

34-10

Agenda Item #:

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

Meeting Date: September 9, 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. 4 to the Contract with Slattery & Associates (R-2004-0326) in the amount of \$614,137 for design and construction administration services for the new Acreage Branch Library.


Summary: A new 30,000 sq ft library will serve the Acreage area population. CSA No. 4 provides for architectural and engineering services for the planning, design, permitting and construction administration for the Acreage Branch Library located at Seminole Pratt Whitney Road & Orange Avenue. The negotiations for the property are still ongoing with Indian Trails despite CSA No. 4 authorizing the commencement of design and the expenditure of funds. If the negotiations are not ultimately successful, design funds expended as of that date will be lost. Also, significant delays in the negotiations could jeopardize traffic capacity available for the Library build out. Negotiations with Indian Trails for the conveyance of the site for the Library are ongoing and should be concluded in the next 90 days. The construction cost estimate for this project is \$10,000,000. The facility will be designed and constructed to LEED (Leadership in Energy & Environment Design) Standards. Slattery & Associates will provide 23.6% SBE participation to this authorization. Including this authorization, the SBE participation for this contract is 19.8%. The goal is 15%. (Capital Improvements Division) District 6 (JM)

Background and Justification: Slattery & Associates were selected as one of the three (3) consultants for the Library Expansion Program in accordance with Board adopted procedures pursuant to the Consultants Competitive Negotiations Act (CCNA), Florida Statute 287.055, to provide professional consultant services associated with design and construction of 17 new, expanded or renovated libraries. The Acreage Branch Library is one of the libraries identified in the Library Expansion Plan. LEED certification for the library is included in the design fee. LEED is a nationally accepted bench mark for sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality.

Attachments:

- 1. Location Map
- 2. Budget Availability Statement
- 3. Consultant Services No. 4

Recommended by:   8/12/08
Department Director Date

Recommended by:  8/24/08
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	\$724,137	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	\$724,137	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No _____
 Budget Account No: Fund 3751 Dept 321 Unit L045 Object 6505
 Reporting Category _____

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

This project is part of the Library Expansion Program II and is the last new branch included in LEP II. The professional services contract is funded with Ad Valorem Tax revenue approved for capital projects funding as part of the Library Department's Annual Budget Request.

Department Fiscal Review	<u>Lavinia D. Gardner</u>	Professional Services	\$614,137
	Lavinia D. Gardner, Chief Financial Officer	Staff Costs	50,000
		Misc.	60,000
		Total	\$724,137

III. REVIEW COMMENTS:

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

atwillhite 8.20.08
 OFMB 8/20/08 VO 8/15

J. J. Sawlat 8/21/08
 Contract Administrator

B. Legal Sufficiency:

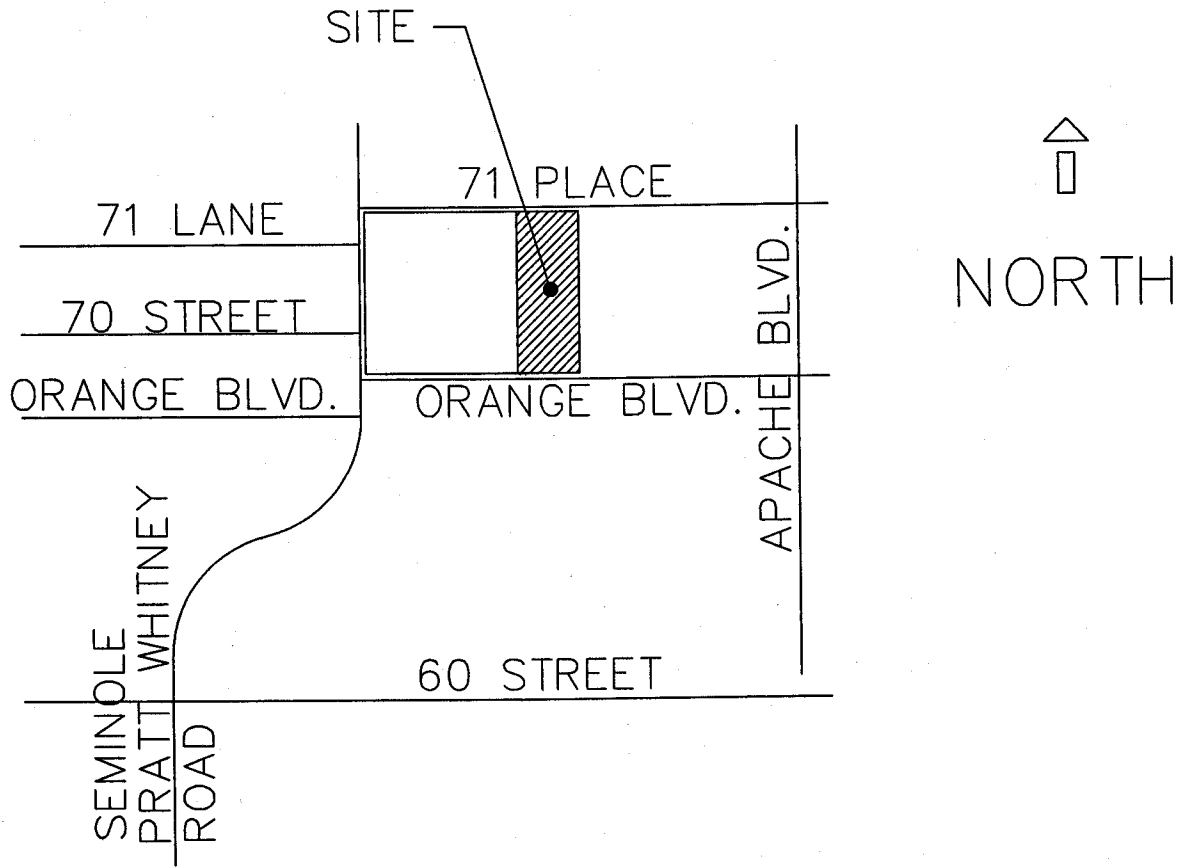
Andrew C. Meyer 8/26/08
 Assistant County Attorney

