

Agenda Item #: **3H-4**

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

Meeting Date: July 1, 2014

Consent
 Workshop

Regular
 Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Contracts with two firms to provide property development evaluation services on a continuing contract basis for Facilities Development & Operations Department:

- A) Cotleur & Hearing, Inc.; and
- B) Urban Design Studio, LLC d/b/a/ Urban Design Kilday Studios

Summary: The purpose of these contracts is to have consultants under contract to provide planning, engineering, and related consulting services for Facilities Development & Operations Department efforts to evaluate the developability of existing County-owned property and potential land acquisition parcels. Consultant fees will be negotiated on an individual basis for the identified project. The contracts will be for two (2) years with two (2) – one (1) year renewal options. The Small Business Enterprise (SBE) participation for these contracts is 15%. Cotleur & Hearing, Inc. anticipates 95% SBE participation. Urban Design Kilday Studios anticipates 98% SBE participation. Both firms and all subconsultants are local. **(Capital Improvements Division) Countywide (JM)**

Background and Justification: Selection was performed under Board adopted procedures pursuant to Consultants Competitive Negotiation Act (CCNA) and Florida Statute 287.055 on April 23, 2014. Two firms were selected for these services. Work will be authorized through individual task authorizations when they are required during the term of the contracts.

Attachments:

- 1. Cotleur & Hearing, Inc. Contract w/Disclosure of Ownership Interests
- 2. Urban Design Kilday Studios Contract w/Disclosure of Ownership Interests

Recommended by: *jan* *Army Wirt* *5/31/14*
Department Director Date

Approved by: *jan* *JBaker* *6/16/14*
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	\$ 0	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0				
NET FISCAL IMPACT	\$ 0*				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes No

Budget Account No: Fund _____ Dept _____ Unit _____ Object _____
Reporting Category _____

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

* **Fiscal impact cannot be determined at this time. Individual Task Assignments requiring BCC approval will be brought to the Board and fiscal impact will be addressed at that time; otherwise, funding will come from previously approved BCC projects.**

W C 3+4

C. Departmental Review: _____

III. REVIEW COMMENTS:

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

5/16/14
[Signature]
OFMB *scw*

[Signature]
Contract Administrator
6-16-14 B.W. Keeler

B. Legal Sufficiency:

[Signature]
Assistant County Attorney
6/16/14

C. Other Department Review:

Department Director

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