

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

Meeting Date: March 1, 2016

Consent Regular
 Workshop Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to approve: Consultant Service Authorization (CSA) No. 2 with Pierce Goodwin Alexander & Linville, Inc. (PGAL) (R2006-0215) for an update to the Palm Beach County Judicial Facilities Master Plan in the amount of \$182,277.

Summary: This CSA will provide for an update to the Judicial Facilities Master Plan and program for the future growth of the court system. The previous planning study was conducted in 2006 and needs to be updated as assumptions made at that time have changed on account of technological and operational advancements and some strategic decisions affecting future utilization of available building space were not required by court partners. The initial phase of this contract is limited to the evaluation of the current physical plant structure of the court system and development of the program for expansion of court operations and facilities, including utilization of the 7th and 8th floor shell space in the Main Judicial Center in downtown West Palm Beach. Upon completion of this initial phase, an amendment for permitting, design and construction services of the shell space and/or any other immediate need(s) identified by the Master Plan will be presented to the Board. Funding for this CSA is from Public Building Impact Fees. The SBE goal for this project is 15%. SBE participation is 2.8% for this initial master planning phase. **(Capital Improvements Division) District 7/Countywide (ME)**

Background and Justification: This CSA will provide for an evaluation of the County's existing court facilities consisting of the Main Judicial Center in downtown West Palm Beach and satellite facilities (North County Courthouse, West County Courthouse and South County Courthouse). A Master Plan is to be developed to forecast the projected growth of the court system through 2040, identify the space requirement and likely timing for additional facilities to house and support the growth projection, and allocate space within those facilities to address Court and Court Partner operations into the foreseeable future.

Attachments:

- 1. Budget Availability Statement
- 2. CSA No. 2

Recommended by:  Army Wolf 1/29/16
Department Director Date

Approved by:  W. Baker 2/19/16
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures	<u>\$182,277</u>	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$182,277</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No

Budget Account No: Fund 3805 Dept 411 Unit B592 Object 4907 \$116,446
 Fund 3805 Dept 411 Unit M098 Object 3140 \$65,831

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

Funding for this project is from Public Building Impact Fees.

C. Departmental Fiscal Review: _____ *W* *2-3-16*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

[Signature] *2/11/16*
 OFMB *2/8* *2/10*

[Signature] *2/16/16*
 Contract Development and Control

B. Legal Sufficiency:

[Signature]
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

**FACILITIES DEVELOPMENT & OPERATIONS
BUDGET AVAILABILITY STATEMENT**

REQUEST DATE: 01/19/16 REQUESTED BY: John Chesher PHONE: 233-0266
FAX: 233-0270

PROJECT TITLE: Judicial Facilities Master Plan PROJECT NO.:

ORIGINAL CONTRACT AMOUNT: BCC RESOLUTION#: R2006-0215
DATE 02/07/06

REQUESTED AMOUNT: \$182,277

CSA or CHANGE ORDER NUMBER: CSA #2

CONSULTANT/CONTRACTOR: Pierce Goodwin Alexander & Linville, Inc.

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

Professional services shall include update to the master planning and program development for the Judicial Facilities Master Plan.

CONSTRUCTION	_____
PROFESSIONAL SERVICES	<u>\$182,277</u>
STAFF COSTS** (Design/Construction Phase)	_____
MISC. (permits, prints, advertising)	_____
TOTAL	<u>\$182,277</u>

*** This is an estimate of staff charges. Actual(s) will be billed at the end of each fiscal year. If this BAS is for construction costs of \$250,000 or greater, staff charges will be billed as actual and reconciled at the end of the project.*

BUDGET ACCOUNT NUMBER (IF KNOWN)

FUND: 3805 DEPT: 411 UNIT: B592 OBJ: 4907 \$116,446
FUND: 3805 DEPT: 411 UNIT: B098 OBJ: 3140 \$65,831

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

SUBJECT TO IG FEE? YES NO

BAS APPROVED BY:  DATE: 2-3-16

ENCUMBRANCE NUMBER: _____

CONSULTANT SERVICES AUTHORIZATION

PIERCE GOODWIN ALEXANDER LINVILLE, INC. (PGAL) JUDICIAL FACILITIES MASTER PLAN PROJECT NO. 05231

This consultant services authorization is for master planning and program development services for the Judicial Facilities Master Plan.

