



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures	\$209,053	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>	<b>\$209,053</b>	_____	_____	_____	_____

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

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

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

The project is funded from the General Obligation Bonds issued in 2003 for \$30.5 million.

FISCAL REVIEW: Lavinia D. Gardner  
Lavinia D. Gardner, Chief Financial Officer

**III. REVIEW COMMENTS:**

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

Jim Bond 1/25/10  
OFMB  
ND  
1/14/2010  
1/14/10

Dr. J. Jacobs 1/26/10  
Contract Administrator  
E. Jones 1/26/10

**B. Legal Sufficiency:**

James C. Meyer 1/26/10  
Assistant County Attorney

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

**C. Other Department Review:**

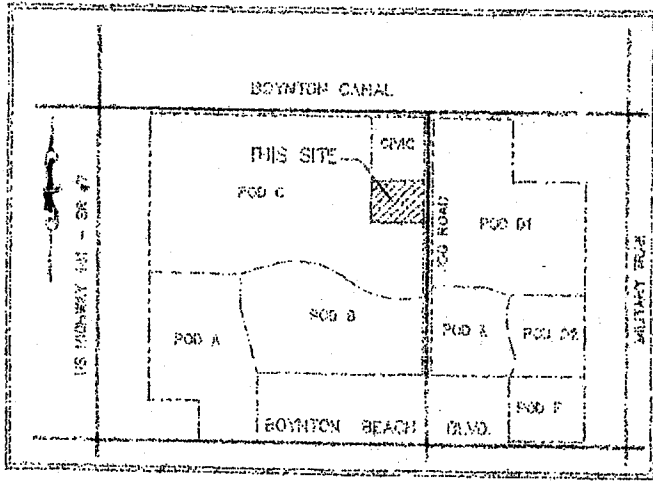
[Signature]  
Department Director

COND.  
MEDIAN

JCG ROAD R/W LINE EXTENSION

TOWNSHIP 45S  
SECTION 22  
RANGE 42E

JCG ROAD



LOCATION MAP  
N.E.S.

10 - 0337

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA

BGEX - 321 - 010410 - 655

BUDGET TRANSFER  
FUND 3021 30.5M GO 03, LIBRARY IMPROVEMENTS

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 12/31/09	REMAINING BALANCE
<b>EXPENDITURES</b>							
<b>WEST BOYNTON BRANCH RENOVATION</b>							
321-L059 6505 Design/Eng/Mgmt-Cip Admin	0	0	209,053	0	209,053	0	209,053
<b>RESERVES</b>							
321-9900 9909 Res-Improvement Program	1,586,749	1,586,749	0	209,053	1,377,696	0	1,377,696
<b>TOTAL APPROPRIATIONS &amp; EXPENDITURES</b>			209,053	209,053			

PALM BEACH COUNTY  
LIBRARY SYSTEM

BY BOARD OF COUNTY COMMISSIONERS  
AT MEETING OF FEBRUARY 02, 2010

INITIATING DEPARTMENT/DIVISION

Signatures & Dates  
*[Signature]* 1/11/10

*[Signature]*  
*[Signature]*

Administration/Budget Department Approval  
OFMB Department - Posted

Deputy Clerk to the  
Board of County Commissioners

*[Circular Stamp]*

**FACILITIES DEVELOPMENT & OPERATIONS  
BUDGET AVAILABILITY STATEMENT**

REQUEST DATE: 12/8/09      REQUESTED BY: Karen Arndt      PHONE: 561-233-0208  
FAX: 561-233-0270

PROJECT TITLE: West Boynton Library      PROJECT NO.: 03226

ORIGINAL CONTRACT AMOUNT:      BCC RESOLUTION#:

REQUESTED AMOUNT      \$174,053      DATE:

CSA or CHANGE ORDER NUMBER: CSA 10

CONSULTANT/CONTRACTOR: Colome & 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 including design, permitting and construction administration.

