

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

Meeting Date: October 8, 2019

☒ Consent

☐ Regular

☐ Ordinance

☐ Public Hearing

Department: Facilities Development & Operations

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to receive and file: Consultant Service Authorization (CSA) No. 1 to the professional services contract (R2019-0984) with PGAL, Inc. (Consultant) for the completion of a comparative study and final recommendations on the disposition of the Animal Care & Control Renewal/Replacement/Renovation (ACC R/R/R) Project located at 7100 Belvedere Road, West Palm Beach in the amount of \$155,160.

**Summary:** On July 2, 2019, the Board of County Commissioners (BCC) authorized the county administrator, or designee to execute CSA No. 1 in an amount not to exceed \$200,000, via Agenda Item 5F-1. This authorization addressed a directive issued by BCC during the January 29, 2019 workshop instructing staff to prepare a more in-depth programming study (Comparative Study). The study would 1) validate/confirm the program/needs, and 2) specifically look at opportunities, challenges and costs, including continuity of operations during construction of an entirely new facility on the existing site versus accomplishing the project via the R/R/R approach currently contemplated. The comparative study will be developed in conjunction with public input via targeted public outreach sessions, which will be facilitated by the consultant team. The results of the comparative study will be evaluated by the County in order to determine the most appropriate solution (or some combination) to be used as the scope of the project to be designed. The attached CSA was fully executed on behalf of BCC by the Director of the Facilities Development and Operations Department. In accordance with the County Policy and Procedures Manual (PPM) CW-O-051, all delegated contracts, agreements and grants must be submitted by the initiating Department as a receive and file agenda item. The solicitation for design professionals was advertised pursuant to the requirements of the Equal Business Opportunity (EBO) ordinance. The project was presented to the Goal Setting Committee on March 6, 2019, and an Affirmative Procurement Initiative (API) of 20% Small Business Enterprise (SBE) participation was applied. The prime consultant is not a SBE, but will be utilizing four (4) sub-consultants that are Small/Women/Minority Business Enterprises (S/W/MBE). The consultant submitted 33.69% SBE participation and 10.8% M/WBE participation. **Funding for this project is the ACC R/R/R IST Project Fund. (Capital Improvements Division) District 2 (LDC)**

**Background & Justification:** The delegation of authority, which provided authority for the County Administrator or designee to execute this CSA, was requested to expedite the process of authorizing the consultant services for the Comparative Study prior to the first public input meeting in mid-July and to meet the project schedule.

**Attachments:**

1. Consultant Service Authorization No. 1
2. 7/2/2019 Board Item 5F-1
3. BAS

Recommended By: \_\_\_\_\_

*Anthony Wayne*  
Department Director

9/17/19  
Date

Approved By: \_\_\_\_\_

*J. Baker*  
County Administrator

10/7/19  
Date

## II. FISCAL IMPACT ANALYSIS

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

| Fiscal Years                                  | 2020      | 2021 | 2022 | 2022 | 2023 |
|---|-----------|------|------|------|------|
| Capital Expenditures                          | \$155,160 |      |      |      |      |
| Operating Costs                               |           |      |      |      |      |
| External Revenues                             |           |      |      |      |      |
| Program Income<br>(County)                    |           |      |      |      |      |
| In-Kind Match (County)                        |           |      |      |      |      |
| NET FISCAL IMPACT                             | \$155,160 | 0.00 | 0.00 | 0.00 | 0.00 |
| # ADDITIONAL FTE<br>POSITIONS<br>(Cumulative) |           |      |      |      |      |

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

Budget Account No:

Fund 3950 Dept 411 Unit Q008 Object 6505

**A. Recommended Sources of Funds/Summary of Fiscal Impact:**


C. Departmental Fiscal Review: *[Signature]*

### III. REVIEW COMMENTS

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

Deleena Rana 10/31/19  
OFMB 10/2/20 10/3/19

Contract Development and Control

**B. Legal Sufficiency:**  10/7/19  
Assistant County Attorney

**C. Other Department Review:**

Department Director

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

**SUMMARY SHEET  
CONSULTANT SERVICES AUTHORIZATION**

**PGAL, INC.**

**ANIMAL CARE & CONTROL FACILITY REPLACEMENT/RENEWAL  
PROJECT NO. 19201**

This consultant services authorization is for professional Architectural/Engineering services for the Animal Care & Control – Belvedere campus improvement project located at 7100 Belvedere Rd, West Palm Beach, FL.

Professional services shall include the completion of a Comparative Study and making a final recommendation on the disposition of renovating the existing facility, renovating and enlarging the existing facility, or replacing all or part of the existing facility.

On January 29, 2019, the Board of County Commissioners held a workshop and directed staff to prepare a more in-depth programming study (Comparative Study) which; 1) validates/confirms the program/needs, and 2) specifically looks at opportunities, challenges and costs, including continuity of operations during construction of an entirely new facility on the existing site versus accomplishing the project via the R/R/R approach currently contemplated. The Comparative Study will be developed in conjunction with public input via targeted public outreach sessions, which will be facilitated by the Consultant team. The results of the Comparative Study will be evaluated by the County in order to determine the most appropriate solution (or some combination) to be used as the scope of the project to be designed.

The API established for this contract is a mandatory minimum of 20% SBE participation. SBE participation for this CSA is 33.7%. When added to the Consultant's participation to date, the resulting SBE participation is 33.7%.

# CONSULTANT SERVICES AUTHORIZATION

PGAL, INC.

## ANIMAL CARE & CONTROL FACILITY REPLACEMENT/RENEWAL PROJECT NO. 19201 DISTRICT NO. 2

**THIS AUTHORIZATION NO. 1** to the Contract dated 07/02/19 (R2019-0984) (the “Contract”) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 4 of this Authorization.

**1. CONSULTANT:** PGAL, INC.

**2. History:** Not applicable. This authorization is for a new project.

**3. Services completed to date:** Not applicable. This authorization is for a new project.

**4. Description of Services to be provided by Consultant:** Professional services shall include Professional services shall include the completion of a Comparative Study and make a final recommendation on the disposition of renovating the existing facility, renovating, and enlarging the existing facility, or replacing all or part of the existing facility, as detailed on the attached proposal dated July 12, 2019.

**5. Compensation:** The compensation to be paid to the Consultant for the requested services shall be:  
Lump Sum **\$155,160**

**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**”.

**10. EBO Program:** The API established for this contract is a mandatory minimum of 20% SBE participation. SBE participation for this CSA is 33.7%. When added to the Consultant's participation to date, the resulting SBE participation is 33.7%.

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

CONSULTANT: PGAL, INC.

COUNTY

Signed By: Ian A. Nestler

Name: Ian A. Nestler  
Title: Executive Vice President

Date: 7/22/19

Signed By: Audrey Wolf

Name: Audrey Wolf  
Title: Director, Facilities Development &  
Operations

Date: 7/24/19 *See Agenda  
7/24/19 SF-1  
not to  
exceed  
\$200,000*

Attest:

K. S. Sles  
FDO Fiscal



July 12, 2019

Mr. Richard Avery  
Palm Beach County  
Facilities Development & Operations Department  
2633 Vista Parkway  
West Palm Beach, FL 33411

ALEXANDRIA  
ATLANTA  
AUSTIN  
BOCA RATON  
CHICAGO  
DALLAS  
HOBOKEN  
HOUSTON  
LAS VEGAS  
LOS ANGELES

Re: County Project Number 19201- Animal Care and Control Comparative Study

Dear Rich:

PGAL is pleased to submit this proposal to provide professional services for the Palm Beach County Animal Care and Control Facility. The objective of the Comparative Study is to make a final recommendation on the disposition of renovating the existing facility, renovating and enlarging the existing facility or replacing all or part of the existing facility.

