

3H-6

Agenda Item #:

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: March 17, 2009

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 Colome & Associates, Inc. (R-2007-0392) in the amount of \$191,674.15 to provide architectural/engineering services for renovations to the Greenacres Library.

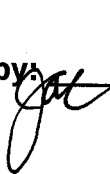
**Summary:** CSA No. 4 will provide architectural and engineering services for permitting, design and construction phase services for the renovation of Greenacres Library which includes mechanical, plumbing, electrical, and interior design upgrades. This project is funded from the 22.3M GO 06 Library Improvement Bond Issue. Colome & Associates, Inc. has an annual contract for architectural services which provides for an overall SBE participation goal of 70%. The participation on this CSA is 72.8%. When added to the consultant's participation to date the SBE participation is 74%. (Capital Improvements Division) District 2 (JM)

**Background and Justification:** The Greenacres Library is one of the libraries in the library expansion program and it has reached an age that necessitates renovation and upgrade of systems.

**Attachments:**

1. Location Map
2. Budget Availability Statement
3. CSA No. 4

Recommended by:



Army Wolf  
Department Director

2/20/09  
Date

Recommended by:



County Administrator

3/13/09  
Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	\$ <u>224,674.15</u>	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>224,674.15</u>	_____	_____	_____	_____

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

Is Item Included in Current Budget? Yes X No \_\_\_\_\_

Budget Account No: Fund 3022 Dept 321 Unit L047 Object 6505

Reporting Category \_\_\_\_\_

Professional Services  
Staff Costs  
Total

\$191,674.15  
35,000.00  
\$226,674.15

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

Architectural fees are being funded with GO 06 Bond revenues. \$191,674.15  
Construction and FF&E will be funded with Ad Valorem Tax Revenues transferred from the Library's Operating Fund. This project was planned as part of the Library Expansion Program II.

