

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

Meeting Date: August 19, 2008

Consent
 Workshop

Regular
 Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consulting Services Authorization (CSA) No. 2 to Architectural Continuing Services Contract with Saltz Michelson Architects, Inc. (R2007-0393) in the amount of \$206,906, for architectural and engineering services related to the interior remodeling of the existing gymnasium building for PBSO Training at the Cherry Road site.


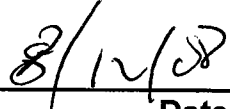
Summary: As part of the FY 08 CIP budget cuts, proceeding with this project allowed for the deferral of \$7.7M FY 06 funding, the elimination of \$20M in FY 09 funding and the release of \$8M in FY 07 funding. This is the final design start for the FY 08 CIP re-scope. CSA No. 2 authorizes the development of construction documents and construction-phase services necessary for the interior remodeling of the existing gymnasium building. The 32,600 sf building will be used for PBSO Training, as part of a master plan for the 20-acre Cherry Road property. Construction cost is estimated to be \$2.5 million. The SBE goal for this contract is 23%. Saltz Michelson is providing 16.7% in this CSA. When added to the Consultant's participation to date, the resulting SBE participation is 27%. (Capital Improvements Division) District 2 (JM)

Background and Justification: The Cherry Road property is the former King's Academy site, on Cherry Road, just east of Military Trail.

Attachments:

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

Recommended by:   
 Department Director Date

Approved by:  
 County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	<u>\$206,906</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>
NET FISCAL IMPACT	<u>\$206,906</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Is Item Included in Current Budget? Yes X No

Budget Account No: Fund 3804 Dept 411 Unit B405-02 Object 4907

Reporting Category

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

III. REVIEW COMMENTS:

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

Atwillhite 8.7.08
 OFMB


Don J. Jacobson 8/5/08
 Contract Administrator

B. Legal Sufficiency:

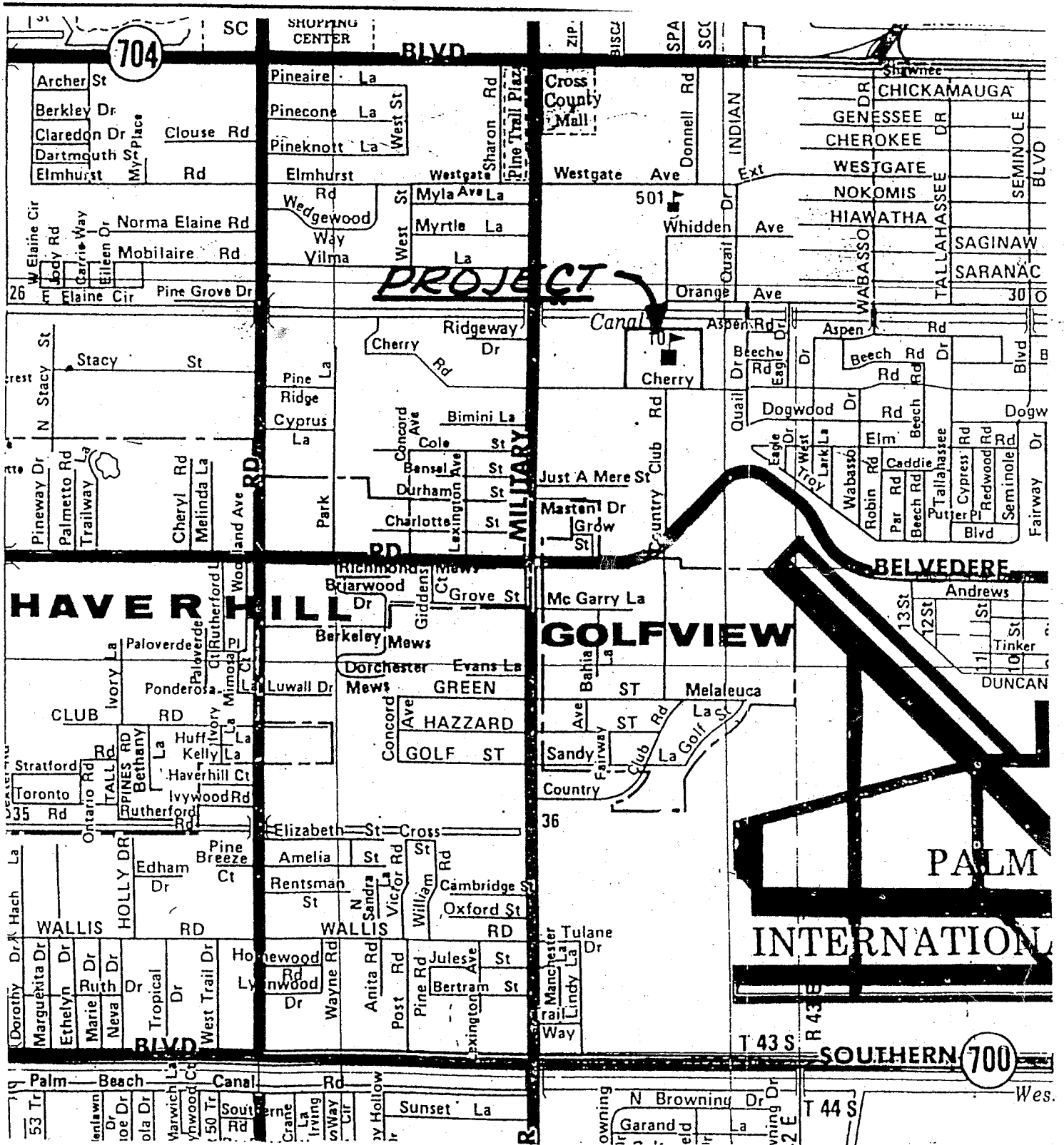
James Christy
 Assistant County Attorney