The final size of the Project is to be determined based on input and data received as part of the comparative study, but will initially be based on previous cost estimates and square footage allocations provided by Palm Beach County. Future tasks will include design, construction documents and construction of the recommended/approved direction. The consultant team participating in this comparative study include:

|                |  |
|----------------|--|
| PGAL           | Planning & Architecture                    |
| Animal Arts    | Animal Care Design                         |
| Humane Network | Animal Care Operations                     |
| RGD*           | Mechanical/Electrical/Plumbing Engineering |
| LB Limited*    | Community Outreach Leader                  |
| Keshavarz*     | Civil Engineering                          |
| 2GHO*          | Landscape                                  |

\*SBE consultants - participation for the study exceeds 20%.

A. SCOPE OF SERVICES

Provide professional design services, including planning, architecture, animal shelter design, MEP engineering, civil engineering, landscaping and community outreach for completion of the comparative study including review and input cost estimates (cost estimates will be completed by the CM) as described below:

**Task 1 – Project Initiation:**

- 1.1 Kick-off meeting
  - a. Establish vision and goals
  - b. Confirm target budgets and schedule
  - c. Prepare animal data requests for County
  - d. County to assemble data

**Task 2 – Due Diligence:**

- 2.1 Review the existing facility and any base information obtained from County
- 2.2 **Attend targeted Public Outreach Session** (coordinated by County)
- 2.3 Site investigation and development of constraints
- 2.4 Existing buildings evaluation
- 2.5 Assess and evaluate existing mechanical system
- 2.6 Review available demographic information and trends
- 2.7 Review existing shelter operations
- 2.8 Gather and review animal intake and outcome data from the County

**Task 3 – Program and Options Development:**

- 3.1 Develop preliminary space program for possible R/R/R options
- 3.2 Develop block diagrams of potential R/R/R programs with CM involvement
- 3.3 Develop continuity of operations plan
- 3.4 **Combined Industry Charrette\* #1 with ACC Staff and Design Team**
  - a. Present trends in animal sheltering and animal welfare
  - b. Present/discuss results of Site Visit and Public Outreach Meeting
  - c. Present/discuss animal capacity requirements
- 3.5 Review/revise preliminary programs for R/R/R options
- 3.6 Review/revise potential block diagrams
- 3.7 Review/revise continuity of operations plan
- 3.8 Review potential solutions to temporary/permanent HVAC in dog kennels
- 3.9 Review basis of design information for HVAC in other buildings
- 3.10 Provide diagrams (with alternates including options for renovating and enlarging or replacing all or part of the existing facility) to CM for pricing
- 3.11 Interactive work sessions with CM
  - a. Review CM preliminary cost estimates
- 3.12 **Combined Industry Charrette\* #2 with ACC Staff and Design Team**

**Task 4 – Final Documents and Recommendations:**

- 4.1 Revise diagrams based on Industry Charette #2
    - a. Final block diagrams
    - b. Narratives
    - c. Specifications for specialty items
-

- d. Phasing requirements for continuity of operations
- 4.2 Workshop to review CM pricing and select best option for the project
- 4.3 Produce Final Comparative Study Report/Recommendation
  - a. Presentation to BCC as necessary

\*Industry Charrettes include the following stakeholders:

- Shelter Staff
- Field Operations
- Veterinary and Clinic
- Facility Maintenance
- County Administration
- Targeted Industry Experts

## B. SCHEDULE

A detailed schedule of the above tasks is attached. The milestone items for the Comparative Study include:

|                                  |            |
|----------------------------------|------------|
| Kick-off:                        | 7/17/2019  |
| Community Outreach:              | 7/24/2019  |
| Operations Site Review:          | 8/15/2019  |
| Industry Charrette #1:           | 9/24/2019  |
| Industry Charrette #2:           | 10/29/2019 |
| Recommendations to County Staff: | 11/14/2019 |
| Final BCC Approval:              | 12/17/2019 |

## C. COMPENSATION

The fixed fee for the Comparative Study, including all expenses, is \$155,160 broken down by task as follows:

|   |          |
|---|----------|
| Task 1 - Project Initiation             | \$ 7,556 |
| Task 2 - Due Diligence                  | \$55,732 |
| Task 3 - Program & Options Development  | \$66,150 |
| Task 4 - Final Docs and Recommendations | \$25,722 |

Additional services may include additional consulting trips to Palm Beach County by one or both of the two out-of-town specialized consulting firms, and only as requested in writing by the County. Fixed-fees for each one-day trip, including all expenses, are as follows:

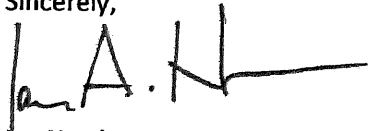
|                |         |
|----------------|---------|
| Animal Arts    | \$2,800 |
| Humane Network | \$2,300 |

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Rich, on behalf of the entire A/E team, we look forward to working with you and the ACC staff on this exciting and important Palm Beach County project. If you have any questions on the above proposal, please don't hesitate to call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read 'IAN', with a horizontal line extending to the right.

Ian Nestler, AIA, LEED AP  
Principal

IAN:jr

C:561-926-1737

E: [inestler@pgal.com](mailto:inestler@pgal.com)

Attachments:

Narrative Proposals per Consultant  
Exhibit B2 – Hourly Rates per Consultant  
Task and Fee Schedule per Consultant  
OEBO Schedule 1  
OEBO Schedule 2  
Project Schedule