Fiscal Review: Lavinia D. Gardner  
Lavinia D. Gardner, Chief Financial Officer

**III. REVIEW COMMENTS:**

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

[Signature] 3-6-09  
OFMB  
NDP 3/11/09 CN 3/12/09

[Signature] 3/10/09  
Contract Administrator  
6/10/09 3/11/09

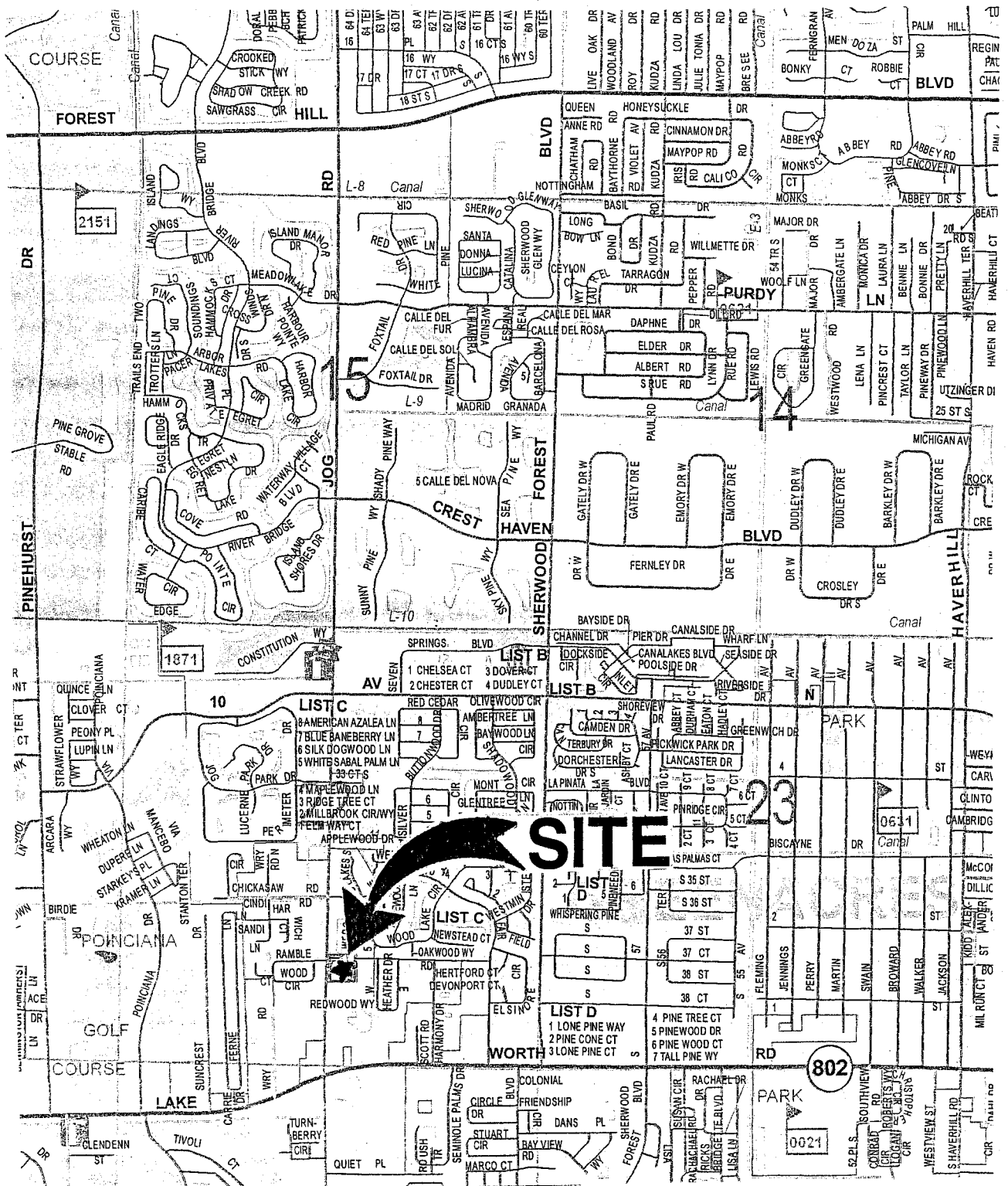
**B. Legal Sufficiency:**

This item complies with current County policies.

[Signature] 3/12/09  
Assistant County Attorney

**C. Other Department Review:**

[Signature]  
John J. Callahan III, Library Director



# LOCATION MAP

N.T.S.

## ATTACHMENT # 1

FACILITIES DEVELOPMENT & OPERATIONS  
BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 2/11/09    REQUESTED BY: Karen Arndt    PHONE: 233-0208  
FAX:

PROJECT TITLE: Greenacres Library    PROJECT NO.:09205

ORIGINAL CONTRACT AMOUNT:    BCC RESOLUTION#:

REQUESTED AMOUNT    \$191,674.15    DATE:

CSA or CHANGE ORDER NUMBER: CSA 4

CONSULTANT/CONTRACTOR: Columbe & Associates Inc.

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

Professional services shall include architectural and engineering services for the renovation of the Greenacres Library. Services include site plan approval, construction document preparation, permitting and construction administration.

CONSTRUCTION	
PROFESSIONAL SERVICES	<u>\$191,674.15</u>
STAFF COSTS** (Design/Construction Phase)	<u>\$35,000</u>
MISC. (permits, prints, advertising, etcetera)	
TOTAL	<u>\$226,674.15</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: 3022    DEPT: 321    UNIT: L047    OBJ: 6505

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

BAS APPROVED BY: Lavinia D. Gardner    DATE: 2/12/09

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

**CONSULTANT SERVICES AUTHORIZATION**

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

**GREENACRES LIBRARY  
PROJECT NO. 09205**

**This consultant services authorization is for design services for the Greenacres Library Renovation project located on Jog Road in Greenacres.**

**Professional services shall include architectural and engineering services for the renovation of the Greenacres Library. Services include site plan approval, construction document preparation, permitting and construction administration.**

**The Greenacres Library is due for renovation to interiors and an upgrade of mechanical systems given the age of the building.**

**SBE participation for this Authorization is 72.82%. When added to the Consultant's participation to date, the resulting SBE participation is 74.08%. The Consultant's contract goal is 70%.**

**ATTACHMENT # 3**

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**CONSULTANT SERVICES AUTHORIZATION**

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

**GREENACRES LIBRARY**  
**PROJECT NO. 09205**  
**DISTRICT NO. 2**

**THIS AUTHORIZATION NO. 4** to the Contract dated 3/13/07 (R-2007-0392) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

1. **CONSULTANT:** **COLOME & ASSOCIATES**  
**530 24<sup>TH</sup> STREET**  
**WEST PALM BEACH, FL 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 architectural and engineering services for the renovation of the Greenacres Library. Services include site plan approval, construction document preparation, permitting and construction administration as detailed on the attached proposal dated February 5, 2009.
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 \$191,674.15.