CONSTRUCTION	
PROFESSIONAL SERVICES	<u>\$174,053</u>
STAFF COSTS** (Design/Construction Phase)	<u>\$35,000</u>
MISC. (permits, prints, advertising, etcetera)	
TOTAL	<u>\$209,053</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: 3021    DEPT: 321    UNIT: L059    OBJ: 6505

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

BAS APPROVED BY Laminia D. Gardner    DATE: 1/4/2010

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

Revised 03/30/04

**CONSULTANT SERVICES AUTHORIZATION**

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

**WEST BOYNTON LIBRARY  
PROJECT NO. 03226  
DISTRICT NO. 5**

**THIS AUTHORIZATION NO. 10** to the Contract dated 3/13/07 (R2007-0392) 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, INC.  
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 including design, permitting and construction administration as detailed on the attached proposal dated November 13, 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 \$174,053.
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 # 4**

- 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: \_\_\_\_\_  
Burt Aaronson, Chairman

WITNESS:

*[Signature]*

CONSULTANT

By: *[Signature]*  
Name:

Ashley R. Williams  
Name (type or print)

Title: President

Date: 12/21/09

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

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

*[Signature]*  
Director - F D & O

Revised November 13, 2009

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

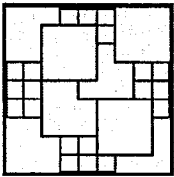
Re: **PBC Library West Boynton Branch - Renovations**  
**Project No. 03226**  
9451 Jog Road, Boynton Beach, Florida

Dear Ms. Arndt:

Our Firm – Colome' & Associates, Inc. (Architect) – would like to thank you for the opportunity to provide Palm Beach County Facilities Development & Operations Department with this proposal for professional services for the proposed building interior and exterior renovations to the existing West Boynton Branch Library located at 9451 Jog Road in Boynton Beach Florida. The project will consist of approximately 19,200 square feet of interior building renovations to the existing library building, including the reconfiguration of the existing check out, reference, and children's areas of the existing library, replacement of the existing HVAC chiller equipment and air handlers 1 and 2, replace PH-1 mechanical ductwork, replace existing faucets and sinks in restrooms, fire alarm system modifications, new telecommunications room, and lighting modifications, replacement of interior finishes including carpet, paint, wall base, tile flooring at lobby area, install new library equipment in Work Room 112, update intrusion and A/V systems, increase lighting in study areas, reconfigure Youth Services area, replace several doors throughout, interior signage, and reconfigure interior furniture layouts throughout library areas.

Exterior renovations consist of re-roofing of existing original metal and built-up roofing systems, replace existing parapet cap flashing, weatherproofing, painting and sealing exterior of building, re-sealing all exterior window systems, re-landscaping of the Jog Road frontage, new cool deck at building entry, re-surface all existing asphalt parking areas and re-stripe, replace monument sign, exterior site lighting, replace steel doors and frames, and items outlined with in the Scope of Work Report prepared by PBC and dated September 30, 2009.

- a. The scope of services shall include preparation of design intent report, schematic design, design development, construction document, bidding or negotiating, construction administration, and operation phases of the project. The fees are based on the executed Annual Contract for Architectural Services R-2007-0392, PBC – Capital Improvements Division Policy and Procedures Manual for Design Professionals, latest edition (May 2009), and user meetings and information provided to our office by Palm Beach County Capital Improvements Division.



**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:

- Design and Construction Documents
  - Based on the approved schematic design submittal prepared by this office, provide working drawings and book specifications, described in detail sufficient for construction, including boundary surveying, civil engineering, mechanical, plumbing, and electrical engineering (limited to proposed building renovations to existing), Interior Design, prepare a color / material selection board, and interior finish selection within the completed set of construction documents. Interior and exterior furnishing shall be selected and purchased by Palm Beach County.
- Bidding and Negotiation
  - Assist Palm Beach County in reviewing estimates and G.M.P. prepared by Construction Manager.
- Preparation and Permitting Submissions
  - Prepare and submit documents for permitting to the Palm Beach County Building Department.
- Construction Administration
  - Make a minimum of one visit per week by the 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.
  - Prepare substantial and final punch list.
- Fees
  - Task A: - Basic Fee (per DMS guidelines) - Design and Construction Documents, Bidding/Negotiation, and Construction Administration Phases - Architectural and Engineering design: Fees for performing architectural and MEP engineering services as outlined above shall be based upon the stipulated lump sum of one hundred nineteen thousand six hundred forty eight (\$119,648.00) dollars.
  - Task B: The Architect and Design Professionals shall be paid for all expenses such as owner requested reproduction, postage, record drawings, and plotting expenses as an addition to the basic compensation at a stipulated lump sum of four thousand eight hundred (\$4,800.00) dollars.
  - Task C: Non Basic Services (per DMS guidelines) as described below: Fees for performing services as outlined below shall be based upon the stipulated lump sum of forty nine thousand six hundred and five (\$49,605.00) dollars.