This item complies with current County policies.

C. Other Department Review:

John J. Callahan III
 John J. Callahan III, Library Director

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



LOCATION MAP

SEC 30 TWP 42 RNG 41

ATTACHMENT # /

FACILITIES DEVELOPMENT & OPERATIONS BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 07/31/08

REQUESTED BY: Karen Arndt PHONE: 233-0208
FAX: 233-0270

PROJECT TITLE: Acreage Branch Library

PROJECT NO.: 08203

ORIGINAL CONTRACT AMOUNT:

BCC RESOLUTION
DATE:

REQUESTED AMOUNT: \$614,137.00

CSA or CHANGE ORDER CSA No. 4

CONSULTANT/CONTRACTOR: Slattery & Associates

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

Professional services shall include a new 30,000 sq ft branch library on a 6.66 acre site designed to LEED certification. Surface water management, PZ&B permitting, site engineering, design, architectural, mechanical, plumbing & structural design and construction administration services.

CONSTRUCTION	
PROFESSIONAL SERVICES	<u>\$ 614,137.00</u>
STAFF COSTS** (DESIGN / CONST. PHASE)	<u>\$ 50,000.00</u>
MISC. (permits, prints, advertising, etc)	<u>\$ 60,000.00</u>
TOTAL	<u>\$724,137.00</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: 3751 DEPT: 321 UNIT: L045 OBJ: 6505
FUNDING SOURCE (CHECK ALL THAT APPLY): AD VALOREM OTHER

FEDERAL/DAVIS BACON

BAS APPROVED BY: [Signature] DATE: 8/5/08
ENCUMBRANCE NUMBER: _____ RECEIVED
CAPITAL IMPROVEMENTS DIV.

AUG 06 2008

FILE: _____
CC: _____

ATTACHMENT # 2

CONSULTANT SERVICES AUTHORIZATION AUG 05 2008

SLATTERY & ASSOCIATES, INC. FILE: _____
Annual Library Consultant Co: _____

ACREAGE BRANCH LIBRY
PROJECT NO. 08203
DISTRICT NO. 6

THIS AUTHORIZATION NO. 4 to the Contract dated 02/24/04 (R-2004-0326) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

1. **CONSULTANT:** SLATTERY & ASSOCIATES, INC.
2060 N.W. BOCA RATON BOULEVARD, SUITE #2
BOCA RATON, FLORIDA 33431
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 a new 30,000 sq ft branch library on a 6.66 acre site designed to LEED certification. Surface water management, PZ&B permitting, site engineering, design, architectural, mechanical, plumbing & structural design and construction administration services as detailed in the attached proposal.
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 charge of \$614,137.00

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.

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.

