

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

**Meeting Date:** August 16, 2011

☒ **Consent**

☐ **Regular**

☐ **Ordinance**

☐ **Public Hearing**

**Department:** Facilities Development & Operations

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve:

A) Job Order Contract (JOC) Work Order No. 11-140 with F.H. Paschen, SN Nielsen & Associates, LLC (R2010-0752) in the amount of \$220,699.38 for renovation and conversion of various portions of the Supervisor of Elections (SOE) offices; and

B) a budget amendment of \$30,000 in the Public Building Improvement Fund to recognize revenue from the SOE to increase the project budget.

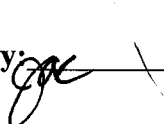
**Summary:** Having completed and occupied the Voter Equipment Center (VEC) in leased space in unincorporated Riviera Beach, the SOE has received approval by the Board (March 15, 2011) to renovate various portions of the County-owned facility located on Military Trail to better meet the Supervisor's identified needs and service delivery strategy. Specifically the project will; 1) renovate the existing training room into a public space serving absentee voting function (public counter and six workstations), 2) create a new training center in the existing storage area in the warehouse, 3) create a new records storage area within the warehouse, 4) create an early voting areas within the existing warehouse by adding a storefront in place of one of the existing roll-up doors, and 5) create new restrooms which are required based on the new occupancy. The increase to the project budget is necessary as the final design resulted in additional code related work (life safety) not anticipated in the preliminary design which was the basis of the March 2011 estimate. The Small Business Enterprise (SBE) goal is 15%. The SBE participation in this work order is 48%. When the participation for this work order is added to F.H. Paschen's total participation-to-date, the resulting SBE participation is 32.4%. F.H. Paschen, SN Nielsen & Associates, LLC is a Miami-Dade company using local subcontractors for 80% of the work. The total construction duration is 60 days. The funding for this project is from the Public Building Improvement Fund using funding received from the Supervisor of Elections' budget. **(Capital Improvements) Countywide/District 2 (JM)**

**Background and Justification:** F.H. Paschen is one of the JOC Contractors and they were selected based on their past performance and availability for this project. JOC is a competitively bid project delivery method using unit pricing method of pricing the work. The SOE requested renovations of the existing County-owned facility to convert the use of the warehouse (formerly used as the VEC) to other uses which the SOE believes to be more appropriately located at the Military Trail facility.

**Attachments:**

1. Location Map
2. Budget Availability Statement
3. Work Order
4. Budget Amendment

**Recommended by:**

 **Amy Wolf**  
Department Director

**7/29/11**  
Date

**Approved by:**

  
County Administrator

**8/11/11**  
Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	\$264,010	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	\$264,010				
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No         
Budget Account No: Fund 3804 Dept 411 Unit B536 Object 4907  
Reporting Category                     

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

### C. Departmental Fiscal Review:

### III. REVIEW COMMENTS:

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

The expenditure of \$30,000 (if used) will result in a reduction in the excess fee revenues returned to the County at the end of the fiscal year.

Total estimated project cost \$264,009.87

[Signature] 8/9/11  
OFMB

[Signature] 8/10/11  
Contract Administrator

Construction \$220,699.38  
Consultant \$ 3310.49  
Staff \$ 10,000  
Contingency \$ 30,000  
264,009.87

#### B. Legal Sufficiency:

This item complies with current  
County policies.

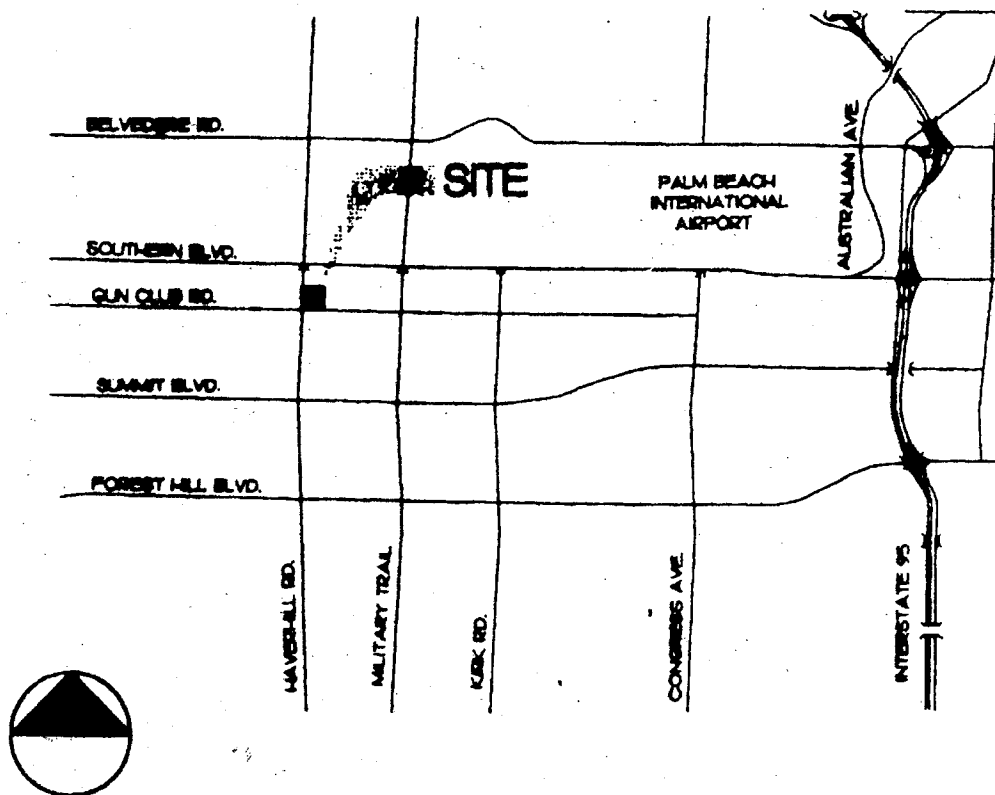
[Signature] 8/11/11  
Assistant County Attorney