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

N.T.S.



ATTACHMENT # 1

Facilities Development & Operations
BUDGET AVAILABILITY STATEMENT

Frank Coutts

REQUEST DATE: 07/16/08

REQUESTED BY: Frank Coutts

PHONE: 233-0258
 FAX: 233-0270

PROJECT TITLE: **PBSO Training Center Cherry Road
 Architectural/Engineering Services**

PROJECT NO.: **08211**

ORIGINAL CONTRACT AMOUNT: NA

BCC RES #: R-2007-0393
 DATE: March 23, 2007

REQUESTED AMOUNT: **\$206,906**

CSA or CHANGE ORDER NUMBER: CSA #1 to an Architectural Continuing Services Contract with Saltz Michelson, Architects

CONSULTANT/CONTRACTOR: **Saltz Michelson, Architects**

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR:
 Acoustical panels for the FDO Building lobby.

CSA #1: A/E services for interior remodeling of the existing gym.....206,906
 TOTAL **\$206,906**

** 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:

FUND	DEPARTMENT	UNIT	OBJECT
3804	411	B405-02	4907

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

BAS APPROVED BY: *[Signature]*

DATE: 7-18-08 RECEIVED
 CAPITAL IMPROVEMENTS DIV.

ENCUMBRANCE NUMBER: _____

JUL 18 2008
 FILE: #08211-A
 CC: _____

ATTACHMENT # 2

CONSULTANT SERVICES AUTHORIZATION

SALTZ MICHELSON, ARCHITECTS
Architectural Continuing Services Contract

PBSO TRAINING CENTER — CHERRY ROAD

Project No. 08211

District No. 2

THIS AUTHORIZATION NO. 2 to the Contract, dated 03/23/07 (R2007-0393), between Palm Beach County and the Consultant identified herein, is for the Consultant Services described in Item 3 of this Authorization.

1. **Consultant:** Saltz Michelson, Architects
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 architectural and engineering design and construction administration services for PBSO training Center — Cherry Road, as detailed on the attached proposal dated (revised) July 17, 2008.
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 \$206,906.
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. 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 Coats
FRANK COATS
Name (type or print)

CONSULTANT

By: _____
ARTHUR W. DEARSON
Name (type or print)

Title: VICE PRESIDENT

Date: 7-22-08

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

Assistant County Attorney

Arthur W. Dearson
Director F D & O



JUL 17 2008

FILE: #08211-B.1
CC:

July 17, 2008 (Revised)
June 16, 2008

Palm Beach County
Capital Improvements Division
Facilities Development & Operations Department
2633 Vista Parkway
West Palm Beach, FL 33411-5604
Attn: Mr. Franklin Coutts
Project Manager

**RE: PBSO Training – Cherry Road, Project No. 08211
Cherry Road, West Palm Beach, FL**

Dear Frank:

We are pleased to submit the following Lump Sum Fee Proposal to provide existing building investigation, program verification, architectural design, construction documents, bidding, permitting, and construction administration services for the renovations and improvements to the existing 32,636 square foot former gymnasium building located on Cherry Road in Palm Beach County, Florida. All services provided shall be as outlined in the Palm Beach County Policy and Procedures Manual for Design Professionals.

