposal.

Very truly yours,

HANSON PROFESSIONAL SERVICES INC.

  
Steven W. Knight, A.I.A.  
Assistant Vice President

SWK/jc

cc: David Peters, Hanson  
Project Files

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**Hanson Professional Services Inc.**

1601 Belvedere Road, Suite 303 South • West Palm Beach, FL 33406 • Phone: (561) 471-9370 • Fax: (561) 471-9369



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## **Hanson Professional Services Inc. Amendment to Professional Services Agreement**

Proposal Date: April 17, 2008

Project: Downtown WPB CEP Upgrades – Conceptual site Design and Development for the Thermal Energy Storage

Whereas, Palm Beach County CID subsequently referred to as "Client," and Hanson Professional Services Inc., subsequently referred to as "Hanson," have previously entered into a Professional Services Agreement (Agreement) dated June 17, 2007 in connection with Downtown West Palm Beach CEP Upgrades, subsequently referred to as "Project," and Whereas, the Client has ordered certain additions to the services being provided by Hanson for the Project.

Now, therefore, this Amendment to the Agreement (CSA No. 3) is made this 17<sup>th</sup> day of April, 2008 to revise the scope of services, cost of services and schedule for services as provided herein. All other terms and conditions of the Agreement remain unchanged.

### **The Scope of Work and Services is modified as follows:**

Prepare conceptual tank layout and site development schemes. The final design scheme will be presented to the Plans and Plat Review Committee (PPRC) and the Downtown Action Committee (DAC) from the West Palm Beach Planning and Zoning Department and the Board of County Commissioners for approval.

Hanson will prepare a design package to illustrate proposed conceptual design of the Thermal Energy Storage tank and enable the BCC to understand the relationship between the new tank and the adjoining existing site development.

The enhanced structure will improve the aesthetics of the proposed Thermal Energy Storage tank. Although this will enhancement will increase the cost of the TES project, it will increase the likelihood of achieving approval from The City of West Palm Beach. Our designers will develop an architectural envelope to enhance the overall appearance.

### **Scope of Services:**

Meeting with Planning and Zoning:

These additional services shall include the preparation of an initial site development package. This package will depict and show the location of the proposed 85' diameter tank in relationship to the surrounding developments. This





package will include enough information and detail to convey our intent to the officers representing the Plans and Plat Review Committee (PPRC) and the Downtown Action Committee (DAC) from the West Palm Beach Planning and Zoning Departments.

This package will be prepared by Hanson and Anna Cottrell and Associates. Once this package, including a site plan and aerial image has been fully developed and reviewed with CID, this conceptual design will be presented to the PPRC and the DAC for review and comment. This plan will illustrate the tank location, parking (reduction amount) and roadway/driveway modifications, landscaping and overall relationship to adjacent existing buildings and developments.

Anna Cottrell and Associates will be conversing with the Planning authorities, researching the Downtown Master Plan and the City Ordinances pertaining to this development.

Once this meeting with the City of West Palm Beach planning Zoning agencies has occurred and the design team and Palm Beach County have received some assurance that the conceptual plan and the proposed tank installation may be acceptable, Hanson will complete the conceptual design package for presentation to the Board of County Commissioners.

**Schedule:**

Anna Cottrell will contact the Plans and Plat Review Committee (PPRC) and the Downtown Action Committee (DAC) from the West Palm Beach Planning and Zoning Department and schedule a meeting.

The initial site development package will be completed and ready for the meeting with the City of West Palm Beach.



**The Cost of Services is modified as follows:**

Charges for professional services performed by our firm for all services listed in the SCOPE OF SERVICES will be made on the basis of a **\$6,680.00** lump sum (including expenses and consultant's fees). Billings will be issued at least monthly and will be based on the estimated percentage of the total scope of services that has been completed.

Initial Phase:	
Conceptual Design Scheme	\$ 4,890.00
Alternate Scheme	\$ 1,790.00
<b>Total Fee</b>	<b>\$6,680.00</b>

SBE Services (Required 15%)  
SBE Services (Provided 0%)

<b>Cost of Services in Agreement</b>	<b>\$ 714,900.00</b>
<b>Total of Previous Amendments</b>	<b>\$ 00.00</b>
<b>Increase this Amendment</b>	<b>\$ 6,680.00</b>
<b>Cost of Services with all Amendments</b>	<b>\$ 721,580.00</b>



SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE SUBCONSULTANTS

PROJECT NAME: Government Center CEP PROJECT NO. 06206

NAME OF PRIME CONSULTANT: Hanson Professional Services, Inc.

DESCRIPTION OF WORK: CSA 3

**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.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
2.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
3.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
4.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
5.	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
(Please use additional sheets if necessary)			Total	\$	\$	\$	\$

Total Price \$ \$6,680.00 Participation \$ 0 Total SBE-M/WBE% 0

- 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.