Professional services shall include an update to the master plan and program for the growth of the Palm Beach County Court System. The initial planning study was completed in 2006 and needs to be updated as it is out of date and assumptions made at that time have changed. The initial phase of this contract is limited to the evaluation of the current physical plant structure of the court system and development of the program for expansion of the courts facilities, including the immediate planning for the shell space in the existing main Judicial Center.

This CSA will provide for an evaluation of the current existing court facilities including the Judicial Center Courthouse and satellite facilities (North County Courthouse, West County Courthouse, and South County Courthouse). A Master Plan is to be developed to forecast the projected growth of the court system through 2040, and the requirement for additional facilities.

SBE participation for this Authorization is 0%. When added to the Consultant's participation to date, the resulting SBE participation is 2.9%. The Consultant's contract goal is 15%.

CONSULTANT SERVICES AUTHORIZATION

PIERCE GOODWIN ALEXANDER LINVILLE, INC. (PGAL)

**JUDICIAL FACILITIES MASTER PLAN
PROJECT NO. 05231
COUNTYWIDE**

THIS AUTHORIZATION NO. 2 to the Contract dated 02/07/2006 (R2006-0215) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

1. **CONSULTANT:** PIERCE GOODWIN ALEXANDER & LINVILLE, INC.

History:	CSA #	Amount	Approved By	Approval Date
	Original Contract	\$279,933	BCC	02/07/06
	CSA #1	\$48,900	Pending	

3. **Services completed to date:** Original contract provided for the evaluation and master planning for the growth of the Palm Beach County Court System is Complete.

4. **Description of Services to be provided by Consultant:** Professional services shall include an update to the master planning and program development for the Judicial Facilities Master Plan, as detailed on the attached proposal dated January 11, 2016.

5. **Compensation:** The compensation to be paid to the Consultant for the requested services shall be:

Lump Sum charge of \$182,277

6. **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.

7. 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.

8. All terms, conditions, and obligations of the original Contract shall remain in full force and effect, unless specifically noted as follows: See Attachment for changes.

9. **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".

IN WITNESS WHEREOF, this Authorization is accepted, subject to the terms and conditions of the
aforementioned Contract.

ATTEST:
SHARON R. BOCK, CLERK &
COMPTRROLLER

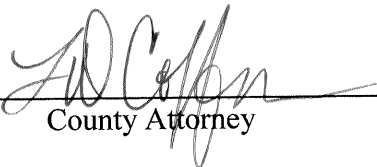
PALM BEACH COUNTY BOARD, FLORIDA
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS

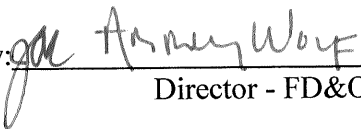
By: _____
Deputy Clerk

By: _____
Mary Lou Berger, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

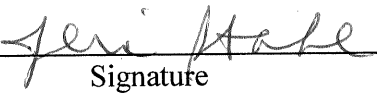
APPROVED AS TO TERMS
AND CONDITIONS

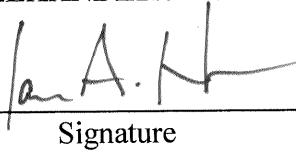
By: 
County Attorney

By: 
Director - FD&O

WITNESS:

CONSULTANT: **PIERCE GOODWIN
ALEXANDER LINVILLE, INC.**


Signature


Signature

Teri Stahl
Name (type or print)

IAN A. NESTLER
Name (type or print)

EXECUTIVE VP
Title

(Corporate Seal)

January 11, 2016

R. Eric McClellan
 Director
 Facilities Development & Operations Strategic Planning
 Palm Beach County FD&O
 2633 Vista Parkway
 West Palm Beach, Florida 33411-5605

Re: Courts Master Planning and Programming Update

Dear Eric:

PGAL is pleased to submit this proposal for the update of the Courts Master Plan and Programming. We will continue to consult with CGL, our original courts master planning specialist for this project.