Animal Care & Control (ACC) Preliminary Schedule

06/06/19

| COMPARATIVE STUDY |  | Duration | Start Date | End Date |
|-------------------|--|----------|------------|----------|
| No.               | TASK NTP   |          |            |          |
| 1                 | Project Initiation   | 1D       | 07/19/19   | 07/19/19 |
|                   | a. Kick-off meeting  | 1D       | 07/22/19   | 07/22/19 |
|                   | Establish vision and goals   | 1D       | 07/22/19   | 07/22/19 |
|                   | Confirm target budgets and schedule                                      | 1D       | 07/22/19   | 07/22/19 |
|                   | Prepare animal data requests for County                                  | 3D       | 07/19/19   | 07/21/19 |
|                   | County to assemble data  | 20D      | 07/23/19   | 08/12/19 |
| 2                 | Due Diligence  |          |            |          |
|                   | a. Review all previous studies and base info from County                 |          | ongoing    |          |
|                   | Site visit (Design Team)   | 2D       | 07/24/19   | 07/25/19 |
|                   | b. Attend targeted Public Outreach Session                               | 1D       | 07/24/19   | 07/24/19 |
|                   | c. Site investigation and development of constraints                     | 15D      | 07/25/19   | 08/09/19 |
|                   | d. Existing buildings evaluation   | 15D      | 07/25/19   | 08/09/19 |
|                   | e. Assess and evaluate existing mechanical systems                       | 15D      | 07/25/19   | 08/09/19 |
|                   | f. Review available demographic information and trends                   | 21D      | 08/13/19   | 09/03/19 |
|                   | g. Review existing shelter operations                                    | 21D      | 08/13/19   | 09/03/19 |
|                   | h. Gather and review animal intake and outcome data from County          | 21D      | 08/13/19   | 09/03/19 |
| 3                 | Program and Options Development  |          |            |          |
|                   | a. Develop preliminary space program for possible R/R/R/ options         | 19D      | 09/04/19   | 09/23/19 |
|                   | b. Develop block diagrams of potential R/R/R options                     | 19D      | 09/04/19   | 09/23/19 |
|                   | c. Develop continuity of operations plan                                 | 19D      | 09/04/19   | 09/23/19 |
|                   | d. Combined Industry* Charrette #1 with ACC Staff and Design Team        | 1D       | 09/24/19   | 09/24/19 |
|                   | Present trends in animal sheltering and animal welfare                   | 1D       | 09/24/19   | 09/24/19 |
|                   | Present/discuss results of Site Visit and Public Outreach Meeting        | 1D       | 09/24/19   | 09/24/19 |
|                   | Present/discuss animal capacity requirements                             | 1D       | 09/24/19   | 09/24/19 |
|                   | e. Review/revise preliminary programs for R/R/R options                  | 19D      | 09/25/19   | 10/14/19 |
|                   | f. Review/revise potential block diagrams                                | 19D      | 09/25/19   | 10/14/19 |
|                   | g. Review/revise continuity of operations plan                           | 19D      | 09/25/19   | 10/14/19 |
|                   | h. Review potential solutions to temporary/permanent HVAC in dog kennels | 19D      | 09/25/19   | 10/14/19 |
|                   | i. Review basis of design information for HVAC for other buildings       | 19D      | 09/25/19   | 10/14/19 |
|                   | j. Provide diagrams (with alternates) to CM for pricing                  | 1D       | 10/15/19   | 10/15/19 |
|                   | k. Interactive worksessions with CM                                      | 27D      | 10/16/19   | 11/12/19 |
|                   | Review CM preliminary cost estimates                                     | 2D       | 11/11/19   | 11/12/19 |
|                   | l. Combined Industry* Charrette #2 with ACC Staff and Design Team        | 1D       | 10/29/19   | 10/29/19 |
| 4                 | Final Documents and Recommendations                                      |          |            |          |
|                   | a. Revise diagrams based on Industry Charrette #2 and CM pricing         | 14D      | 10/30/19   | 11/13/19 |
|                   | Final block diagrams and massing as required to show intent              | 14D      | 10/30/19   | 11/13/19 |
|                   | Narratives   | 14D      | 10/30/19   | 11/13/19 |
|                   | Specifications for specialty items                                       | 14D      | 10/30/19   | 11/13/19 |
|                   | Phasing requirements for continuity of operations                        | 14D      | 10/30/19   | 11/13/19 |
|                   | b. Workshop to Review CM Pricing and Select Best Option for the Project  | 1D       | 11/14/19   | 11/14/19 |
|                   | c. Follow-up with any questions from County                              | 28D      | 11/15/19   | 12/13/19 |
|                   | Presentation to BCC as necessary   | 1D       | 12/17/19   | 12/17/19 |

\* Industry Charrettes include the following stakeholders -

- Shelter
- Field Operations
- Veterinary/Clinic
- Maintenance
- County Administration
- Targeted Industry Experts

**Palm Beach County**  
**Animal Care & Control Facility**  
**06/18/19**

| Comparative Study |   | PGAL (Planning, Architecture, Interiors) |                 |                            |                                      |                    |                     |                           | TOTALS   |
|-------------------|---|--|-----------------|----------------------------|--------------------------------------|--------------------|---------------------|---------------------------|----------|
| Task No.          | TASK DESCRIPTION                                | Principal Architect                      | Project Manager | Project Arch / Job Captain | Project Designer / Interior Designer | BIM/CAD Technician | Assistant Architect | Administration / Clerical |          |
| 1                 | <b>Project Initiation</b>                       |  |                 |                            |                                      |                    |                     |                           |          |
|                   | - Kick-off meeting                              | 8  |                 | 4                          |                                      |                    |                     | 4                         | 16       |
|                   | <b>TOTAL HOURS:</b>                             | 8  | 0               | 4                          | 0                                    | 0                  | 0                   | 4                         | 16       |
|                   | HOURLY RATE:                                    | \$221.37                                 | \$166.62        | \$143.33                   | \$130.01                             | \$114.41           | \$97.37             | \$55.01                   |          |
|                   | <b>Extended Totals Task 1</b>                   | \$1,771                                  | \$0             | \$573                      | \$0                                  | \$0                | \$0                 | \$220                     | \$2,564  |
|                   |   | 2,564                                    |                 |                            |                                      |                    |                     |                           |          |
| 2                 | <b>Due Diligence and Site Visit</b>             |  |                 |                            |                                      |                    |                     |                           |          |
|                   | - Review previous studies                       | 4  |                 | 2                          |                                      |                    |                     |                           | 6        |
|                   | - Public Outreach Session #1                    | 4  |                 |                            |                                      |                    |                     |                           | 4        |
|                   | - Site investigation and constraints            | 4  |                 | 12                         |                                      | 12                 |                     |                           | 28       |
|                   | - Existing buildings evaluation                 | 2  |                 | 12                         |                                      | 12                 |                     |                           | 26       |
|                   | - Assess existing mechanical systems            | 1  |                 | 1                          |                                      |                    |                     |                           | 2        |
|                   | - Review demographic info and trends            |  |                 |                            |                                      |                    |                     |                           | 0        |
|                   | - Review existing shelter operations            | 1  |                 | 2                          |                                      |                    |                     |                           | 3        |
|                   | - Review animal intake data                     |  |                 | 1                          |                                      |                    |                     |                           | 1        |
|                   | <b>TOTAL HOURS:</b>                             | 16                                       | 0               | 30                         | 0                                    | 24                 | 0                   | 0                         | 70       |
|                   | HOURLY RATE:                                    | \$221.37                                 | \$166.62        | \$143.33                   | \$130.01                             | \$114.41           | \$97.37             | \$55.01                   |          |
|                   | <b>Extended Totals Task 2</b>                   | \$3,542                                  | \$0             | \$4,300                    | \$0                                  | \$2,746            | \$0                 | \$0                       | \$10,588 |
|                   |   | 10,588                                   |                 |                            |                                      |                    |                     |                           |          |
| 3                 | <b>Program and Options Development</b>          |  |                 |                            |                                      |                    |                     |                           |          |
|                   | - Develop preliminary space program for options | 2  |                 | 4                          |                                      | 12                 |                     |                           | 18       |
|                   | - Develop block diagrams                        | 2  |                 | 4                          |                                      | 12                 |                     |                           | 18       |
|                   | - Develop continuity of ops plan                | 1  |                 | 2                          |                                      |                    |                     |                           | 3        |
|                   | - Combined Industry Charrette #1                | 12                                       |                 | 12                         |                                      |                    |                     | 2                         | 26       |
|                   | - Revise preliminary program options            | 1  |                 | 4                          |                                      | 8                  |                     |                           | 13       |
|                   | - Revise potential block diagrams               | 1  |                 | 4                          |                                      | 8                  |                     |                           | 13       |
|                   | - Revise continuity of ops plan                 | 1  |                 | 4                          |                                      | 2                  |                     |                           | 7        |
|                   | - Review HVAC solutions in dog kennels          |  |                 | 1                          |                                      |                    |                     |                           | 1        |
|                   | - Review HVAC basis of design for other areas   |  |                 | 1                          |                                      |                    |                     |                           | 1        |
|                   | - Provide diagrams to CM for pricing            | 1  |                 | 4                          |                                      |                    |                     |                           | 5        |
|                   | - Interactive worksessions with CM              | 16                                       |                 | 12                         |                                      |                    |                     |                           | 28       |
|                   | - Combined Industry Charrette #2                | 12                                       |                 | 8                          |                                      |                    |                     | 2                         | 22       |
|                   | <b>TOTAL HOURS:</b>                             | 49                                       | 0               | 60                         | 0                                    | 42                 | 0                   | 4                         | 155      |
|                   | HOURLY RATE:                                    | \$221.37                                 | \$166.62        | \$143.33                   | \$130.01                             | \$114.41           | \$97.37             | \$55.01                   |          |
|                   | <b>Extended Totals Task 3</b>                   | \$10,847                                 | \$0             | \$8,600                    | \$0                                  | \$4,805            | \$0                 | \$220                     | \$24,472 |
|                   |   | 24,472                                   |                 |                            |                                      |                    |                     |                           |          |
|                   | <b>Final Documents &amp; Recommendations</b>    |  |                 |                            |                                      |                    |                     |                           |          |
|                   | - Revise diagrams and options as necessary      | 1  |                 | 4                          |                                      | 8                  |                     |                           | 13       |
|                   | - Workshop to select best option                | 8  |                 | 8                          |                                      |                    |                     |                           | 16       |
|                   | - Present final recommendation to County        | 8  |                 | 4                          |                                      |                    |                     |                           | 12       |
|                   | <b>TOTAL HOURS:</b>                             | 17                                       | 0               | 16                         | 0                                    | 8                  | 0                   | 0                         | 41       |
|                   | HOURLY RATE:                                    | \$221.37                                 | \$166.62        | \$143.33                   | \$130.01                             | \$114.41           | \$97.37             | \$55.01                   |          |
|                   | <b>Extended Totals Task 4</b>                   | \$3,763                                  | \$0             | \$2,293                    | \$0                                  | \$915              | \$0                 | \$0                       | \$6,972  |
|                   |   | 6,972                                    |                 |                            |                                      |                    |                     |                           |          |
|                   | <b>TOTAL HOURS:</b>                             | 90                                       | 0               | 110                        | 0                                    | 74                 | 0                   | 8                         | 282      |
|                   | HOURLY RATE:                                    | \$221.37                                 | \$166.62        | \$143.33                   | \$130.01                             | \$114.41           | \$97.37             | \$55.01                   |          |
|                   | <b>Extended Totals Comparative Study</b>        | \$19,923                                 | \$0             | \$15,766                   | \$0                                  | \$8,466            | \$0                 | \$440                     | \$44,596 |