The project consists of the interior renovation and alteration of the former King's Academy gymnasium building into a training facility for the Palm Beach County Sheriff's Office. This work includes mechanical, electrical, and plumbing modifications as required. It is the owner's intent to retain as much of the existing physical facility as possible to minimize cost. With this in mind, the following assumptions have been made:

1. No renovations or alterations to the existing site, building shell or façade.
2. No renovations or alterations to existing locker rooms and restrooms.
3. Limit interior renovations and alterations to existing spaces as may be required to accommodate attached program.
4. The 50% submission requirement shall be deleted from the Design Development Phase, and the bidding involvement will be minimized for SMA as it is a CM @ Risk project.
5. Design for emergency power is not included.

PRE-DESIGN FEES

Existing Building Survey (Architectural)	\$ 4,000
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1800 AUSTRALIAN AVENUE SOUTH, SUITE 102
WEST PALM BEACH, FL 33409-6450
(561) 689-1870 FAX: (561) 689-0129

www.saltzmichelson.com • e-mail: sma@saltzmichelson.com

AA-0002897

SCHEMATIC DESIGN

Saltz Michelson Architects - Architectural	\$	26,080
ONM&J – Structural (Lump Sum)	\$	975
Gartek Engineering Corporation – MEP (Lump Sum)	\$	6,900
Subtotal	\$	33,955

DESIGN DEVELOPMENT

Saltz Michelson Architects - Architectural	\$	21,810
ONM&J – Structural (Lump Sum)	\$	1,300
Gartek Engineering Corporation – MEP (Lump Sum)	\$	6,900
Subtotal	\$	30,010

CONSTRUCTION DOCUMENTS

Saltz Michelson Architects - Architectural	\$	63,906
ONM&J – Structural (Lump Sum)	\$	2,600
Gartek Engineering Corporation – MEP (Lump Sum)	\$	15,525
Subtotal	\$	82,031

BIDDING/PERMITTING

Saltz Michelson Architects - Architectural	\$	3,800
ONM&J – Structural (Lump Sum)	\$	325
Gartek Engineering Corporation – MEP (Lump Sum)	\$	1,725
Subtotal	\$	5,850

CONSTRUCTION ADMINISTRATION

Saltz Michelson Architects - Architectural	\$	38,310
ONM&J – Structural (Lump Sum)	\$	1,300
Gartek Engineering Corporation – MEP (Lump Sum)	\$	3,450
Subtotal	\$	43,060

Total \$ 198,906



Expenses

Saltz Michelson Architects - Architectural	\$	7,200
ONM&J – Structural	\$	320
Gartek Engineering Corporation – MEP	\$	480
Total	\$	8,000

Grand Total \$ 206,906

Proposed Delivery Schedule

Schematic Design	45 Days
Design Development	60 Days
Construction Documents	90 Days
Bidding/Permitting	60 Days
Construction Administration	240 Days

Thank you for the opportunity to present this proposal for the services you requested.

Very truly yours,
Saltz Michelson Architects



Arthur W. Dearborn, AIA
Vice President

AWD:sm
Encl.

01. Proposal Letter 6-16-08.doc



AA-0002897



PBSO TRAINING – CHERRY ROAD
Project No. 08211

FEE PROPOSAL

June 16, 2008

CONSTRUCTION COST **\$2,100,000**

PROFESSIONAL SERVICES BREAKDOWN

Consultant Portion of Fee 21%
Architecture Portion of Fee 79%

PROJECT FEE ANALYSIS

Phase		Architectural Fee Breakdown
Existing Building Investigation		\$ 4,000
Schematic (S.P.)		\$ 33,955
Design Development (D.D.)		\$ 30,010
Construction Doc. (C.D.)		\$ 82,031
Bidding/Permitting		\$ 5,850
Construction Adm. (C.A.)		\$ 43,060
	Subtotal	\$ 198,906
 \$157,906 + Consultant Fees (\$41,000) =		\$ 198,906 Fee
Reimbursable Expenses		\$ 8,000