Palm Beach County completed a strategic analysis of the judicial system in 2006. Since that time, growth has remained static as South Florida experienced a severe economic recession, impacting all components of the Court System. The purpose of this Update to the 2006 Master Plan is to analyze any changes in Court System needs and operations that will impact the need for less or more space and to define the optimal allocation of that space.

The second aspect of this study will be applying the results of the Master Plan Update to the most efficient use of the 7th and 8th floors of the existing Courthouse as well as any reallocation of space on any of the other floors or at the branch Courthouses. Specific room-by-room spaces will be defined from which various development options can be tested.

SCOPE OF SERVICES

The following tasks describe the scope of services for the Update of the 2006 Master Plan and Programming phases:

Task A – GATHER UPDATED COURT INFORMATION

Using the results of the 2006 Master Plan as the base line, the previous projections of filings, dispositions, and Court System personnel will be reviewed in the context of what adjustments have been made to the previous estimates of judicial officers (litigation spaces) and support personnel in all the Court System component agencies and departments.

Task A.1. Update Profile of the Court System and Court Partners. Through workshop sessions scheduled by the Court and County and written requests for data, the staffing profile of each system component of the Court System will be updated. This Partner-reported information will help to define the changes in staff; factors which contribute to personnel growth; storage and record retention needs; current technology levels and future plans; interaction with the public; interaction between various internal components; parking requirements; and other operational changes that have occurred in the past 10 years that could impact space needs.



Task A.2. Review Security and Technology Needs. Any changes in security guidelines since the 2006 Master Plan will be reviewed, especially the PBSO's requirements for a more spacious and technology-relevant Command Center. At this stage of the Master Plan, we will rely on PBSO and the County to provide general space allocation requirements, which will be incorporated into the plan.

Task A.3. Update Caseload and Personnel Forecasts. Court caseload and personnel data since 2006 will be analyzed and used to update the projection models developed during the 2006 Master Plan. Using the historical data and growth determinants identified through the interviews, projections will be updated and extended to 2040 based on available caseload and personnel data.

Task B – UPDATE TOTAL SPACE NEEDS

Working with the County, the space allocation identified in the 2006 Master Plan will be updated and will establish the basis for recommending any changes in the current allocation and identifying best use options for all existing assets. This space utilization update will serve as the basis for projecting unmet space requirements for each Court System component.

Task B.1. Update Space Standards. Based on discussions of current and future operational needs, the space standards used in the 2006 Master Plan will be reexamined to determine the amount of space associated with the different components of the Court System. These include personnel, support and shared spaces (such as files and storage), and constant spaces (conference rooms, jury deliberation, courtrooms, etc.).

Task B.2. Apply Space Standards to Updated Caseload and Personnel Forecasts. The recommended space standards will be applied to the projected space driver (number of staff, number and type of litigation spaces, etc.) in the projections database. This task will update current space allocations in all buildings that house functions related to the Court System and will serve as the basis for recommended changes in current use.

Task B.3. Present Updated Forecasts. The Consultant will prepare an interim report and convene a meeting with the designated Court Partners in a group session to present the updated forecast of caseload, personnel, and space needs.

Task C – DEVELOPMENT OF A BUILD-OUT PLAN FOR ALL COURT FACILITIES

The remainder of the Update will focus upon identifying and analyzing space options and the preparation of a space needs phasing plan based on the recommended option for all buildings. This will take into account the highest and best use of existing court facilities and relate that information to the 2006 Master Plan and related phasing strategy. From this evaluation the most cost-effective means of achieving additional space in the system such as, when and where needed, will be suggested.