#### C. Other Department Review:

[Signature]  
Supervisor of Elections

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

# VICINITY MAP



## BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 7/25/11

REQUESTED BY: Jerry Kielty

PHONE: 233-0292

PROJECT TITLE: SOE – interior renovations

PROJECT NO.: 10587

LOCATION: 240 S. Military Trail, WPB

LOCATION DESCRIPTION: Supervisor Of Elections

BUILDING NUMBER: 1415

CONTRACTOR/CONSULTANT NAME: F.H. Paschen, S.N. Nielson & Associates

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR: Provide renovations to accommodate new early voting area, absentee voting counter, office changes, and changes to warehouse area.

WILL THIS AMENDMENT CHANGE THE ESTIMATED COST OF THE PROJECT?  
IF YES, PROVIDE ESTIMATES OF THE NEW COSTS:

CONSTRUCTION	\$220,699.38
ARCHITECT/ENGINEER/CONSULTANT	\$ 3,310.49
STAFF COSTS*	\$ 10,000.00
EQUIPMENT/ OTHER	\$ 0.00
CONTINGENCY	\$ 30,000.00
TOTAL	\$264,009.87

\*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 NUMBERS (IDENTIFY ALL SOURCES) FUNDING SOURCE (CHECK ALL THAT APPLY)

FUND: 3804 DEPT: 411 UNIT: 8536 OBJ: 4907 SUBOBJ:


☒ AD VALOREM ☐ OTHER / GRANT(S) ☐ FEDERAL/DAVIS BACON

If Grant(s), specify name of Grant(s): \_\_\_\_\_

SUBJECT TO INSPECTOR GENERAL FEE ☒ YES ☐ NO

BAS APPROVED BY \_\_\_\_\_ DATE: 7.26.11

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

July 20, 2011	<b>JOC WORK ORDER</b> Job Order Construction Services	
JOC#: 10587	SOE - Interior renovations	
Loc #: 1415	Supervisor Of Elections 240 South Military Trail WPB 33406, WEST PALM BEACH	

**Brief Scope:** Provide renovations to accommodate new early voting area, absentee voting counter, office changes, and changes to warehouse area.

Contractor: F.H. Paschen, S.N. Nielson & Associates  
290 NW 165th Street  
Miami, FL 33169

Contract: R2010-0752 (0)

**AMOUNT:** \$ 220,699.38

District: 2

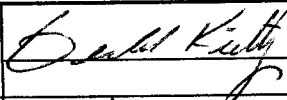
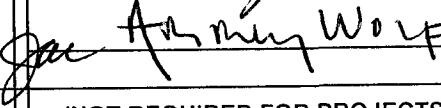
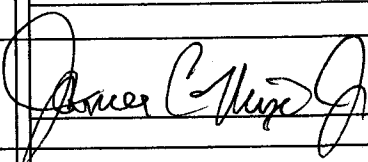
Funding: 3804-411-B536-4907

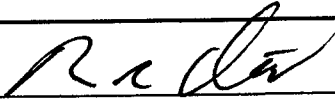
JOC Work Order #: 11-140

KMA: FDO-11JOC


Project Duration: 60 Days Liquidated damages will apply

#### Approval Signatures

Gerald Kielty, Architectural Field Rep		7-21-11 Date
Audrey Wolf, Director Facilities Development & Operations		8/2/11 Date
Chair	(NOT REQUIRED FOR PROJECTS <\$100,000 OR >\$200,000)	
Contract Review Committee		Date
Approved as to form and legal sufficiency County Attorney		8/11/11 Date
Karen T. Marcus, Chair Board of County Commissioners		Date