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.
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.

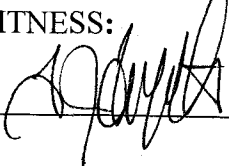
COUNTY

ATTEST:  
Sharon R. Bock, Clerk & Comptroller

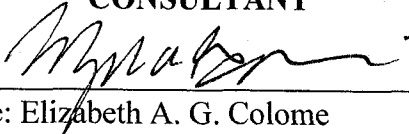
PALM BEACH COUNTY  
BOARD OF COUNTY  
COMMISSIONERS

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

By: \_\_\_\_\_  
John F. Koons, Chairman

WITNESS:  
  
\_\_\_\_\_

T.J. Trompeter  
Name (type or print)

CONSULTANT  
By:   
Name: Elizabeth A. G. Colome

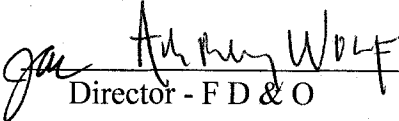
Title: PRESIDENT / OWNER

Date: FEBRUARY 17, 2009

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

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

  
Director - F D & O

Revised – February 5, 2009

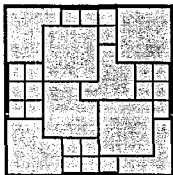
Ms. Karen Arndt  
Project Manager  
Facilities Development & Operations Dept.  
Palm Beach County Capital Improvements Division  
2633 Vista Parkway  
West Palm Beach, Florida 33411

Re: **PBC Greenacres Branch Library Renovations**  
Located at 3750 Jog Road  
Greenacres, Florida

Dear Ms. Arndt:

Thank you for the opportunity to provide Palm Beach County Facilities Development & Operations Department with this proposal for professional services for the proposed building renovations to the existing Greenacres Branch Library located at 3750 Jog Road in Greenacres, Florida. The project will consist of approximately 17,556 square feet of interior building renovations to the existing building, including the reconfiguration of the existing check out, reference, and children's areas of the existing library, interior finishes including floor, wall, and ceilings, replacement of the existing HVAC equipment and conversion from multi-zone to VAV, fire alarm system modifications, new telecommunications room and replacement of structured cabling throughout, lighting modifications, replacement of plumbing fixtures limited to the restrooms, interior room signage and exterior monumental sign, and re-landscaping of the several exterior areas, including the building entrance.

The scope of services shall include site plan approval submission to the City of Greenacres under a "Class 1" application, field verification of readily accessible existing building elements necessary for the design professional to produce their documents, programming, schematic design, design development, construction document, construction managers negotiations, construction administration, and operation phases of the project, including preparation of building permit application and documents for submission to the City of Greenacres Building Department. The project shall be designed per the March 2007, CID Policy and Procedures Manual for Design Professionals. The fees are based on the executed Annual Contract for Architectural Services R-2007-0392 and information we have gathered at our on site meetings held on November 21, 2008, December 10, 2008, and December 12, 2008 with you and representatives of Palm Beach County Libraries and the City of Greenacres.



## 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



The scope of work shall include the following:

**Task A:**

- Site Plan Approval Class 1 - Application and Drawings

The Site Plan Approval drawings shall include architectural building entrance elevation with simple material labeling, architectural site plan, floor plan, landscape plan, site plan approval cover letter, Class 1 application, and meetings with the City of Greenacres Planning and Engineering Department. The scope of work is based on the meeting with City of Greenacres, Florida and the Class 1 site plan approval application. The following items are not included as part of Task A: City of Greenacres Variance applications, traffic studies, environmental surveys, and tree surveys, site lighting, mechanical, electrical, plumbing and structural engineering services, interior design and construction documents.