Task C.1. Develop Options to Meet Future Space Needs. Using the current space usage information gained through the evaluation of existing floor plans of all Court facilities, the Consultant will update the current space assigned to each individual component function within the Court System and compare this to the forecasted need. The result of this task will be the identification and quantification of the space consumed by each component of the Courts System; the general condition of that space; the potential expandability of current space; and the extent to which the allocation of space impacts the effective operation of the Court System. The steps that will be undertaken to evaluate the current space allocations and assignments include:

1. Review each existing building and space housing courts components using information from the County facility database and any available record drawings.
2. Using the County database, review existing plans for all Court component locations and a categorization of the space assigned to each component.
3. Determine the adequacy of existing space to meet current needs and the future needs.
4. Assess the improvements that will be required in each building and functional components to accommodate operational objectives of the Court.
5. Prepare preliminary budgets based on the improvement options.
6. Recommend basic options to meet current and future needs as identified.

The above evaluation will not include impact on, or requirements for, mechanical, electrical, plumbing and low voltage systems.

The Consultant will refer to the 2006 Master Plan space assignment database, with appropriate updates, to determine the suitability of current space assignments for Court System components. In addition to updating space assignments in the existing facilities, the Update will also review location facets and component adjacencies. This will ensure that the strategic options offered will reflect concisely the thinking of the various component managers and also take into account any planned changes. The future impact of technological developments and security needs will be addressed in as much as they will affect the Court System.

A key aspect of this task will be the determination of the Court's plans to fully utilize the Branch Courthouses prior to determining the options for Floors 7 and 8 of the Main Courthouse or any other space changes in this building.

Task C.2. Present Options. The Consultant will convene a meeting with Court Partners to review options and determine whether any other plans or policies under review might impact the continuation of investigation of any particular option. The Consultant will assist the County in the selection of a preferred development plan.

Task C.3. Prepare Phasing and Capital Needs Plan. Practical recommendations will be made regarding the priorities for initiating space improvement programs in sufficient detail to enable the County to act on internal space assignments and re-locations. These recommendations will be coordinated and presented along with location and site recommendations and alternatives to assist the County to meet near term needs in a manner consistent with the long term growth objectives and facility plans resulting from the study.

A major product of the work effort is the preparation of a capital improvements program that defines in 2016 dollars, the estimated costs for meeting the Court System's space needs in 5-year increments to 2030 and in a 10-year increment to 2040.

The information compiled throughout the study will be coordinated into a phased implementation schedule based upon the expansion priorities identified through the study. This information will focus on an incremental development of the 7th and 8th floors of the Main Courthouse and address the future need for development of Block D.

Task C.4. Present Recommendations. The Consultant will convene a meeting with Court Partners to present recommendations. This final study report will be designed to become the County's working document for future facility design, space planning, and budget programming for the Court System's needs.

SCHEDULE OF DELIVERABLES

The above services will be provided and completed based upon information provided by the FDO and Court System personnel. Up to six on-site workshops will be conducted during Tasks A, B and C. Additional review time by the County and Court Partners is not included in the schedule.

Task A	4 - 6 weeks
Task B	4 - 5 weeks
Task C	6 - 8 weeks

COMPENSATION

The fixed fee for the above Basic Services shall be \$168,850 as detailed on Exhibit B. Expenses are in addition to services and will be converted to a fixed fee as part of the agreement.

TASK	FEES PER TASK
A.1	\$17,392
A.2	\$ 2,950
A.3	\$19,418
B.1	\$17,348
B.2	\$13,438
B.3	\$15,978
C.1	\$29,192
C.2	\$12,048
C.3	\$21,014
C.4	<u>\$20,072</u>
SUB-TOTAL:	<u>\$168,850</u>

D. Expenses:	
Print, Reproduction	\$1,000
Travel	\$11,927
Deliveries	\$250
Misc. Expenses	<u>\$250</u>
 SUB-TOTAL:	 <u>\$13,427</u>
 TOTAL:	 \$182,277

See attached Exhibit A for Wage Rate Schedule.

Payment to **PGAL** is due thirty (30) days after receipt of invoices and is delinquent beyond that time, when an additional charge of 1% per month, simple interest will be added.

