

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

**Meeting Date: November 21, 2017**

☒ **Consent**

**[ ] Regular**

## [ ] Workshop

**[ ] Public Hearing**

**Department: Facilities Development and Operations**

## I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to receive and file: Notification of the cumulative value of additional work to the contract with Colome & Associates, Inc. (R-2016-0252) for the Palm Tran South County Expansion project having reached the \$250,000 cumulative limit threshold.

**Summary:** In accordance with PPM CW-F-050, when the cumulative value of changes or additional work approved by the Lead Department and the Contract Review Committee exceeds \$250,000, the Department is required to notify the Board that it has reached this reporting threshold. With approval of Consultant Service Authorization (CSA) No. 9 for \$66,061 on October 4, 2017 by the Contract Review Committee, the cumulative total of design changes for this project is \$269,061. This item notifies the Board that the cumulative threshold has been reached and is being reset by this notification. The Disadvantaged Business Enterprise cumulative participation for this contract is 55.7%. **(Capital Improvements Division) District 7 (LDC)**

**Background and Justification:** PPM CW-F-050 titled “Change Order and Consultant Services Authorization Authority for Construction, Engineering and Architectural Contract” provides for authority limits and procedures for changes to project specific consultant contracts. The PPM specifically provides for Board notification when a cumulative limit of \$250,000 of changes to the contract is reached. The PPM states that when this amount is exceeded, the Department will prepare a Board item informing the Board that the limit has been reached. After the item is approved by the Board, the cumulative reporting thresholds are reset.

**Attachments:**

1. Consultant Service Authorization History
2. Consultant Service Authorization No. 9

**Recommended by:**

**Department Director**

Date \_\_\_\_\_

**Approved by:**

**County Administrator**

Date \_\_\_\_\_

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
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	0	0	0	0
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No       
Does this item include the use of federal funds? Yes X No     

Budget Account No: Fund      Dept      Unit      Object     

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

\* No fiscal impact for this receive and file item. Fiscal impact for each CSA listed in the CSA History is included with each individual CSA approval.

C. Departmental Fiscal Review: Ken Sykes

III. REVIEW COMMENTS:

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

[Signature] 11/1/17  
OFMB

[Signature] 11/6/17  
Contract Administrator

B. Legal Sufficiency:

[Signature] 11/7/17  
Assistant County Attorney

C. Other Department Review:

[Signature]  
Department Director

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

**Project History Project #13202**

CSA#		
1	\$15,000	Additional services for green building certification
2	\$22,951	Additional services for interior renovations to the existing maintenance building equipment room
3	\$25,090	Additional services for maintenance building tool room exterior addition
4	\$4,142	Additional services for generator replacement
5	\$43,237	Additional services for interior build out
6	\$26,356	Additional services to revise first floor plan conference room to incorporate an auditorium style
7	\$64,774	Additional services for pre-engineered guard house, covered patio structures, maintenance building re-roofing, maintenance building fire alarm replacement.
8	\$1,450	Additional services for GPR Gound Penetrating Repair
9	\$66,061	Design services for proposed renovation to existing maintenance building breakroom, supervisor area, fuel island, bus bay ceiling fans and exhaust fans upgrades and LED lighting, and replace existing bus parking light fixtures.
	<b>\$269,061</b>	

**CONSULTANT SERVICES AUTHORIZATION**

**COLOME' & ASSOCIATES, INC.**

**PALM TRAN SOUTH COUNTY EXPANSION  
PROJECT NO. 13202  
DISTRICT NO. 7**

**THIS AUTHORIZATION NO. 9** to the Contract dated 03/01/2016 (R-2016-0252) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 4 of this Authorization.

1. **CONSULTANT:** **COLOME' & ASSOCIATES, INC.**

2.	<b>History:</b>	<b>Item</b>	<b>Amount</b>	<b>Status</b>
		Contract R-2016-0252	\$523,541	20% Complete
		CSA #1	\$15,000	10% Complete
		CSA #2	\$22,951	10% Complete
		CSA #3	\$25,090	10% Complete
		CSA #4	\$4,142	10% Complete
		CSA #5	\$43,237	10% Complete
		CSA #6	\$26,356	10% Complete
		CSA #7	\$64,774	0% Complete
		CSA #8	\$1,450	0% Complete

3. **Services completed to date:** Contract R2016-0252 authorized Colome' & Associates, Inc. to provide architectural and engineering services for the design, permitting, and construction phase services for expansion and renovation of the Palm Tran South County Facility which includes: addition of approximately 28,000 square feet of building space consisting of offices, locker rooms, training center for bus operators and ancillary support space, addition of a new 135 vehicle parking lot for employees on the south side, and addition of a bus lift at the existing maintenance building. CSA No. 1 authorized providing Florida Green Commercial Building Certification. CSA No. 2 authorized design services for interior renovations to the existing maintenance building equipment. CSA No. 3 authorized design services for new 1-story building addition for tool room next to maintenance building. CSA No. 5 authorized design and construction administration services for the 3<sup>rd</sup> floor interior build-out. CSA No. 6 revised previously approved first floor plan for the main conference room to incorporate an enhanced auditorium design similar to SFWMD Auditorium. CSA No. 7 authorized providing pre-engineered guardhouse building design documents, covered patio structure for bus drivers, maintenance building re-roofing and weatherproofing, maintenance building fire alarm replace and infrastructure only for nine (9) car charging stations at the new south parking lot. CSA No. 8 authorized additional geotechnical engineering services for utility locates.

