

Agenda Item #: **3H-1**

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

**Meeting Date: March 12, 2019**

☒ **Consent**                      ☐ **Regular**  
☐ **Workshop**                      ☐ **Public Hearing**

**Department: Facilities Development and Operations**

**I. EXECUTIVE BRIEF**

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

- A) Budget Transfer of \$2,900,000 within the Law Enforcement Impact Fee Fund; and
- B) Contract with Song + Associates, Inc., in the amount of \$677,280 to provide professional engineering and architectural consultation as well as services necessary to complete the required scope of work for the Palm Beach County Sheriff's Office (PBSO) headquarters (HQ) annex facility project for a period of two years or until the construction is complete, whichever is longer.

**Summary:** The PBSO HQ annex facility is an identified component of the Law Enforcement Facilities Master Plan and Phase I timing critical to the timely execution of the PBSO HQ Renewal/Replacement/Renovation project funded from Infrastructure Sales Tax. Phase I of the project consists of an approximate 12,400 sf substation including the infrastructure and support/shared areas for a 9,200 sf expansion for the Homeland Security/Special Operations Division in the future. Song + Associates, Inc.'s contract provides for the design permitting and construction administration of Phase I only on a six (6) acres site on Jog Road, south of Belvedere Road in West Palm Beach (Terracina civic site). A separate authorization for the Phase II work will be presented to the Board for consideration in FY 23. The solicitation for design professionals was advertised on March 18, 2018 according to the SBE Ordinance in place at the time, with Final Selection taking place on June 22, 2018. The prime consultant is a certified M/WBE utilizing three (3) sub-consultants that are SBE and 0 sub-consultants that are M/WBE. The Small Business Enterprise (SBE) goal established by the SBE Ordinance is 15%. This consultant proposed and agreed to provide 77.4% SBE participation. Song + Associates is a local business and will be using local sub-consultants for 77.4% of the work. Funding for this contract is from Law Enforcement Impact Fees. These funds are reflected in the adopted Capital Improvement Program for allocation to the project in FY 20, but are being advanced through this Budget Transfer due to their immediate availability and to fully cover the actual contract amount. The balance of the funds will remain available for use toward construction. The total Phase 1 project budget is \$6,200,000. **(Capital Improvements Division) District 2 (LDC)**

**Background and Justification:** Selection was performed under Board adopted procedures and the Consultants Competitive Negotiations Act (CCNA) Florida Statute 287.055. In 2016, the County and PBSO jointly prepared a master space re-allocation plan that identified the space needs and assignments after the completion of the PBSO HQ R/R/R plan. The space allocation plan identified this Annex project as necessary to provide sufficient space to accommodate PBSO's needs into the future. The timing is critical to the prosecution of the PBSO HQ R/R/R project as the Annex needs to be completed so that the space currently occupied by Road Patrol District 1 can be renovated and re-occupied as part of the PBSO HQ R/R/R.

- Attachments:
- 1. Location Map
  - 2. Budget Transfer
  - 3. Budget Availability Statement
  - 4. Contract
  - 5. Disclosure of Ownership Interests

**Recommended by:**  Army Wong                      2/20/19  
Department Director                      Date

**Approved by:**  W. Baker                      3/4/19  
County Administrator                      Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

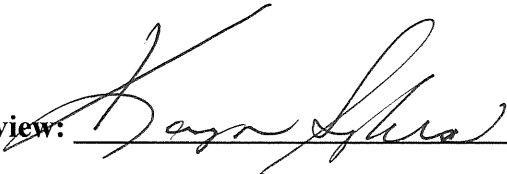
Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures	\$732,280				
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$732,280	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)					
Is Item Included in Current Budget:		Yes	X	No	
Does this item include use of federal funds?		Yes		No	X

Budget Account No: Fund 3803 Dept 411 Unit B665 Object 6502

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

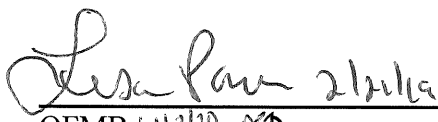
The total budget for Phase I is \$6,200,000; \$3,200,000 (Law Enforcement Impact Fee) and \$3,000,000 (ad valorem). The remainder of the project funding will be included in the FY 20 CIP budget recommendation.

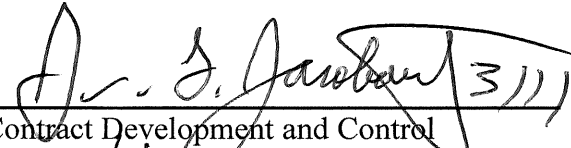
Design ..... \$677,280  
Staff Costs ..... \$55,000  
Total ..... \$732,280

C. Departmental Fiscal Review: 

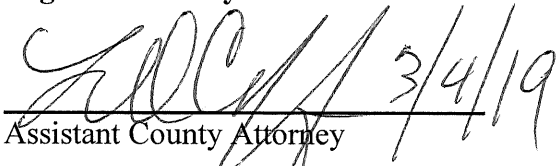
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

  
OFMB LH 2/20 PEP 2/21

  
Contract Development and Control 3/1/19

B. Legal Sufficiency:

  
Assistant County Attorney 3/4/19

C. Other Department Review:

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Department Director

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