**Task B:**

- Construction Documents
  - Based on approved schematic design and design development submittals prepared by this office, provide working drawings and book specifications, described in detail sufficient for construction, including boundary surveying, mechanical, plumbing, and electrical engineering (limited to the proposed building renovations to the existing building), fire protection design (limited to the proposed building renovations to the existing building), Interior Design, prepare an interior color / material selection board, and interior finish selection within the completed set of construction documents. Interior furnishing shall be purchased by Palm Beach County.
- Bidding and Negotiation
  - 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 seven thousand fifty (\$7,050.00) 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 nine thousand and four hundred twenty four dollars and fifteen (\$179,424.15) cents.
- 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 five thousand two hundred (\$5,200.00) 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	\$ 7,050.00
Task B: Design and Construction Documents Phase	\$179,424.15
<u>Task C: Expenses (Prime Consultant)</u>	<u>\$ 5,200.00</u>
<b>Total Fee</b>	<b>\$191,674.15</b>

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

Landscape and Irrigation: (Neal, Smith & Associates)	\$ 2,050.00
<u>Architect: (Colome' &amp; Associates, Inc.)</u>	<u>\$ 5,000.00</u>
Sub Total Professional Services - Task A	\$ 7,050.00

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

Boundary Surveying: (A & B Engineering, Inc.)	\$ 3,094.00
Landscape and Irrigation: (Neal, Smith & Associates)	\$ 4,394.50
Interior Design: (In.Design Studio, Inc.)	\$ 24,605.00
M.E.P. Engineering: (JLRD)	\$ 52,100.90
<u>Architect: (Colome' &amp; Associates, Inc.)</u>	<u>\$ 95,229.75</u>
Sub Total Professional Services - Task B	\$179,424.15

- 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.

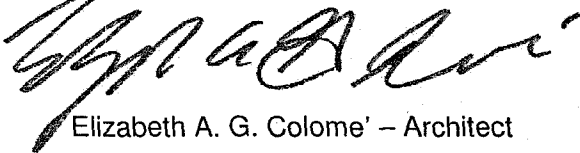
**Non Basic Services: Not included in above Fee (If Required)**

1. Mechanical Life Cycle Cost Analysis (J.L.R.D.)	\$8,800.00
2. Civil Drainage Analysis (Civil Design, Inc.)	\$2,000.00
3. Additional Surveying Work, elevations, visible improvements, bench marks and on-site drainage inverts (A & B Engineering, Inc.)	\$7,500.00

- Acceptance

If you are agreement with the terms and provisions of this proposal, please sign and return one (1) copy for our records, as it will serve as an agreement between the two parties and as a notice to proceed.

Sincerely,



Elizabeth A. G. Colome' - Architect

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Accepted

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Date

# Palm Beach County Greenacres Branch Library Renovations

Project No. 000000

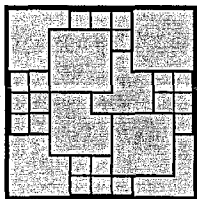
## Preliminary Project Design & Permitting Schedule

Dated: Revised February 17, 2009

<u>Project Phase</u>	<u>Days</u>	<u>Due Dates:</u>
Notice to Proceed (Written Authorization)	-	March 17, 2009
<b><u>Schematic Design Document Submittal</u></b> <b><u>(Including A/E Field Work)</u></b>	<b>27</b>	<b>April 13, 2009</b>
Owner/ Construction Manager Review	21	May 4, 2009
<b><u>Prepare Site Plan Approval / Submission</u></b>	<b>-</b>	<b>April 29, 2009</b>
<b><u>Site Plan Approval City of Greenacres</u></b>	<b>30</b>	<b>May 29, 2009</b>
<b><u>Design Development Document Submittal</u></b> <b><u>(from May 4, 2009)</u></b>	<b>35</b>	<b>June 8, 2009</b>
Owner/ Construction Manager Review	21	June 29, 2009
<b><u>50% Construction Documents</u></b>	<b>21</b>	<b>July 20, 2009</b>
Owner / Construction Manager Review	21	August 10, 2009
<b><u>95% Construction Documents</u></b>	<b>32</b>	<b>September 11, 2009</b>
Owner / Construction Manager Review	21	October 2, 2009
95% Construction Manager's G.M.P. Pricing	14	October 16, 2009
<b><u>Building Department Permit Process</u></b> <b><u>(From September 11, 2009 Date)</u></b>	<b>62</b>	<b>November 5, 2009</b>
<b><u>100% Construction Documents</u></b>	<b>-</b>	<b>November 5, 2009</b>
<u>Palm Beach County Construction Manager Award</u>		
<b><u>Construction Manager's Notice to Proceed</u></b>	<b>7</b>	<b>November 12, 2009</b>