# ANIMAL ARTS

architecture • animals • people

June 18, 2019

Ian Nestler, AIA, LEED AP  
PGAL  
791 Park of Commerce Boulevard  
Suite 400  
Boca Raton, Florida 33487

Dear Ian,

Enclosed is an agreement for the services Animal Arts is providing to PGAL for the Palm Beach County Animal Services project to assist in defining the scope, scale, budget and site plan layout for the animal shelter facility improvements.

The agreement follows the task matrix provided to the county, as well as the project schedule. If you have any questions about this agreement, feel free to call.

We look forward to working with you.

Sincerely,



Heather E. Lewis, AIA, NCARB

Principals

Tony I. Cochrane, AIA  
Heather E. Lewis, AIA, NCARB  
Vicki J. Pollard, AIA, NCARB, CVT  
Ashley M. Shoults, AIA  
Sean M. McMurray, AIA, NCARB  
Sarah E. Boman, AIA, NCARB

4520 Broadway Street  
Suite 1  
Boulder, CO 80304

P 303.444.4413  
800.332.4413  
F 303.444.1755

[www.animalarts.com](http://www.animalarts.com)



June 18, 2019

**AGREEMENT to  
Provide Design Services**

**for:**

PGAL

791 Park of Commerce Boulevard

Suite 400

Boca Raton, Florida 33487

**by:**

Animal Arts Design Studios, Inc. ("Animal Arts")

4520 Broadway, Suite E

Boulder, Colorado 80304

**PROJECT SCALE, SCOPE AND LOCATION**

This Project involves working in collaboration with PGAL's Boca Raton office to determine the scope, scale, and site plan layout for renovations and additions to, or replacement of, the Palm Beach County Animal Shelter. Size of the Project is to be determined but will initially be based on previous cost estimates and square footage allocations provided by Palm Beach County.

**SCOPE OF WORK**

Provide animal shelter design consultation services as described below:

**Tasks 1: Project Initiation**

- a. Kick-off meeting
  - Establish vision and goals
  - Confirm target budgets and schedule
  - Prepare animal data requests for County
  - County to assemble data

During this initial phase of the project, Animal Arts will assist PGAL with initial telephone meetings with Palm Beach County and will assemble a data request, which will focus on animal intake and outcome data and other animal and program related data.

**Tasks 2: Due Diligence**

- a. Review all previous studies and base information from County
  - Site visit (Design Team)
- b. **Attend targeted Public Outreach Session**
- c. Site investigation and development of constraints

- d. Existing buildings evaluation
- e. Assess and evaluate existing mechanical systems
- f. Review available demographic information and trends
- g. Review existing shelter operations
- h. Gather and review animal intake and outcome data from the County

During Tasks 2, Animal Arts will use the data gathered in Tasks 1, along with other demographic data to develop trends projections for the animal capacity and programmatic needs for Palm Beach County Animal Services.

Animal Arts will tour the Project site, and will evaluate the buildings, primarily from the perspective of best practices for animal shelter design and operations. This evaluation will be combined with other physical building and site evaluations developed by PGAL, to determine constraints and opportunities of the existing building/s and site.

While on site, Animal Arts will assist PGAL in representing the perspective of animal care at the Public Outreach Session to be held in Palm Beach County on July 24, 2019.

Animal Arts has included the participation of 20/20 Engineering, an engineering firm specializing in the design of animal care facility mechanical systems, to assist the engineer of record in developing basis of design requirements for systems for Palm Beach County. The engineer of record will be responsible for all resulting evaluations and documentation of existing and new systems, and 20/20's role is merely to provide expertise and guidance to ensure the best result for the County.

Two person days on site by representatives of Animal Arts have been included in Tasks 2.

### **Tasks 3: Program and Options Development**

- a. Develop preliminary space program for possible R/R/R/ options
- b. Develop block diagrams of potential R/R/R options
- c. Develop continuity of operations plan
- d. **Combined Industry Charrette #1 with ACC Staff and Design Team**
  - Present trends in animal sheltering and animal welfare
  - Present/discuss results of Site Visit and Public Outreach Meeting
  - Present/discuss animal capacity requirements
- e. Review/revise preliminary programs for R/R/R options
- f. Review/revise potential block diagrams
- g. Review/revise continuity of operations plan
- h. Review potential solutions to temporary/permanent HVAC in dog kennels
- i. Review basis of design information for HVAC for other buildings
- j. Provide diagrams (with alternates) to CM for pricing
- k. Interactive work sessions with CM
  - Review CM preliminary cost estimates

## **1. Combined Industry Charrette #2 with ACC Staff and Design Team**

The information gathered in Tasks 2 will allow Animal Arts to assist in verifying the program of required spaces for the Project. We will review this program of spaces with the County, along with site constraints diagrams developed by PGAL, in preparation for the Combined Industry Charette.