1800 AUSTRALIAN AVENUE SOUTH, SUITE 102
WEST PALM BEACH, FL 33409-6450
(561) 689-1870 FAX: (561) 689-0129

WWW.SALTZMICHELSON.COM E-MAIL: SMA@SALTZMICHELSON.COM

AA-0002897

PBSO TRAINING – CHERRY ROAD
Project No. 08211

FEE PROPOSAL OUTLINE

June 16, 2008

CONTRACT SECTION	TASK	PRINC.	SFM II	PM	CAD	ADMIN.
	Pre-design Services					
	A. Programming (Review and Finalization)		5	2		
	B. Field Survey (Building)		8	16		
	SUBTOTAL		13	18		
	Schematic Design					
	A. Analysis Review Scope/Budget	1	3	3		
	B. Design Alternatives		6	8	4	
	C. Design Report/Document Design Concepts	1	4	2		2
	D. Site Analysis					
	E. Building Code & Life Safety Analysis		2	10	4	2
	F. Create Base Drawings		4	20	24	
	G. Concept Drawings *					
	1. Cover Sheet			3	2	
	2. Demo Plan		1	2	2	
	3. Floor Plans		3	12	5	
	4. Partial Floor Plan		1	3	4	
	5. Life Safety Plan			2	3	
	6. Elevations (interior)			4	4	
	7. Basic Building & Wall Sections			6	10	
	8. Basic Interior Lighting Plan		1	4	8	
	9. Furniture & Equipment Plan		1	4	5	
	H. Design Review Meeting (3 included)		9	9		5
	I. Opinion of Probable Construction Cost		2	2		
	J. List of Permits Required – 100%			1		2
	K. 10 Copies of Schematic Design Documents			3	4	4
	L. Site Plan Approval					
	M. Response to Review Comments	1	2	6	6	4
	N. Document Submission		1			2
	O. Presentation Meeting		3	4		
	SUBTOTAL	3	43	108	85	21



CONTRACT SECTION	TASK	PRENC.	SPM.II	PM	CAD	ADMIN.
	Design Development					
	A. Final Site Investigation			2		
	B. Documents					
	1. Arch Site Plan @ 1:20 min					
	2. Arch Floor Plans @ 1/8" min		1	4	4	
	3. Roof Plan @ 1/8" min			4	3	
	4. Furniture & Equipment plan @ 1/8" min		1	4	4	
	5. Partial Enlarged Plans @ 1/4"			4	4	
	6. Building Elevations @ 1/8" min w/finishes, notes, etc.					
	7. Life Safety Plans			2	3	
	8. Colored Elevations (2 sets)					
	9. All Building & Typical Wall Sections as Required			2	4	
	10. Reflected Ceiling Plan @ 1/8" min		1	4	6	
	11. Finish Schedule			3	8	
	12. Interior Elevations of All Build-ins (millwork)		1	4	6	
	13. Color Boards - two copies (prior to 100% CD's)	1	2	10	10	8
	14. Door/Frame Schedule & Hardware Types			4	6	
	15. Toilet Accessory Schedule			1	2	
	16. Preliminary Civil Plan					
	17. HVAC & Electric Narrative			1		
	18. Preliminary Structural Plans			1		
	19. Preliminary Mechanical Plans			1		
	20. Preliminary Plumbing Plans					
	21. Preliminary Electrical Plans			1		
	22. Preliminary Landscape Plan					
	23. Equipment (Furnishing Schedule)		1	6	2	
	24. Outline Specifications		2	20		15
	C. Updated Opinion of Probable Project Cost		2	2		1
	D. 100% submittals to CID		2	6	3	2
	E. Meet w/CID to review 100% submittals	3	3	4		
	F. Write response/revise doc's to review comments		2	4		4
	G. Modification of Probable Cost		1	1		
	H. Updated Project Schedule		1	1		1
	I. Hazardous Material Letter					
	J. 10 copies of Design Development Documents (100%)		1	4	5	2
	Document Submission					
	SUBTOTAL	4	21	100	70	33

CONTRACT SECTION	TASK	PRINC.	SPM II	PM	CAD	ADMIN.
	Construction Documents, 50%, 95 & 100%					
	A. Documents					
	1. Architectural Site Plan					
	2. Architectural Floor Plan	1	4	14	12	
	3. Roof Plan		1	2	4	
	4. Roof details & Calculations					
	5. Furniture & equipment plan		1	5	16	
	6. Partial enlarged plans		1	10	12	
	7. Building Elevations					
	8. Window schedule & elevations					
	9. All bldg/wall sections & special features		1	8	12	
	10. Interior details		1	8	4	
	11. Reflected ceiling plan & Ceiling Details		1	4	8	
	12. Finish Schedule		2	4	8	
	13. Interior elevations of all built-ins (millwork)		1	8	12	
	14. Restroom plan & elevations					
	15. Door & frame schedule & hardware types		1	4	5	
	16. Toilet accessory schedule			1	2	
	17. Miscellaneous Details & Signage		1	16	12	
	18. Civil Plans					
	19. Structural Plans		1	1		
	20. Mechanical Plans		1	1		1
	21. Plumbing Plans		1	1		1
	22. Electrical Plans		1	1		1
	23. Landscape/irrigation Plan					
	24. Specifications – CSI format		3	120		50
	B. Redline 50%, 95% & 100% submittal	4	12	25	40	
	C. 50%, 95%, & 100% Submittal & meetings w/ CID 10 copies ea.		4	20	10	10
	D. Response to 50%, 95% & 100% review comments		4	36	24	10
	E. Updated Project Construction Schedule		1	1	2	1
	F. Updated opinion of probable construction cost		1	1		3
	G. Submittals to Agencies			2		6
	SUBTOTAL	5	44	293	183	83