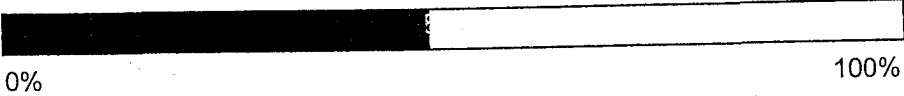
David P Roy, Senior Project Manager F.H. Paschen, S.N. Nielson & Associates		7.20.11 Date
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COPY: Project File

July 20, 2011	<b>SBE Estimate</b> <b>Job Order Construction Services</b>		
JOC#: 10587 Loc #: 1415	SOE - Interior renovations  <b>Supervisor Of Elections</b> 240 South Military Trail WPB 33406, WEST PALM BEACH		
<b>SUBMITTED BY</b>	F.H. Paschen, S.N. Nielson & Associates 290 NW 165th Street Suite P200 Miami, FL 33169		Contract: R2010-0752 (0) Awarded: 05/18/2010

Proposal Value:        \$ 220,699.38

Contractor/Sub-Contractor	Trade	SBE Status	SBE \$	% of Job
KMI International		SBE-MWBE Other	\$16,000.00	7.25%
A To Z Painting Contracting Inc		SBE-MWBE Other	\$22,500.00	10.19%
BK Electric		SBE-MWBE African American	\$23,500.00	10.65%
Mattis Plumbing, Inc.		SBE-MWBE African American	\$21,500.00	9.74%
Sean Brown Air Conditioning Inc.		SBE-MWBE African American	\$23,500.00	10.65%
Total estimate SBE participation			\$107,000.00	48.48%



July 20, 2011	<b>Proposal Review - CSI Summary</b> Job Order Construction Services	
JOC#: 10587 Loc #: 1415	SOE - Interior renovations Supervisor Of Elections 240 South Military Trail WPB 33406, WEST PALM BEACH	

**Contract Number:** R2010-0752 (0)  
**Contractor:** F.H. Paschen, S.N. Nielson & Associates  
**Proposal Value:** \$ 220,699.38  
**Proposal Name:** Palm Beach County - Supervisor of Elections  
**Proposal Submitted:** 07/19/2011

01 - General Requirements:	\$29,228.31
02 - Site Work:	\$7,233.11
03 - Concrete:	\$2,482.90
04 - Masonry:	\$563.85
05 - Metals:	\$1,360.31
06 - Wood, Plastic, and Composites:	\$12,931.10
07 - Thermal & Moisture Protection:	\$2,393.90
08 - Openings:	\$24,634.35
09 - Finishes:	\$42,545.16
10 - Specialties:	\$9,280.88
11 - Equipment:	\$415.24
12 - Furnishings:	\$2,879.43
21 - Fire Suppression:	\$2,640.76
22 - Plumbing:	\$28,360.36
23 - Heating, Ventilating, And Air-Conditioning (HVAC):	\$23,753.21
26 - Electrical:	\$14,523.72
28 - Electronic Safety And Security:	\$5,671.48
31 - Earthwork:	\$3,745.65
32 - Exterior Improvements:	\$5,614.80
33 - Utilities:	\$440.86
<b>Proposal Total</b>	<b>\$220,699.38</b>

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

11-

10/6

**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

**PUBLIC BUILDING IMP FUND**

3804

BGEX-410-072511-1911

BGRV-410-072511-562

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 7/25/2011	REMAINING BALANCE
<b><u>REVENUES</u></b>								
411 B536	4900 - Charges for Service Other	0	281,000	30,000		311,000	46,000	265,000
						0		
	<b>Total Receipts and Balances</b>	<b>70,644,982</b>	<b>63,849,245</b>	<b>30,000</b>	<b>0</b>	<b>63,879,245</b>		
<b><u>EXPENDITURES</u></b>								
<b><u>SOE Warehouse Reno</u></b>								
411 B536	4907 - Building Imp Non Capital	0	281,000	30,000		311,000		
						0		
	<b>Total Appropriations &amp; Expenditure</b>	<b>70,644,982</b>	<b>63,849,245</b>	<b>30,000</b>	<b>0</b>	<b>63,879,245</b>		

**INITIATING DEPARTMENT/DIVISION**  
**Facilities Development & Operations**  
**Administration/Budget Department Approval**  
**OFMB Department - Posted**

**Signatures**

**Date**

*Anthony Wolf*  
*[Signature]*

8/3/11  
 8/9/11

**By Board of County Commissioners**  
**At Meeting of**

**Deputy Clerk to the**  
**Board of County Commissioners**