The Combined Industry Charette is a full-day interactive workshop with the key Project stakeholder groups. During this workshop, Animal Arts will lead the presentation of trends in animal sheltering and will assist in presenting the results of operational evaluations of the existing facility. Results of the animal capacity study will also be presented and discussed.

During this charette, Animal Arts will work with PGAL to present and discuss the program of spaces for the Project as well as the first potential R/R/R options. PGAL will illustrate how these options may work on the project site. R/R/R options will be reviewed in the context of a "continuity of operations" plan.

Based on the results of the Charette, Animal Arts will work with PGAL to revise the programs and options and will summarize the work to date in a brief report, which will be bundled into final reports during Tasks 4.

During this phase of the Work, the engineer of record will review options with the County for temporary HVAC for the dog kennels, as well as requirements for new HVAC for the other buildings. This work will incorporate the feedback of Animal Arts' specialty engineering firm.

The culmination of Tasks 3 is a collaborative effort between PGAL, Animal Arts, and other consultants to work with the County's Construction Management firm as they put together a cost estimate for the Project. Animal Arts will provide special assistance on the systems that are unique to animal care and will discuss these items in phone calls with the CM.

Three person days on site by representatives of Animal Arts have been included in Tasks 3.

### **Tasks 4: Final Documents and Recommendations**

- a. **Revise diagrams based on Industry Charrette #2**
    - Final block diagrams and massing
    - Narratives
    - Specifications for specialty items
    - Phasing requirements for continuity of operations
  - b. **Workshop to Review CM Pricing and Select Best Option for the Project**
  - c. **Produce Final Comparative Study Report/Recommendation**
    - Presentation to BCC as necessary
-

During this final step of the Work, Animal Arts will work with PGAL to develop and review revised R/R/R options and block diagrams with the county in a second Industry Charette with each of the key stakeholder groups.

Animal Arts will work together with PGAL to assist the CM in refining cost estimates, as the R/R/R options become more defined. Animal Arts will provide a narrative specification of animal specialty items to be incorporated in pricing.

Animal Arts will visit the site for a workshop with PGAL, the CM, and the County to review refined options and to select the Best Option for the Project.

Finally, Animal Arts will revise and refine all animal-related portions of the report and will provide to PGAL, who will bundle the final Comparative Study Reports. Animal Arts will assist in presenting the study to the Board of County Commissioners.

Four person days on site by representatives of Animal Arts have been included in Tasks 4.

#### **FEES**

The fee for the scope of work listed above is **\$46,542.75 including expenses**. The fee will be billed monthly based on the percentage of work completed in each set of tasks.

#### **SPECIFIC SERVICES NOT BEING PROVIDED BY ANIMAL ARTS**

The following services are specifically not included as a part of this Agreement:

- Detailed site investigation.
- Services pertaining to clear title investigation.
- Encumbrance and easements.
- Civil engineering or landscape design.
- Architectural drawings.
- Planning submittals.
- Soil analysis or suitability.
- Environmental assessment pertaining to asbestos, lead paint, mold, or other hazardous materials.
- The determining of flood plain or wetlands designation.

The attached **Additional Terms** specify additional conditions of this Agreement.



**AUTHORIZATION**

If this Agreement is acceptable to you and you would like to authorize us to proceed, please sign a copy of this signature page, return it to our office, and keep the complete copy for your records. If you have any questions, please call.

We look forward to working with you.

A handwritten signature in black ink, appearing to read "Heather E. Lewis". The signature is fluid and cursive, with a large, stylized initial "H".

Heather E. Lewis, AIA, for  
Animal Arts

Date: June 18, 2019

Ian Nestler, AIA, LEED AP, for  
PGAL

Date:

**Palm Beach County**  
**Animal Care & Control Facility**  
**06/18/19**

| Comparative Study |   | Animal Arts (Animal Care Design) |                               |                 |             |                 |
|-------------------|---|----------------------------------|-------------------------------|-----------------|-------------|-----------------|
| Task No.          | TASK DESCRIPTION                                | Principal Designer               | Principal Mechanical Engineer | Project Manager | Job Captain | TOTALS          |
| 1                 | <b>Project Initiation</b>                       |                                  |                               |                 |             |                 |
|                   | - Kick-off meeting                              | 4                                |                               | 3               |             | 7               |
|                   | <b>TOTAL HOURS:</b>                             | 4                                | 0                             | 3               | 0           | 7               |
|                   | <b>HOURLY RATE:</b>                             | \$162.97                         | \$162.97                      | \$103.85        | \$70.10     | \$59.71         |
|                   | <b>Extended Totals Task 1</b>                   | <b>\$652</b>                     | <b>\$0</b>                    | <b>\$312</b>    | <b>\$0</b>  | <b>\$963</b>    |
|                   |   | 963                              |                               |                 |             |                 |
| 2                 | <b>Due Diligence and Site Visit</b>             |                                  |                               |                 |             |                 |
|                   | - Review previous studies                       | 2                                |                               | 4               | 4           | 10              |
|                   | - Public Outreach Session #1                    | 4                                |                               | 4               |             | 8               |
|                   | - Site investigation and constraints            |                                  |                               |                 |             | 0               |
|                   | - Existing buildings evaluation                 | 6                                |                               | 6               | 4           | 16              |
|                   | - Assess existing mechanical systems            | 2                                | 8                             | 2               |             | 12              |
|                   | - Review demographic info and trends            |                                  | 2                             |                 | 8           | 10              |
|                   | - Review existing shelter operations            | 8                                |                               | 8               |             | 16              |
|                   | - Review animal intake data                     | 4                                |                               | 12              | 10          | 26              |
|                   | <b>TOTAL HOURS:</b>                             | 26                               | 10                            | 36              | 0           | 98              |
|                   | <b>HOURLY RATE:</b>                             | \$162.97                         | \$162.97                      | \$103.85        | \$70.10     | \$59.71         |
|                   | <b>Extended Totals Task 2</b>                   | <b>\$4,237</b>                   | <b>\$1,630</b>                | <b>\$3,739</b>  | <b>\$0</b>  | <b>\$11,158</b> |
|                   |   | 11,158                           |                               |                 |             |                 |
| 3                 | <b>Program and Options Development</b>          |                                  |                               |                 |             |                 |
|                   | - Develop preliminary space program for options | 8                                |                               | 2               |             | 10              |
|                   | - Develop block diagrams                        | 2                                |                               | 32              |             | 34              |
|                   | - Develop continuity of ops plan                | 2                                |                               | 12              |             | 14              |
|                   | - Combined Industry Charrette #1                | 16                               |                               | 16              |             | 32              |
|                   | - Revise preliminary program options            | 6                                |                               | 4               |             | 10              |
|                   | - Revise potential block diagrams               | 2                                |                               | 16              |             | 18              |
|                   | - Revise continuity of ops plan                 | 2                                |                               | 4               |             | 6               |
|                   | - Review HVAC solutions in dog kennels          |                                  | 4                             |                 |             | 4               |
|                   | - Review HVAC basis of design for other areas   |                                  | 16                            |                 |             | 16              |
|                   | - Provide diagrams to CM for pricing            | 2                                |                               | 12              |             | 14              |
|                   | - Interactive worksessions with CM              | 2                                |                               | 12              |             | 14              |
|                   | - Combined Industry Charrette #2                | 16                               |                               |                 |             | 16              |
|                   | <b>TOTAL HOURS:</b>                             | 58                               | 20                            | 110             | 0           | 188             |
|                   | <b>HOURLY RATE:</b>                             | \$162.97                         | \$162.97                      | \$103.85        | \$70.10     | \$59.71         |
|                   | <b>Extended Totals Task 3</b>                   | <b>\$9,452</b>                   | <b>\$3,259</b>                | <b>\$11,424</b> | <b>\$0</b>  | <b>\$24,135</b> |
|                   |   | 24,135                           |                               |                 |             |                 |
| 4                 | <b>Final Documents &amp; Recommendations</b>    |                                  |                               |                 |             |                 |
|                   | - Revise diagrams and options as necessary      | 16                               |                               | 24              |             | 40              |
|                   | - Workshop to select best option                | 16                               |                               |                 |             | 16              |
|                   | - Present final recommendation to County        | 12                               |                               | 6               |             | 18              |
|                   | <b>TOTAL HOURS:</b>                             | 44                               | 0                             | 30              | 0           | 74              |
|                   | <b>HOURLY RATE:</b>                             | \$162.97                         | \$162.97                      | \$103.85        | \$70.10     | \$59.71         |
|                   | <b>Extended Totals Task 4</b>                   | <b>\$7,171</b>                   | <b>\$0</b>                    | <b>\$3,116</b>  | <b>\$0</b>  | <b>\$10,286</b> |
|                   |   | 10,286                           |                               |                 |             |                 |
|                   | <b>TOTAL HOURS:</b>                             | 132                              | 30                            | 179             | 0           | 367             |
|                   | <b>HOURLY RATE:</b>                             | \$162.97                         | \$162.97                      | \$103.85        | \$70.10     | \$59.71         |
|                   | <b>Extended Totals Comparative Study</b>        | <b>\$21,512</b>                  | <b>\$4,889</b>                | <b>\$18,589</b> | <b>\$0</b>  | <b>\$46,543</b> |