**Task A:**

**The fee breakdown is as follows:**

- **Basic Fee:** - Based on DMS fee guidelines, construction budget = \$1,400,000.  $\$1,400,000 \times 8.5462857\%$  (C curve) = \$119,648.00 – Architectural, and MEP Engineering.

**Task B:**

**The fee breakdown is as follows:**

- **Expenses and Record Drawings Fee:** - Reproduction, postage, record drawings, and plotting expenses = \$4,800.00

**Task C:**

**Non Basic Services (per DMS guidelines): Not included in above Basic Fee**

1. Civil Engineering Services (Civil Design Inc.) - \$4,600.00
2. Project Boundary and Topographic Surveying (A & B Engineering) - \$6,375.00
3. Landscape Architect Design (NSA) - \$2,720.00
4. Electrical Site Lighting (JLRD) – \$1,900.00
5. M.E.P. As-Built drawings (JLRD) - \$1,590.00
6. Electrical Telecommunications, and A/V system (JLRD) – \$3,910.00
7. M.E.P. Field Verification of Existing Conditions (JLRD) - \$3,360.00
8. Architect's Field Verification of Existing Conditions (Colome' & Associates, Inc.) – \$2,200.00
9. Interior Design Services (In Design) - \$22,950.00

**Sub Total of Task C = \$49,605.00**

**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: Design and Construction Documents Phase	\$119,648.00
Task B: Expenses and Record Drawings	\$ 4,800.00
Task C: Non Basic Services	\$ 49,605.00
<b>Total Fee</b>	<b>\$174,053.00</b>

**Fee Breakdown per Discipline: (Task A , B, and C)**

**Task A:**

Architect (Colome' & Associates)	\$ 86,558.00
M.E.P. Engineering: (J.L.R.D.)	\$ 33,090.00
<b>Sub Total Professional services - Task A</b>	<b>\$119,648.00</b>

**Task B:**

Expenses and Record Drawings (Colome' & Associates)	\$ 4,800.00
<b>Sub Total Professional services - Task B</b>	<b>\$ 4,800.00</b>

**Task C:**

Civil Engineering (Civil Design)	\$ 4,600.00
Surveying (Caulfield & Wheeler)	\$ 6,375.00
Landscape Architecture Design (NSA)	\$ 2,720.00
Electrical Site Lighting (JLRD)	\$ 1,900.00
Electrical Telecom, A.V systems, ect. (JLRD)	\$ 8,860.00
Architect's Field Verification (Colome')	\$ 2,200.00
Interior Design: (In Design Inc.)	\$ 22,950.00
<b>Sub Total Professional Services - Task C</b>	<b>\$ 49,605.00</b>
<b>Total Fee</b>	<b>\$174,053.00</b>

**FEE RECAP Per Consultant:**

Colome' & Associates, Inc. (Architectural)	\$ 93,558.00
Civil Design Inc. (Civil Engineering)	\$ 4,600.00
Neal, Smith & Associates (Landscape and Irrigation)	\$ 2,720.00
Caulfield & Wheeler (Boundary and Topographic Surveying)	\$ 6,375.00
In Design, Inc. (Interior Designer)	\$ 22,950.00
J.L.R.D. (M.E.P. Engineering)	\$ 43,850.00
<b>Total Fee</b>	<b>\$174,053.00</b>

- 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.
- Items excluded from this professional services fee proposal:

The following items are not included as part of this professional services fee proposal: LEED design services, Fees related to project applications, registrations, and permitting, Palm Beach County DRO – site plan approval, Palm Beach County variance applications, re-zoning, plat/unity of title services, FPL easements, asbestos studies related to demolition of existing building, structural engineering, geotechnical engineering services, traffic studies, environmental surveys, mechanical life cycle cost analysis.

- 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