ADDITIONAL SERVICES

The following items are not included in Basic Services:

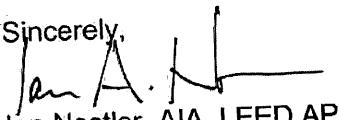
1. Perspective renderings and/or models.
2. Creation of AutoCAD Backgrounds from record prints.
3. Permit fees.
4. Changes to the scope of work as outlined above in this proposal
5. Water flow tests for fire sprinklers.
6. Electrical Power Study and Short circuit/coordination study of existing systems.
7. MEP planning and systems engineering.
8. Technology planning (low voltage) and systems engineering.

The above items and any other requested extras shall be invoiced as additional services at a mutually agreed upon fixed fee.

Authorized additional services of Consultants shall be itemized and billed at cost plus 10%.

If the terms of this Agreement meet with your approval, please sign and return one copy of this letter as authorization to proceed. We look forward to continuing our work with the Facilities Development & Operations Department, Capital Improvements Division on this important project.

Sincerely,


 Ian Nestler, AIA, LEED AP
 Principal

cc: File
R. Crockett

Attachments: Exhibit A – Hourly Wage Rate Schedule
Exhibit B – Fee Schedule

AGREED AND ACCEPTED	
This _____ day of _____,	2016
By: _____	
Title: _____	

Exhibit - A

Wage Rates

	Jan. 1st 2006 rate	Jan. 1st 2016 rate	Firm's Current Billing Rate:
Architecture – PGAL			
Principal	160.00	190.00	200.00
Project Manager	115.00	137.00	185.00
Sr. Architect	95.00	113.00	175.00
Assist. Architect	75.00	89.00	125.00
Intern Architect	55.00	65.00	80.00
Cad/Tech	65.00	77.00	85.00
Clerical	50.00	59.00	80.00
Courts Programming – CGL			
Principal Prog.	225.00	267.00	395.00
Principal Plan.	225.00	267.00	395.00
Sr. Associate/Architect	125.00	148.00	290.00
Associate/Planner	100.00	119.00	125.00
Clerical	55.00	65.00	125.00

The more favorable proposed January 1st 2016 escalated wage rate was calculated using the CPI average for each year and not exceeding 3% in any year for the last 10 years. The last column represents the firm's current billing rates.

The original contract was dated February 7, 2006.

**Palm Beach County Judicial Program & Master Plan Update
Fee Schedule**

EXHIBIT B

**PGAL
01/11/16**

Courts Programming - CGL

Task	Description	Principal	Principal Planner	Architect	Planner	Clerical			Total Hours	Total Dollars
A	Gather Updated Court System Information									
A.1	Update Profile of the Court System and Court Partners	10.0	30.0	10.0	12.0	4.0			66.0	\$ 13,848
A.2	Review Security and Technology Needs	0.0	0.0	0.0	0.0	0.0			0.0	\$ -
A.3	Update Caseload and Personnel Forecasts	12.0	20.0	48.0	24.0	4.0			108.0	\$ 18,764
B	Update Total Space Needs									
B.1	Update Space Standards	10.0	24.0	30.0	30.0	4.0			98.0	\$ 17,348
B.2	Apply Space Standards to Caseload and Personnel	8.0	24.0	24.0	8.0	6.0			70.0	\$ 13,438
B.3	Present Updated Forecasts	16.0	24.0	8.0	0.0	0.0			48.0	\$ 11,864
C	Develop Implementation Plan For Court Facilities									
C.1	Develop Options to Meet Future Needs	8.0	32.0	36.0	10.0	10.0			96.0	\$ 17,848
C.2	Present Options	12.0	14.0	10.0	4.0	6.0			46.0	\$ 9,288
C.3	Prepare Phasing and Capital Needs Plan	12.0	16.0	40.0	18.0	6.0			92.0	\$ 15,928
C.4	Present Recommendations	12.0	16.0	32.0	18.0	12.0			90.0	\$ 15,134
									714.0	
	Total Hours	100.0	200.0	238.0	124.0	52.0				
	Hourly Rate	\$ 267.00	\$ 267.00	\$ 148.00	\$ 119.00	\$ 65.00	\$ -	\$ -		\$ 133,460
	Total Dollars	\$ 26,700.00	\$ 53,400.00	\$ 35,224.00	\$ 14,756.00	\$ 3,380.00	\$ -	\$ -		