CONTRACT SECTION	TASK	PRINC.	SPM II	PM	CAD	ADMIN.
	Bidding & Permitting					
	A. Bid Documents Approvals & Printing		2	8		8
	B. Owner To Issue Final Bid Documents					
	C. Consultant To Render Interpretation In Writing & Drawings					
	D. Attend Pre-bid Conference					
	E. Prepare Addenda as required		2	8		4
	F. Attend Bid Opening					
	G. Participate To Evaluate Bids					
	H. Advise & Consult In Awarding & Preparing Agreement		2	3		
	I. Bid Exceeds Authorized Construction Cost - Revise documents					
	SUBTOTAL		6	19		12

CONTRACT SECTION	TASK	PRINC.	SPM I	PM	ADMIN.
	Contract Administration				
	A. Award Of Contract				2
	Attend Key Construction Events				
	1) Minimum 1 Visit/Week (27 wks @ 2.5)			68	
	2) Submit Written Report (27 @ 1.5)			41	32
	B. Evaluate Certificate Of Payments (8 @ 1)	1	8	8	8
	C. Interpretations & Decisions Re: Construction Document (RFI) (40 x 1/2)		6	20	12
	D. Recommend Rejection Of Work		2	4	
	E. Review Submittals/Shop Drawings		2	30	16
	F. Coordinate & Review C.O.		2	8	
	G. Submit Written & Graphic Information		2	8	6
	H. Order Minor Changes In The Work		1	8	4
	I. Recommend Dates Of Substantial Completion & Final Completion				
	1. Forward Warranties & Documents			6	4
	2. Prepare Punch List		2	12	10
	3. Administer Close Out Submittals		3	16	6
	4. Final Inspection To Determine Compliance	1	4	4	
	J. Provide Electronic Media			6	2
	SUBTOTAL	2	32	239	102

Fee Proposal - Hours 6-16-08.doc

PBSO TRAINING – CHERRY ROAD

Project No. 08211

FEE PROPOSAL ANALYSIS

June 16, 2008

FEEES BY DISCIPLINE:

Existing Building & Site Investigation

Architect: \$ 4,000

Standard A/E Design Fees

Architect \$ 153,906

Consultants Fees

Structural – ONM&J (\$ 6,500)

MEP- Gartek (\$ 34,500)

Total Consultants Fees \$ 41,000

Total Professional Fees \$ 198,906

FEEES BY PHASES:

Existing Building & Site Investigation \$ 4,000

Architectural Phases

Schematic Design \$ 33,955

Design Development \$ 30,010

Construction Document \$ 82,031

Bidding/Permitting \$ 5,850

Construction Administration \$ 43,060

Subtotal \$ 194,906

Total \$ 198,906

Expenses (Estimated) \$ 8,000

GRAND TOTAL \$ 206,906

	SD	DD	CD	B/P	CA	TOTAL
ARCHITECTURE	\$ 26,080	\$ 21,810	\$ 63,906	\$ 3,800	\$ 38,310	\$ 153,906
STRUCTURAL	\$ 975	\$ 1,300	\$ 2,600	\$ 325	\$ 1,300	\$ 6,500
MEP	\$ 6,900	\$ 6,900	\$ 15,525	\$ 1,725	\$ 3,450	\$ 34,500
TOTAL	\$ 33,955	\$ 30,010	\$ 82,031	\$ 5,850	\$ 43,060	\$ 194,906



SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE SUBCONSULTANTS

PROJECT NAME: PALM BEACH COUNTY 'PBSO TRAINING - CHERRY ROAD' - WEST PALM BEACH PROJECT NO. 08211

NAME OF PRIME CONSULTANT: SALTZ MICHELSON ARCHITECTS

DESCRIPTION OF WORK: CSA NO. 2 - INTERIOR RENOVATION/ALTERATION OF FORMER KING'S ACADEMY GYMNASIUM BUILDING INTO A TRAINING FACILITY FOR PBSO

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)
Gartek Engineering Corporation 7210 SW 39 th Terrace 1. Miami, FL 33755	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$ 34,500	\$	\$	\$
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 \$ 206,906

Total SBE Participation \$ 34,500

SBE % 16.7%

- 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.