Humane Network Proposal for  
Palm Beach County Animal Care and Control



**Date:** July 9, 2019

**To:** Dianne Sauve  
Palm Beach County Animal Care & Control

**Grant Request:** \$11,700

**Project:** Assessment of Palm Beach County Animal Care & Control as input into design of new facility

**Overview:** This project will include the following—

- Review/research organization in preparation for assessment.
- Conduct an assessment of Palm Beach County Animal Care & Control operations through: onsite observations and interviews; review of documentation, shelter statistics; and analysis of all findings. Recommendations will focus on maximizing efficiencies and lifesaving results.
- Provide a written report to Palm Beach County Animal Care & Control and conduct video conference with organization’s leadership and other key stakeholders, as appropriate, to discuss recommendations and answer questions.

**Tasks/Fees:**

| Tasks   | Fees            |
|---|-----------------|
| <b>Assessment of Operations</b> <ul style="list-style-type: none"><li>• Preparation for assessment</li><li>• Onsite assessment</li><li>• Review and analyze onsite findings and other information</li><li>• Written report of findings and recommendations &amp; follow-up discussion as needed</li></ul> | \$11,700        |
| <b>TOTAL</b>  | <b>\$11,700</b> |

**Assumptions:**

1. Requested materials are provided to Humane Network prior to the site visit.
2. Key staff and stakeholders are available for interviews.

**Palm Beach County**  
**Animal Care & Control Facility**  
**06/18/19**

| Comparative Study |   | Humane Net      |                       |          |
|-------------------|---|-----------------|-----------------------|----------|
| Task No.          | TASK DESCRIPTION                                | Industry Expert | Operations Consultant | TOTALS   |
|                   |   |                 |                       |          |
| 1                 | Project Initiation                              |                 |                       |          |
|                   | - Kick-off meeting                              | 1               |                       | 1        |
|                   | TOTAL HOURS:                                    | 1               | 0                     | 1        |
|                   | HOURLY RATE:                                    | \$100.00        | \$100.00              |          |
|                   | Extended Totals Task 1                          | \$100           | \$0                   | \$100    |
|                   |   | 100             |                       |          |
| 2                 | Due Dilligence and Site Visit                   |                 |                       |          |
|                   | - Review previous studies                       | 4               | 8                     | 12       |
|                   | - Public Outreach Session #1                    |                 |                       | 0        |
|                   | - Site investigation and constraints            | 16              | 16                    | 32       |
|                   | - Existing buildings evaluation                 | 4               | 4                     | 8        |
|                   | - Assess existing mechanical systems            |                 |                       | 0        |
|                   | - Review demographic info and trends            |                 |                       | 0        |
|                   | - Review existing shelter operations            | 24              | 24                    | 48       |
|                   | - Review animal intake data                     |                 |                       | 0        |
|                   | TOTAL HOURS:                                    | 48              | 52                    | 100      |
|                   | HOURLY RATE:                                    | \$100.00        | \$100.00              |          |
|                   | Extended Totals Task 2                          | \$4,800         | \$5,200               | \$10,000 |
|                   |   | 10000           |                       |          |
| 3                 | Program and Options Development                 |                 |                       |          |
|                   | - Develop preliminary space program for options |                 |                       | 0        |
|                   | - Develop block diagrams                        |                 |                       | 0        |
|                   | - Develop continuity of ops plan                | 8               | 8                     | 16       |
|                   | - Combined Industry Charrette #1                |                 |                       | 0        |
|                   | - Revise preliminary program options            |                 |                       | 0        |
|                   | - Revise potential block diagrams               |                 |                       | 0        |
|                   | - Revise continuity of ops plan                 |                 |                       | 0        |
|                   | - Review HVAC solutions in dog kennels          |                 |                       | 0        |
|                   | - Review HVAC basis of design for other areas   |                 |                       | 0        |
|                   | - Provide diagrams to CM for pricing            |                 |                       | 0        |
|                   | - Interactive worksessions with CM              |                 |                       | 0        |
|                   | - Combined Industry Charrette #2                |                 |                       | 0        |
|                   | TOTAL HOURS:                                    | 8               | 8                     | 16       |
|                   | HOURLY RATE:                                    | \$100.00        | \$100.00              |          |
|                   | Extended Totals Task 3                          | \$800           | \$800                 | \$1,600  |
|                   |   | 1600            |                       |          |
| 4                 | Final Documents & Recommendations               |                 |                       |          |
|                   | - Revise diagrams and options as necessary      |                 |                       | 0        |
|                   | - Workshop to select best option                |                 |                       | 0        |
|                   | - Present final recommendation to County        |                 |                       | 0        |
|                   | TOTAL HOURS:                                    | 0               | 0                     | 0        |
|                   | HOURLY RATE:                                    | \$100.00        | \$100.00              |          |
|                   | Extended Totals Task 4                          | \$0             | \$0                   | \$0      |
|                   |   | 0               |                       |          |
|                   |   |                 |                       |          |
|                   | TOTAL HOURS:                                    | 57              | 60                    | 117      |
|                   | HOURLY RATE:                                    | \$100.00        | \$100.00              |          |
|                   | Extended Totals Comparative Study               | \$5,700         | \$6,000               | \$11,700 |

# RGD

## CONSULTING ENGINEERS

June 18, 2019

Mr. Ian A. Nestler

**PGAL**

791 Park of Commerce Blvd., #400

Boca Raton, FL 33487

inestler@pgal.com

Re: MEP Study – Palm Beach County Animal Care and Control

Dear Mr. Nestler:

Based on the scope provided to our office, the fee for RGD Consulting Engineers to provide a mechanical, electrical and plumbing engineering study is \$32,841.00 (Thirty-two thousand, eight hundred, forty-one dollars and zero cents).