Architecture - PGAL

Task	Description	Principal	Proj. Mgr.	Sen. Arch.	Assist. Arch.	Int. Arch.	Cadd/Tech.	Clerical	Total Hours	Total Dollars
A	Gather Updated Court System Information									\$ -
A.1	Update Profile of the Court System and Court Partners	4.0	12.0	8.0	0.0	0.0	0.0	4.0	28.0	\$ 3,544
A.2	Review Security and Technology Needs	2.0	8.0	12.0	0.0	0.0	0.0	2.0	24.0	\$ 2,950
A.3	Update Caseload and Personnel Forecasts	2.0	2.0	0.0	0.0	0.0	0.0	0.0	4.0	\$ 654
B	Update Total Space Needs									
B.1	Update Space Standards	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
B.2	Apply Space Standards to Caseload and Personnel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
B.3	Present Updated Forecasts	4.0	12.0	12.0	0.0	0.0	0.0	6.0	34.0	\$ 4,114
C	Develop Implementation Plan For Court Facilities									
C.1	Develop Options to Meet Future Needs	12.0	10.0	36.0	16.0	0.0	24.0	6.0	104.0	\$ 11,344
C.2	Present Options	4.0	8.0	8.0	0.0	0.0	0.0	0.0	20.0	\$ 2,760
C.3	Prepare Phasing and Capital Needs Plan	6.0	12.0	8.0	4.0	0.0	12.0	2.0	44.0	\$ 5,086
C.4	Present Recommendations	4.0	14.0	20.0	0.0	0.0	0.0	0.0	38.0	\$ 4,938
									296.0	
	Total Hours	35.0	78.0	114.0	23.0	0.0	36.0	20.0		
	Hourly Rate	\$ 190.00	\$ 137.00	\$ 113.00	\$ 89.00	\$ 65.00	\$ 77.00	\$ 59.00		\$ 35,390
	Total Dollars	\$ 6,650.00	\$ 10,686.00	\$ 12,882.00	\$ 2,047.00	\$ -	\$ 2,772.00	\$ 1,180.00		

**Palm Beach County Judicial Program & Master Plan Update
Fee Schedule**

EXHIBIT B

PGAL
01/11/16

								Total	Total
								Hours	Dollars
	Total Per Task								
A	Gather Updated Court System Information							94.0	\$ 17,392
A.1	Update Profile of the Court System and Court Partners							24.0	\$ 2,950
A.2	Review Security and Technology Needs							112.0	\$ 19,418
A.3	Update Caseload and Personnel Forecasts								
B	Update Total Space Needs							98.0	\$ 17,348
B.1	Update Space Standards							70.0	\$ 13,438
B.2	Apply Space Standards to Caseload and Personnel							82.0	\$ 15,978
B.3	Present Updated Forecasts								
C	Develop Implementation Plan For Court Facilities							200.0	\$ 29,192
C.1	Develop Options to Meet Future Needs							66.0	\$ 12,048
C.2	Present Options							136.0	\$ 21,014
C.3	Prepare Phasing and Capital Needs Plan							128.0	\$ 20,072
C.4	Present Recommendations								\$ 13,427
D	Expenses								
									\$ 182,277
TOTAL									

**SCHEDULE 1
LIST OF PROPOSED SBE-M/WBE PARTICIPATION**

PROJECT NAME OR BID NAME: Judicial Facilities Master Plan
 NAME OF PRIME BIDDER: PGAL
 CONTACT PERSON: _____
 BID OPENING DATE: _____

PROJECT NO. OR BID NO.: 05231
 ADDRESS: _____
 PHONE NO.: _____ FAX NO.: _____
 USER DEPARTMENT: _____

THIS DOCUMENT IS TO BE COMPLETED BY THE PRIME CONTRACTOR AND SUBMITTED WITH BID PACKET. PLEASE LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SBE -M/WBE's ON THIS PROJECT. IF THE PRIME IS AN SBE-M/WBE, PLEASE ALSO LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME ON THIS PROJECT. THE PRIME AFFIRMS THAT IT WILL MONITOR THE SBES LISTED TO ENSURE THE SBES PERFORM THE WORK WITH ITS OWN WORKFORCE.