ATTACHMENT # 3

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

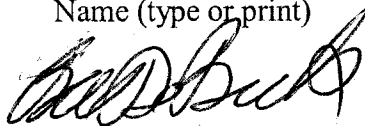
By: _____
Addie L. Greene, Chairperson

WITNESS:

Slattery & Associates

Bill DeBeck
Name (type or print)

By: _____
Name: Paul Slattery



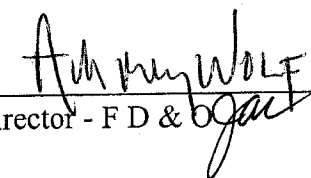
Title: president

Date: 8-4-08

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

Assistant County Attorney


Director - F D & O



May 1, 2008
Revised May 13, 2008
Revised July 8, 2008
Revised July 22, 2008

Mr. John Chesher
Palm Beach County Capital Improvements Division
2633 Vista Parkway
West Palm Beach, Fla. 33406

RE: The Acreage Branch Library

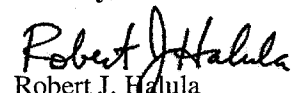
Dear Mr. Chesher:

We are pleased to submit the following revised proposal and scope of work for professional services for the Acreage Branch Library, Palm Beach County, Florida. The scope of the project includes design services for an approximately 30,000 square foot branch library to be located on a 6.6 acre site with a 1.44 acre designated upland preserve. Per discussions with Palm Beach County, it is our understanding that the building program is very similar to the Lantana Branch Library. We further understand that the county desires to incorporate some "Green Building" strategies into the project. The project's Due Diligence and Site Plan Approval will be handled by a planning consultant hired by Palm Beach County. It is the County's goal to begin construction in early 2009 employing a Construction Manager at Risk delivery method.

Based upon the Lantana Branch Library program provided to us by Palm Beach County and adjusted for square footages, the basic fee for professional services including reimbursables to accomplish the Acreage Branch Library project is \$561,987.00. Should the County wish to pursue the LEED Certification for the project the fee would be in the amount of \$614,137.00.

Thank you for your consideration of this proposal for architectural and engineering services. Attached you will find a detailed outline of our scope of services (Exhibit "A") along with a detailed fee breakdown spreadsheet. Should you have any questions upon review of this proposal and related information, please feel free to call me.

Sincerely,
Slattery and Associates


Robert J. Halula
Principal

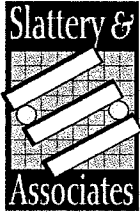


EXHIBIT "A" ACREAGE BRANCH LIBRARY

Scope of Services

The consultant (Slattery & Associates) will provide the following scope of services for the implementation of the Acreage Branch Library.

1. Site Planning (Site Plan/DRC Approvals)
 - a. Provide all necessary design and drawings and lend assistance to site planning consultant (Kilday and Associates) while they make application to Palm Beach County and The Acreage local municipality for site plan approval.
 - b. Coordination and representation during the approval process shall be provided by the site planning consultant.
 - c. Rezoning if necessary, to be performed by the County's consultant.
2. Schematic Design Phase
 - a. Visit project site to verify and document existing conditions.
 - b. Review detailed building program as provided by Palm Beach County.
 - c. Prepare and present schematic design documents to include site plan, floor plans, building elevations, furniture plans, typical building section in compliance with the Facilities Development and Operations Department Capital Improvements Division Policy and Procedures Manual.
 - d. Prepare rendered, illustrative schematic design documents to include building elevations and floor plans.
 - e. Provide one full color exterior rendering.
3. Design Development Phase
 - a. Upon approval of the schematic design documents, provide design development documents to include architectural, structural engineering, mechanical, electrical, plumbing engineering, cabling and telecommunications, civil engineering, landscape design and Interior design (including selection of furniture and fixtures) in compliance with the Facilities Development and Operations Department Capital Improvements Division Policy and Procedures Manual.
4. Construction Documents Phase
 - a. Upon approval of the design development documents, provide a complete set of architectural construction documents suitable for bidding, permitting, and construction in compliance with the Facilities Development and Operations Department Capital Improvements Division Policy and Procedures Manual.
 - b. Structural engineering.
 - c. Mechanical, electrical, plumbing and fire sprinkler engineering (including site lighting and fire protection design).
 - d. Cabling and telecommunications design.
 - e. Civil engineering (on-site paving, grading, drainage, and utility design).
 - f. Landscape and irrigation design.

Acreage Branch Library
Scope of Services

5. Permitting Phase
 - a. Provide coordination throughout the permitting phase including application to Palm Beach County.
 - b. Review and address any comments from Palm Beach County during the permitting phase.
 - c. Civil permitting to include Palm Beach County Water Utilities (water and sewer permits), Indian Trails Improvement District (local drainage permit), South Florida Water Management District (water use and environmental resources permits), Palm Beach County Health Department (Sanitary sewer and lift station / forcemain permits and water main extension permit), Florida Department of Environmental Protection (stormwater construction permit), and Palm Beach County Land Development. Any other permits found to be necessary that are not specifically listed above will be additional to this agreement and billed separately.