### **SCOPE OF SERVICES**

The project includes a study of existing MEP systems at Palm Beach County's Animal Care and Control Facility, located at 7100 Belvedere Road in West Palm Beach, Florida. The outcome of this study is to provide a set of recommendations on the MEP systems. RGD will work in coordination with Animal Arts on the mechanical system recommendations. A written scope of work will be provided to the architect.

**Disclaimer:** The Engineer does not claim, in any way, that all code violations or safety hazards will be discovered. The Engineer's investigation will not involve uncovering any concealed components which include but are not limited to sanitary, domestic water piping, HVAC duct work, electrical conduits, opening electrical panels or junction boxes.

The survey and report shall be completed thirty (30) days after receipt of the notice to proceed. The Client will receive an electronic copy of the report. At the request of the Client hard copies will be provided. Hard copies will be considered an additional expense.

### **ADDITIONAL SERVICES**

Services that go beyond the scope as described above shall be considered additional services. The Engineer shall perform such additional services as agreed upon by both parties at a fixed rate or per our hourly rates.

Hourly rates are attached in Exhibit B2.

### **SERVICES PROVIDED BY CLIENT**

The Client shall assist the Engineer by furnishing at no cost to the Engineer, all available pertinent information including previous reports, as built drawings, legal descriptions of the property, floor plans and elevations, building sections, recent survey and any other data relative to performance of the above services which may be relied upon to verify existing conditions and/or new design. It is stipulated that the available drawings provided shall be substantially like the existing conditions. In the event that the existing conditions are not in concurrence with the documentation, the Engineer's fee may be adjusted accordingly as agreed upon by both parties.

If needed and agreed upon by both parties, the Client shall provide at no cost to the Engineer an electrical contractor to assist in tracing out electrical circuits which may not be readily apparent by observation. A recommended budget for this service is \$1,000.00.

If needed and agreed upon by both parties, the Client shall provide at no cost to the Engineer a representative from the HVAC service company currently maintaining the HVAC system to assist with inspection of evaporator coils and other HVAC equipment.

The Client shall provide a maintenance person with step ladders and rung ladders as may be required to assist in accessing the HVAC equipment for inspection.

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**RGD Consulting Engineers**  
2151 S. Alt. A1A, Suite 2000, Jupiter, Florida 33477 • Phone: 561.743.0165 • Fax: 561.743.0193  
[www.rgdengineers.com](http://www.rgdengineers.com)

The Client shall designate a person, in writing, to act as the Client's representative with respect to the services to be provided under this agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the Client's policies and decisions with respect to materials, equipment, elements and systems pertinent to the Engineer's services.

#### **SERVICES OF SPECIALTY CONSULTANTS**

In the event that special engineering consultants or contractors are required, as agreed by the parties, the Engineer will arrange for the services to be performed and the subcontractor shall bill the Client directly for the services. This is normally only required for the electrical system.

#### **Reimbursable Expenses**

Reimbursements are included in the base fee, per the master contract.

#### **Payment**

Invoices for services rendered shall be presented at the time the completed report is delivered to the Client. Payments which are not received within fifteen (15) days from the date of the invoice will be considered delinquent and will be considered sufficient cause for the Engineer to discontinue performing and providing services until payment in full is received. If the Engineer is required to take action to collect past due invoices, the Client will pay all legal fees and cost. If a court should decide upon payment of these invoices, the prevailing party shall receive payment of the attorney's fees.

The laws of the State of Florida shall govern this contract, and the venue for any actions arising out of the agreement would be Palm Beach County, Florida.

PURSUANT TO SECTION 558.0035 F.S., AN INDIVIDUAL EMPLOYEE OR AGENT OF RGD CONSULTING ENGINEERS MAY NOT BE HELD LIABLE FOR NEGLIGENCE ARISING OUT OF OR RELATED TO THIS AGREEMENT AND THE SERVICES PROVIDED.

#### **MODIFICATION TO THE TERMS OF THIS AGREEMENT**

In the event the Client issues a purchase order or other instrument covering the professional services described herein, it is hereby specifically agreed and understood that such purchase order, Memorandum or instrument is for the Client's internal control purposes only and any and all terms and conditions contained therein, whether printed or written, shall be of no force or effect. This contract is the entire contract between the parties and there is no modification or waiver of any of the terms and conditions herein unless signed by both parties.

#### **OWNERSHIP AND USE OF DOCUMENTS**

Drawings and specifications as instruments of service are and shall remain the property of the Engineer whether the project for which they are made is executed or not. The Client shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information and reference in connection with the Client's use and occupancy of the project. The drawings and specifications shall not be used by the Client on other projects, for additions to the project, or for completion of the project by others, provided the Engineer is not in default under this agreement, except by agreement in writing with appropriate compensation to the Engineer.

#### **TERMINATION**

Either party may terminate this agreement by giving fourteen (14) days advanced written notice. The Engineer shall be paid for services rendered to the date of termination on the basis of a reasonable estimate of the portion of services completed prior to termination and shall be paid for all reasonable expenses resulting from such termination and for any unpaid reimbursable expenses.

#### **ACCEPTANCE**

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of this proposal returned to the Engineer will serve as an agreement between the two parties and as a

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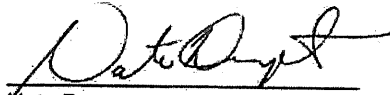
**RGD Consulting Engineers**

2151 S. Alt. A1A, Suite 2000, Jupiter, Florida 33477 • Phone: 561.743.0165 • Fax: 561.743.0193

notice to proceed. Should this proposal not be accepted within thirty (30) days from the date of this proposal, it shall become null and void.

