

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

Meeting Date: December 17, 2019

☒ **Consent**

☐ **Regular**

☐ **Ordinance**

☐ **Public Hearing**

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Consultant Services Authorization (CSA) No. 1 to the professional services contract (R2019-1586) with Song & Associates Inc. (Consultant) for the completion of a comparative study and site analysis on the disposition of the Supervisor of Elections Production Facility Project located at 4215 Cherry Road West Palm Beach (Cherry Road Complex) in the amount of \$94,375.


Summary: On October 8, 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 5D-5. This CSA authorized staff to prepare a more in-depth programming study and site analysis to develop options for a new production facility that meet the immediate and future needs of the Supervisor of Elections and compare a co-located option, which relocates both the main administration office and Production Facility to the Cherry Road Complex (Comparative Study). The study will 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 versus the co-located option currently contemplated. The County will evaluate the results of the comparative study in order to determine the most appropriate solution 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 May 15, 2019, and Affirmative Procurement Initiatives (APIs) of 20% Small Business Enterprise (SBE) participation and SBE Evaluation Preference were applied. The prime consultant selected is a minority business enterprise and submitted 80% SBE participation on the contract. Participation on this CSA is 99.44%. Anne Gerwig is a 1% owner of Gerwig & Associates, a subcontractor on this project. Anne serves on the Citizens Advisory Committee on Health and Human Services, which is a purely advisory committee of the Board of County Commissioners. The Citizens Advisory Committee provides no regulation, oversight or policy setting recommendations regarding this contract, which was procured competitively. This disclosure is made pursuant to Section 2-443(d) of the Palm Beach County Ethics Code. Funding for this project is from the Public Building Improvement Fund. **(Capital Improvements Division) District 7 (LDC)**

Background & Justification: The delegation of authority allowing the County Administrator or designee to execute this CSA was requested to expedite the process of authorizing the consultant services for the Comparative Study in order to maintain the project schedule, which coincides with the expiration of the lease agreement currently in place for the production facility located in Riviera Beach.

Attachments:

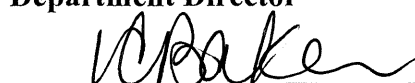
- | | |
|---|---|
| 1. Consultant Service Authorization No. 1 | 4. Conflict of Interest Disclosure Form |
| 2. Office Of Equal Business Opportunity (OEBO) Schedule 1 | 5. Budget Availability Statement |
| 3. OEBO Letter of Intent -Schedule 2 | 6. 10/08/2019 Agenda Item Summary -5D-5 |

Recommended By:


Department Director

11/15/19
Date

Approved By:


County Administrator

12/2/19
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2022	2023
Capital Expenditures	\$103,663				
Operating Costs					
External Revenues					
Program Income					
(County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$103,663	0.00	0.00	0.00	0.00
# ADDITIONAL FTE POSITIONS (Cumulative)					

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

Budget Account No:
Fund 3804 Dept 411 Unit B652 Object 4907

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

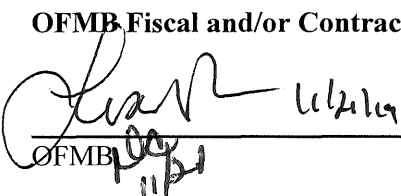

The Funding source for CSA #1 is from the Public Building Improvement Fund.

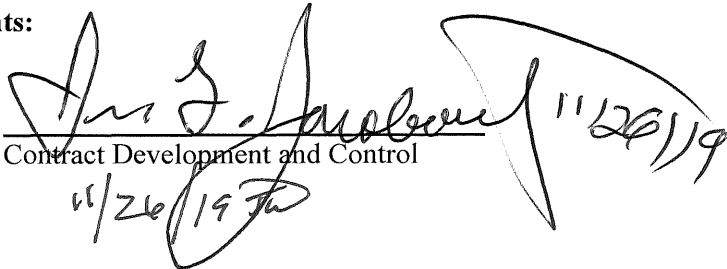
Professional Services \$94,375
Staff Cost \$ 9,288
Total \$103,663


C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:


OFMB 
11/21


Contract Development and Control
11/26/19

B. Legal Sufficiency: 
Assistant County Attorney 12/5/19

C. Other Department Review:

Department Director

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

**SUMMARY SHEET
CONSULTANT SERVICES AUTHORIZATION**

SONG & ASSOCIATES, INC.

**SUPERVISOR OF ELECTIONS PRODUCTION FACILITY
PROJECT NO. 19216**

This consultant services authorization is for professional architectural/engineering services for the Supervisor of Elections Production Facility project located at the County's Cherry Road Complex.

Professional services shall include the completion of a Comparative Study and making a final recommendation on the deposition of relocating the new production facility to the County's Cherry Road Complex versus co-locating both the main office (on Gun Club Road) and the new Production Facility to the County's Cherry Road Complex.

The current production facility located in a leased space in Riviera Beach does not address the following inefficiencies: 1) the increasing number of absentee ballots; 2) support facilities for the volume of persons assigned to the facility (parking, restrooms, support spaces); and 3) dedicated spaces and technology for media and observers. The design team will complete a full programming study (Comparative Study) and site analysis to document the efficiencies, develop options to accomplish the same on county owned property, and compare a co-located option against the current option, which has the main office and production facility remaining on properties approximately 2 miles apart. The County will evaluate the results of the comparative study in order to determine the most appropriate solution 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 99.44 %. When added to the Consultant's participation to date, the resulting SBE participation is 99.44%.