Note:

- (1) Permit Process Estimate outside control of A/E and Owner. To be determined by the City of Greenacres Building Department.
- (2) Construction Schedule to be determined by Construction Manager.
- (3) Project schedule is based on calendar days.



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 ARCHITECTURE • PLANNING • INTERIORS  
 Florida Registration - AA 0003439  
 530 24th Street West Palm Beach Florida 33407  
 Phone: (561) 833-9147 Fax: (561) 833-9356

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE SUBCONSULTANTS

PROJECT NAME: Greenacres Branch Library Renovations

PROJECT NO. N/A

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

DESCRIPTION OF WORK Building Renovations

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>\$105,429.75</u></b>	\$	\$	
2. <b>In.Design Studio, Inc.</b>	*	*	\$	\$	<b><u>\$24,605.00</u></b>	\$	\$	
3. <b>Neal, Smith &amp; Assoc.</b>		*	\$	\$	\$	<b><u>\$6,444.50</u></b>	\$	
4. <b>A&amp;B Engineering, Inc.</b>	*	*	<b><u>\$3,094.00</u></b>	\$	\$	\$	\$	
5.			\$	\$	\$	\$	\$	
(Please use additional sheets if necessary)			<b>Total</b>	<b><u>\$3,094.00</u></b>	\$	<b><u>\$130,034.75</u></b>	<b><u>\$6,444.50</u></b>	\$

Total Price \$ **191,674.15**

Total SBE Participation \$ **139,573.25** Total

SBE % **72%**

- 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. N/A PROJECT NAME: Greenacres Branch Library Renovations

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: 3-23-2007

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):

Subconsultant - Land Surveying Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the following price \$ \$3,094.00  
(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, Inc.  
(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: January 29, 2009

SCHEDULE # 2

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

PROJECT NO. N/A PROJECT NAME: Greenacres Branch Library Renovations

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  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

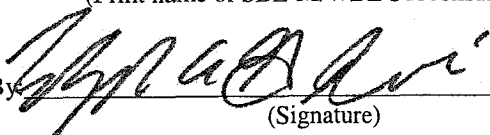
at the following price \$ \$105,429.75  
(Subconsultant's fee)

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.

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

By   
(Signature)

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

Date: January 29, 2009

SCHEDULE # 2

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

PROJECT NO. N/A PROJECT NAME: Greenacres Branch Library Renovations

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: 8-14-2007

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):

Subconsultant - Interior Design Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

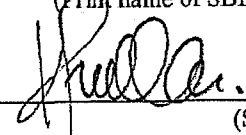
at the following price \$ \$24,605.00  
(Subconsultant's fee)

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.

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

By:   
(Signature)

Karen Hansen, Principal  
(Print name/title of person executing on behalf of SBE-M/WBE Subconsultant)

Date: January 29, 2009



SCHEDULE # 2

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

PROJECT NO. N/A PROJECT NAME: Greenacres Branch Library Renovations

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: 6-04-2007

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):

Subconsultant - Landscape Architectural Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the following price \$ \$6,444.50  
(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)

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

Date: January 29, 2009

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Project Name:** PBC Greenacres Branch Library Renovations

**Project Number:**

**Contract/CSA/ Supplement Number:** Contract No. – R2007-0392, CSA No. - 2

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:

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(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)

Owner / President, 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)

**February 20, 2009**  
(Date)