\_\_\_\_\_  
Authorized Agent  
Client

Date \_\_\_\_\_

  
\_\_\_\_\_  
Nate Davenport  
COO / RGD Consulting Engineers

Date: June 18, 2019

**Palm Beach County  
Animal Care & Control Facility  
06/18/19**

| Comparative Study |   | RGD (MEP/FP/IT)    |                                     |                                    |            |              |                |          |
|-------------------|---|--------------------|-------------------------------------|------------------------------------|------------|--------------|----------------|----------|
| Task No.          | TASK DESCRIPTION                                | Principal Engineer | Professional Mechanical Engineer II | Professional Electrical Engineer I | Engineer I | Designer III | Administration | TOTALS   |
|                   |   |                    |                                     |                                    |            |              |                |          |
| 1                 | Project Initiation                              |                    |                                     |                                    |            |              |                |          |
|                   | - Kick-off meeting                              |                    | 8                                   |                                    |            |              | 3              | 11       |
|                   | TOTAL HOURS:                                    | 0                  | 8                                   | 0                                  | 0          | 0            | 3              | 11       |
|                   | HOURLY RATE:                                    | \$275.00           | \$205.00                            | \$185.00                           | \$165.00   | \$145.00     | \$90.00        |          |
|                   | Extended Totals Task 1                          | \$0                | \$1,640                             | \$0                                | \$0        | \$0          | \$270          | \$1,910  |
|                   |   | 1,910              |                                     |                                    |            |              |                |          |
| 2                 | Due Diligence and Site Visit                    |                    |                                     |                                    |            |              |                |          |
|                   | - Review previous studies                       | 1                  | 6                                   | 9                                  | 8          | 8            |                | 32       |
|                   | - Public Outreach Session #1                    |                    |                                     |                                    |            |              |                | 0        |
|                   | - Site investigation and constraints            |                    | 6                                   | 4                                  | 4          | 2            |                | 16       |
|                   | - Existing buildings evaluation                 |                    | 6                                   | 6                                  | 2          | 2            |                | 16       |
|                   | - Assess existing mechanical systems            |                    | 7                                   |                                    | 3          |              |                | 10       |
|                   | - Review demographic info and trends            |                    | 2                                   |                                    |            |              |                | 2        |
|                   | - Review existing shelter operations            |                    | 2                                   |                                    |            |              |                | 2        |
|                   | - Review animal intake data                     |                    | 1                                   | 1                                  |            |              |                | 2        |
|                   | TOTAL HOURS:                                    | 1                  | 30                                  | 20                                 | 17         | 12           | 0              | 80       |
|                   | HOURLY RATE:                                    | \$275.00           | \$205.00                            | \$185.00                           | \$165.00   | \$145.00     | \$90.00        |          |
|                   | Extended Totals Task 2                          | \$275              | \$6,150                             | \$3,700                            | \$2,805    | \$1,740      | \$0            | \$14,670 |
|                   |   | 14,670             |                                     |                                    |            |              |                |          |
| 3                 | Program and Options Development                 |                    |                                     |                                    |            |              |                |          |
|                   | - Develop preliminary space program for options |                    | 3                                   | 1                                  | 6          | 2            |                | 12       |
|                   | - Develop block diagrams                        |                    | 2                                   | 1                                  | 6          | 2            |                | 11       |
|                   | - Develop continuity of ops plan                |                    |                                     |                                    |            |              |                | 0        |
|                   | - Combined Industry Charrette #1                |                    |                                     |                                    |            |              |                | 0        |
|                   | - Revise preliminary program options            |                    | 2                                   | 2                                  |            |              |                | 4        |
|                   | - Revise potential block diagrams               |                    | 3                                   | 1                                  | 2          | 2            |                | 8        |
|                   | - Revise continuity of ops plan                 |                    |                                     |                                    |            |              |                | 0        |
|                   | - Review HVAC solutions in dog kennels          |                    | 6                                   | 1                                  | 3          |              |                | 10       |
|                   | - Review HVAC basis of design for other areas   |                    | 6                                   | 1                                  | 3          |              |                | 10       |
|                   | - Provide diagrams to CM for pricing            |                    | 3                                   | 1                                  |            |              |                | 4        |
|                   | - Interactive worksessions with CM              |                    | 4                                   |                                    |            |              |                | 4        |
|                   | - Combined Industry Charrette #2                |                    |                                     |                                    |            |              |                | 0        |
|                   | TOTAL HOURS:                                    | 0                  | 29                                  | 8                                  | 20         | 6            | 0              | 63       |
|                   | HOURLY RATE:                                    | \$275.00           | \$205.00                            | \$185.00                           | \$165.00   | \$145.00     | \$90.00        |          |
|                   | Extended Totals Task 3                          | \$0                | \$5,945                             | \$1,480                            | \$3,300    | \$870        | \$0            | \$11,595 |
|                   |   | 11,595             |                                     |                                    |            |              |                |          |
| 4                 | Final Documents & Recommendations               |                    |                                     |                                    |            |              |                |          |
|                   | - Revise diagrams and options as necessary      |                    | 2                                   | 1                                  | 4          | 4            |                | 11       |
|                   | - Workshop to select best option                |                    | 8                                   |                                    |            |              |                | 8        |
|                   | - Present final recommendation to County        |                    | 4                                   | 2                                  |            |              |                | 6        |
|                   | TOTAL HOURS:                                    | 0                  | 14                                  | 3                                  | 4          | 4            | 0              | 25       |
|                   | HOURLY RATE:                                    | \$275.00           | \$205.00                            | \$185.00                           | \$165.00   | \$145.00     | \$90.00        |          |
|                   | Extended Totals Task 4                          | \$0                | \$2,870                             | \$555                              | \$660      | \$580        | \$0            | \$4,665  |
|                   |   | 4,665              |                                     |                                    |            |              |                |          |
|                   | TOTAL HOURS:                                    | 1                  | 81                                  | 31                                 | 41         | 22           | 3              | 179      |
|                   | HOURLY RATE:                                    | \$275.00           | \$205.00                            | \$185.00                           | \$165.00   | \$145.00     | \$90.00        |          |
|                   | Extended Totals Comparative Study               | \$275              | \$16,605                            | \$5,735                            | \$6,765    | \$3,190      | \$270          | \$32,840 |





Submitted By:  
LB Limited & Associates, Inc.

6/20/19

**Animal Care and Control Renewal/Replacement Project # 19201  
Public Outreach Proposal**

The Public Outreach approach for the Animal Care and Control Renewal/Replacement Project is primarily a communications support function for the Comparative Study process. The Consultant will be responsible for observing, recording and reporting all aspects of targeted Public meetings, Combined Industry Charrettes and collect any public comments that may materialize from the above-mentioned meetings. The following are the Outreach support tasks for the Comparative Study.

**SCOPE OF SERVICES:**

**TASK 1: PROJECT INTIATION:**

**a. Project Kick-Off Meeting:**

The Consultant will attend the Project Kick-Off with County Staff from various Departments and the PGAL Project Team. Detailed notes will be recorded to assist with clear and concise direction regarding the Comparative Study process. In addition, the Consultant will help with the establishment of project communications as needed.

**TASK 2: DUE DILLIGENCE:**

**b. Attend Targeted Public Outreach Session:**

The Consultant will attend the Session and collect all targeted Public Outreach Session data, analyze, process and catalog all Public Input Data and report results and outcomes of targeted Public Outreach Session.

**TASK 3: PROGRAM AND OPTIONS DEVELOPMENT:**

**d. Combined Industry Charrette #1 with ACC Staff and Design Team:**

The Consultant will attend the Charette and collect all targeted Public Outreach Session data, analyze process and catalog all Public Input Data and report results and outcomes of targeted Public Outreach Session.

**i. Combined Industry Charrette #2 with ACC Staff and Design Team:**

The Consultant will attend the Charette and collect all targeted Public Outreach Session data, analyze, process and catalog all Public Input Data and report results and outcomes of targeted Public Outreach Session.

**TASK 4: FINAL DOCUMENETS AND RECCOMMENDATIONS:**

Presentation to BCC as necessary: The Consultant will attend the BCC Meeting in support of the Project recommendations and be available for provide comments regarding the Public Outreach activities as necessary.

- **Total Hours:**

|   |                  |
|---|------------------|
| <b>Project Manager – 24 @ \$177.30/Hour</b> | <b>\$4255.00</b> |
| <b>Project Coordinator – 20 @ \$45/Hour</b> | <b>\$900.00</b>  |
- **Grand total: \$5,155.00**

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