Name, Address and Phone Number	(Check one or both Categories)		DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK				
	M/WBE Minority Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

(Please use additional sheets if necessary)

Total

Total SBE-M/WBE Participation Dollar Amount and/or Percentage of Work

Total Bid Price \$ _____

\$0

I hereby certify that the above information accurate to the best of my knowledge:

Signature

Title

- NOTE:**
- The amount listed on this form for a SBE-M/WBE Prime or Subcontractor must be supported by price or percentage listed on the signed Schedule 2 or signed proposal in order to be counted toward goal attainment.
 - 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 and/or percentage under the appropriate category.
 - M/WBE information is being collected for tracking purposes only.

Attachment for Changes to the Contract

7.1 Standard of Care

Replace the second paragraph of this section with:

ARCHITECT further contracts with COUNTY to furnish its professional skill and judgment with due care in accordance with applicable Federal, State and local laws, codes and regulations as amended and supplemented which are in effect on the date of this Contract first written. It is specifically understood that the Florida Accessibility Code for Building Construction latest edition as acted by the Florida Building Code shall be complied with and incorporated into the project. Additionally, Title II requirements of the 2010 ADA Standards for Accessible Design (published by DOJ, September 15, 2010) shall be complied with and incorporated into the project.

Add new section:

7.4.3 Criminal History Records Check

Pursuant to County Code, Section 2-371 – 2-377, the Palm Beach County Criminal History Records Check Ordinance, the County will conduct –a finger print based criminal history record check on all employees of consultants and subconsultants of consultants, vendors, repair persons and delivery persons entering a facility determined to be either a Critical Facility (“Critical Facilities”) or criminal justice information facility (CJI Facility). Critical Facilities and CJI Facilities and the corresponding list of disqualifying offenses are identified in Resolution R2013-1421, and is available upon request. In October, 2013, compliance with the requirements of the U.S. Federal Bureau of Investigations Criminal Justice Information (CJI) Security Policy was added to the Ordinance and has a broad list of disqualifying offenses. The Consultant understands that it is solely responsible for the financial, schedule and/or staffing implications of compliance with this Ordinance, and represents and warrants that its fee includes any direct or indirect costs (not including the FDLE/FBI fees which will be paid directly by the County) of compliance with this County Code.

Individuals passing the background check will be issued a badge. Consultant shall make every effort to collect the badges of its employees and its subconsultants' employees upon conclusion of the contract work and return them to the County. If the consultant or its subconsultant terminates an employee who has been issued a badge, the Consultant must notify the County within 2 hours. At the time of termination, the consultant shall retrieve the badge and return it to the County in a timely manner. The County reserves the right to suspend any Consultant that; 1) does not in compliance with the requirements of County Code Section 2-371-2-377 as amended, 2) does not immediately contact the County regarding a terminated employee or subconsultant employee , or 3) fails to make a good

faith effort in attempting to comply with the badge retrieval policy.

7.6 Non-Discrimination

Revise this section to read:

The ARCHITECT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

7.7 Independent Contractor Relationship

Add as new last paragraph of this Section:

Except as specifically and expressly provided for herein, no provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract.

7.14 Remedies

Add new paragraph after the first paragraph of this section:

COUNTY and CONSULTANT agree that the notice and cure provisions of Florida Statute Chapter 558 shall not apply to this Contract.

Add two new sections as follows:

7.24 Office of the Inspector General

Palm Beach County has established the Office of the Inspector General, Palm Beach County Code, Section 2-421 – 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the consultant, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All consultants and parties doing business with the County and receiving County funds shall fully cooperate with the Inspector General including receiving access to records relating to RFP or any resulting contract.

7.25 Scrutinized Companies

As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the ARCHITECT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473.

If the County determines, using credible information available to the public, that a false certification has been submitted by ARCHITECT, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.