4. **Description of Services to be provided by Consultant:** Professional services shall include additional design services for renovations to the existing maintenance building breakroom, supervisor area, fuel island, bus bay ceiling fans and exhaust fan upgrades and LED lighting, and replacement of existing bus parking light fixtures, as detailed on the attached proposal dated July 30, 2017.

5. **Compensation:** The compensation to be paid to the Consultant for the requested services shall be:  
**Lump Sum charge of \$66,061**

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: No 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.

CONSULTANT

Signed: \_\_\_\_\_

Name: Elizabeth A. Colome'  
Title: President

Date: \_\_\_\_\_

COUNTY

Signed: \_\_\_\_\_

Name: Irwin Jacobowitz  
Title: Director, Contract Control & Development

Date: \_\_\_\_\_

APPROVED BY THE CONTRACT REVIEW COMMITTEE

10/4/17

Revised - July 30, 2017

Mr. Anil Patel  
Facilities Development & Operations Department  
Palm Beach County Capital Improvements Division  
2633 Vista Parkway  
West Palm Beach, Florida 33411

Re: PBC – Palm Tran South Expansion  
PBC Project No. 13202 - (R 2016-0252)  
Add Services No. 9 – Maint. Bldg. Breakroom Renovations, Maint. Bldg. Supervisor Area Renovations, Maint. Bldg. Fuel Island Remodel, Maint. Bldg. Bus Bay Ceiling Fans & Exhaust Fan Upgrades and LED Lighting Renovations and Replace Bus Parking Light Fixtures.

Dear Mr. Patel:

Enclosed is Colomé' & Associates, Inc.'s Additional Service No. 9 Request for additional professional architectural and MEP engineering services performed by Our firm and JLRD, Inc. for the above referenced project.

Per the request of Palm Beach County CID enclosed is Colomé' & Associates, Inc.'s Additional Service Request for the following owner requested items; to provide design services for the following proposed renovations to the existing maintenance building breakroom, supervisor area, fuel island, bus bay ceiling fans and exhaust fan upgrades and LED lighting, and replace existing bus parking light fixtures. The proposed work shall be incorporated into the work related to the original contract R 2016-0252.

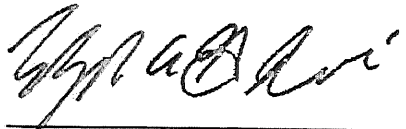
I have attached a copy of the JLRD, Inc. proposals. If you concur, please let us know and we will contract with the subconsultants for the additional professional services per article 2.3.2, and 2.3.5 of the Prime Contract for Architectural / Professional Services Continuing Contract Basis Between Owner and Architect. Your cost will be as follows:

<u>Colomé' &amp; Associates, Inc.</u>	<u>\$27,748.00</u>
<u>JLRD, Inc.</u>	<u>\$38,313.00</u>
Total Additional Services Fee	\$66,061.00

If you should have any questions, please do not hesitate to contact me. Furthermore, please let us know if you are in agreement with this proposal by signing one copy and returning it to our office.

Sincerely,

COLOME' & ASSOCIATES, INC.

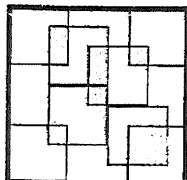


ELIZABETH A. G. COLOME'

APPROVED AND ACCEPTED THIS

DAY OF \_\_\_\_\_, 2017

BY: \_\_\_\_\_



**Colomé & Associates, Inc.**

Florida Registration AA0003439

Architecture □ Planning □ Interiors

530 24th Street □ West Palm Beach, Florida 33407 □ Telephone: (561) 833-9147 □ Facsimile: (561) 833-9356 □ E-mail: colome@colome-arch.net

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE PARTICIPATION

PROJECT NAME: PBC PALM TRAN SOUTH COUNTY EXPANSION –ADD SERVICES NO.9 PROJECT NO: #13202  
NAME OF PRIME CONSULTANT: COLOME' & ASSOCIATES, INC.

THIS DOCUMENT IS TO BE COMPLETED BY THE PRIME CONSULTANT AND SUBMITTED WITH PROPOSAL. PLEASE LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SBE -M/WBE SUBCONSULTANTS ON THIS PROJECT. IF THE PRIME IS AN SBE-M/WBE, ALSO LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT 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 FORCES.