 6. Bidding and/or Negotiations Phase
 - a. Provide coordination with selected contractors and sub contractors during the bidding and/or negotiations phase.
 - b. Provide written responses to bidder's questions and requests for clarification.

 7. Construction Administration Phase
 - a. Review and approval of shop drawings and submittals.
 - b. Provide coordination and correspondence with contractor and client throughout the construction phase including reply to RFIs, Issuance of Field Bulletins, Field Instructions and Deficiency Reports.
 - c. Provide attendance at regularly scheduled construction meetings (2 per month) and prepare typed meeting minutes for the regularly scheduled meetings.
 - d. Provide two additional site visits per month on weeks when construction meetings aren't scheduled and provide field report.
 - e. Review monthly Payment Applications with work in-place and provide certification of payment.

 8. Environmental
 - a. Environmental assessment to be provided by Palm Beach County.
 - b. Tree tagging by Owner's surveyor.
 - c. Tree species identification is by Landscape Architect and is included.
 - d. Prepare vegetation removal permit.

 9. Surveying
 - a. Boundary and topographic survey as well as tree locations to be provided by Palm Beach County.

 10. Geotechnical
 - a. Provide the necessary soil borings to determine soil bearing capacity for structural design.
 - b. Provide the required soil percolation tests for civil design.
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Acreage Branch Library
Scope of Services

11. Platting

- a. Preparation of boundary survey for plat is by Owner's Surveyor and is not included.
- b. Prepare plat (tentative and final plat) and process through Palm Beach County are not included.

12. Blueprinting and Reimbursables

- a. 7 sets at the completion of schematic design.
- b. 7 sets at 50% of design development.
- c. 7 sets at 100% of design development.
- d. 7 sets at 50% of construction documents.
- e. 7 sets at 95% of construction documents (including 7 sets of specifications).
- f. 2 sets at 100% completion of construction documents (including 2 sets of specifications).
- g. 3 sets of final signed and sealed sets for permitting.
- h. Travel for attendance at schematic design presentations; 6 day trips estimated at \$525.00 per trip including airfare for Design Consultant.

Compensation for professional services in providing the above scope of services will be on a lump sum basis. Fees are broken down with and without LEED Certification as follows:

	<u>Without LEED Certification</u>	<u>With LEED Certification</u>
Site Plan Approval Phase	\$ 6,300.00	\$ 6,300.00
Schematic Design Phase	101,723.00	109,123.00
Design Development Phase	107,575.50	119,750.50
Construction Documents Phase	170,491.00	190,766.00
Permitting Phase	16,955.00	16,955.00
Bidding and/or Negotiations Phase	19,102.50	19,102.50
Construction Administration Phase	111,650.00	123,950.00
Blueprinting, Postage, Copies etc.	25,000.00	25,000.00
Travel	3,150.00	3,150.00
TOTAL	\$561,987.00	\$614,137.00

SCHEDULE 1
LIST OF PROPOSED SBE-M/WBE SUBCONSULTANTS

PROJECT NAME: ACREAGE BRANCH LIBRARY (LEED Certified)
 NAME OF PRIME CONSULTANT: SLATTERY & ASSOCIATES, INC.
 DESCRIPTION OF WORK: DESIGN AND CONTRACT DOCUMENTS FOR A NEW BRANCH LIBRARY

PROJECT NO. _____

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 (Specify)
HWS 310 SE 1st Street Suite 4 Delray Beach, FL 33483 561.243-8700	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	<u>\$57,492.00</u>
ONM&J Structural Engineers 321 15 th street Suite 200 West Palm Beach, FL 33401 561.835-9994	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	<u>\$30,000.00</u>
Jerry Turner & Assoc of FL, Inc. 277 East 5 th Avenue Delray Beach, FL 33483 561.276-2043	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ _____	\$ _____	<u>\$22,000.00</u>	\$ _____	\$ _____
Tierra, Inc. 1100 Barnett Drive Lake Worth, Florida 33461 561.547-1232	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ _____	<u>\$5,910.00</u>	\$ _____	\$ _____	\$ _____
In Design 2080 NW Boca Raton Boulevard Boca Raton, FL 33431 561.620-8185	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	<u>\$30,000.00</u>
(Please use additional sheets if necessary)		Totals	\$ _____	<u>\$5,910.00</u>	<u>\$22,000.00</u>	\$ _____	<u>\$117,492.00</u>

TOTAL PRICE: \$614,137.00

TOTAL MBE/SBE PARTICIPATION: \$145,402.00

PROPOSED PERCENTAGE: 23.6%

- Note:
1. The amounts listed on this form must be supported by the Sub-consultant 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.