Name	(Check one or both Categories)		DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	M/WBE	SBE	Black	Hispanic	Woman	Caucasian	Other (Please Specify)
	Minority Business	Small Business					
1. COLOME'&ASSOCIATES, INC.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ _____	\$ _____	\$ 27,748.00	\$ _____	\$ _____
2. JLRD, INC.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ 38,313.00	\$ _____
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 Price \$ 66,061.00

Total SBE-M/WBE Participation Dollar Amount or Percentage of Work: 100% \$ 66,061-

I hereby certify that the above information accurate to the best of my knowledge: Elizabeth A.G. Colome', President

- Note:
- 1.The amount listed on this form for a SBE-M/WBE Prime or subconsultant must be supported by price or percentage listed on the signed Schedule 2 or signed proposal in order to be counted toward goal attainment.
  2. Firms may be certified by Palm Beach County as an SBE and/or and M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount or percentage under the appropriate category.
  3. M/WBE information is being collected for tracking purposes only.

OSBA SCHEDULE 2  
LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE

This document must be completed by ALL SBE-M/WBE's and submitted with this bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items which the SBE-M/WBE's is certified to perform. Failure to properly complete Schedule 2 will result in your SBE participation not being counted.

PROJECT NUMBER: 13202 PROJECT NAME: PBC Palm Tran South County Expansion – Add Services No. 9

TO: Colome' & Associates, Inc.  
(Name of Prime Bidder)

The undersigned is certified by Palm Beach County as a - (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: 2/18/16 to 2/17/19

The undersigned is prepared to perform the following described work in connection with the above project. Additional Sheets May Be Used As Necessary

Line Item/ Lot No.	Item Description	Qty/Units	Unit Price	Total Price/ Percentage
	<u>Professional Architectural Services</u>	<u>          </u>	<u>      </u>	<u>\$27,748.00</u>
<u>      </u>	<u>                                  </u>	<u>          </u>	<u>      </u>	<u>          </u>
<u>      </u>	<u>                                  </u>	<u>          </u>	<u>      </u>	<u>          </u>
<u>      </u>	<u>                                  </u>	<u>          </u>	<u>      </u>	<u>          </u>
<u>      </u>	<u>                                  </u>	<u>          </u>	<u>      </u>	<u>          </u>

at the following price or percentage \$27,748.00  
(SBE Prime or Subconsultant's Quote)

and will enter into a formal agreement for work with you contingent upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE Subconsultant, please list the name of that Subconsultant and the amount below.

Price or Percentage N/A N/A  
(Name of Subconsultant)

The Prime affirms that it will monitor the **SBE-M/WBE** listed to ensure the **SBE-M/WBE** perform the work with their own work force. The undersigned **SBE-M/WBE** Prime or **SBE-M/WBE** Subconsultant affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE Subconsultants except as noted above.

The undersigned Subconsultant understands that the provision of this form to Prime Bidder does not prevent Subconsultant from providing quotations to other bidders.

Colome' & Associates, Inc.  
Print name of  
SBE-M/WBE Company

By:   
(Signature)

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

Revised 7/2/2013

Date: July 21, 2017



OSBA SCHEDULE 2  
LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE

This document must be completed by ALL SBE-M/WBE's and submitted with this bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items which the SBE-M/WBE's is certified to perform. Failure to properly complete Schedule 2 will result in your SBE participation not being counted.

PROJECT NUMBER: 13202 PROJECT NAME: PBC Palm Tran South County Expansion – Add Services No. 9

TO: Colome' & Associates, Inc.  
(Name of Prime Bidder)

The undersigned is certified by Palm Beach County as a - (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: 6/26/15 to 6/25/18

The undersigned is prepared to perform the following described work in connection with the above project. Additional Sheets May Be Used As Necessary

Line Item/ Lot No.	Item Description	Qty/Units	Unit Price	Total Price/ Percentage
	<u>Professional MEP Engineering Services</u>			<u>\$38,313.00</u>

at the following price or percentage \$38,313.00  
(SBE Prime or Subconsultant's Quote)

and will enter into a formal agreement for work with you contingent upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE Subconsultant, please list the name of that Subconsultant and the amount below.

Price or Percentage N/A N/A  
(Name of Subconsultant)

The Prime affirms that it will monitor the **SBE-M/WBE** listed to ensure the **SBE-M/WBE** perform the work with their own work force. The undersigned **SBE-M/WBE** Prime or **SBE-M/WBE** Subconsultant affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE Subconsultants except as noted above.

The undersigned Subconsultant understands that the provision of this form to Prime Bidder does not prevent Subconsultant from providing quotations to other bidders.

Johnson, Levinson, Davila, Regan, Inc.  
Print name of  
SBE-M/WBE Company  
By: Charles C. Gableman  
(Signature)

Charles C. Gableman / President  
Print name/title of person executing on behalf  
of SBE-M/WBE