CONSULTANT SERVICES AUTHORIZATION

SONG & ASSOCIATES, INC.

SUPERVISOR OF ELECTIONS PRODUCTION FACILITY

PROJECT NO. 19216

DISTRICT NO. 7

THIS AUTHORIZATION NO. 1 to the Contract (the "Contract") dated October 8, 2019 (R2019-1586) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 4 of this Authorization.

1. CONSULTANT: SONG & ASSOCIATES, 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 the completion of a Comparative Study and making a final recommendation on the deposition of relocating the new production facility to the County's Cherry Road Complex versus co-locating both the main office (on Gun Club Road) and the Production Facility to the County's Cherry Road Complex.as detailed on the attached revise proposal dated October 4, 2019.

5. Compensation: The compensation to be paid to the Consultant for the requested services shall be: Lump Sum charge of \$94,375

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:

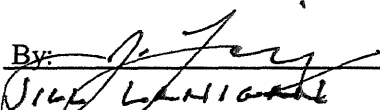
The API established for this contract is a mandatory minimum of 20% SBE participation. SBE participation for this CSA is 99.44 %. When added to the Consultant's participation to date, the resulting SBE participation is 99.44%.

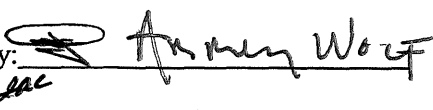
THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

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

CONSULTANT: SONG & ASSOCIATES, INC.

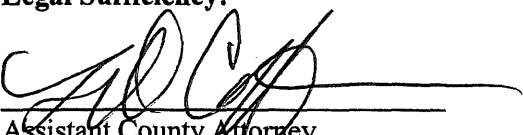
COUNTY


Signed: By: 
Name: SONG & ASSOCIATES, INC.
Title: Principal

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

Date: 10/24/19

Date: 11/5/19

Legal Sufficiency:

Assistant County Attorney

Attest:

FDO Fiscal



October 1, 2019

Revised October 4, 2019

Rosalyn Acosta, Project Manager
Palm Beach County Facility Development & Operations
2633 Vista Parkway
West Palm Beach, FL 33411

RE: Professional Architectural & Engineering Services for
Supervisor of Elections Facility
Phase 1, Pre-Design Services

Dear Ms. Acosta:

Song + Associates, Inc. is honored to have been selected to provide architectural and engineering services for the proposed Supervisor of Elections Facility and respectfully submit our proposal for pre-design services for the Programming and Comparative Study phase.

I. PROJECT UNDERSTANDING

The County is proposing a new facility anticipated to be approximately 76,000 square feet. The base project scope will be for a production facility which accommodates the election equipment, storage, and flexible-use production work areas. The County is also considering the inclusion of the Main Building administrative functions within the new facility. The first phase of the project will include development of the space program and building needs analysis of the Supervisor of Elections. A comparative study will be conducted to explore and define the requirements of the combined facility and the impacts to functional operations, project cost, and project schedule.

The proposed scope of this proposal includes:

- Programming and functional needs analysis
- Conceptual diagrams + site test-fit
- Order of magnitude cost evaluation
- Comparative analysis of the proposed base and expanded project.

Future phases will include but, not be limited to design, interior design, construction documents, and construction administration.

II. SCOPE OF SERVICES

The Pre-Design Phase will seek to further define the project parameters and will include the following:

Phase 1

A. Organizational Needs Assessment/ Programming

The programming and concept development will be a total team effort with participation by Supervisor of Elections (SOE), County staff, and the design team members. We envision a series of meetings and interviews with key user groups. The process will include needs assessment of each of the departments and their functions through an interview process. The Design Team will facilitate visioning sessions with the programming participants to

Song + Associates, Inc.

Architecture • Planning • Interior Design

AA003165 / IB0001095

1545 Centrepark Drive North

West Palm Beach, Florida 33401

T: 561.655.2423 F: 561.655.1482

American Institute of Architects / NCARB

identify, discuss, and prioritize values and goals that will impact the Project, including institutional purposes, growth objectives, and technological, economic, environmental, safety, and other relevant criteria.

A final space program report will define the project needs including size, adjacency, space standards, functional parameters and space utilization. The program will include the entire SOE function including the production facility and the main building administrative functions for a holistic evaluation of the SOE needs.

Task A includes:

1. Project initiation meeting to define the project goals including anticipated cost and schedule.
2. Research and investigation of the project requirements, current facility usage, design trends and County growth projections.
3. Interviews and visioning sessions with the program participants
4. Development of the space program report including functional parameters, space size charts and space diagrams for each department and function. Functional analysis will include the various operational modes of the SOE such as election day, vote-by-mail, recount processes, etc.
5. Meetings with the program participants to review the functional space diagrams and program data for alignment with the program intent.
6. Provide the final program report.

B. Conceptual Site Test-fit

After conclusion of Phase 1A, the design team will explore and develop options to test-fit the proposed facility on the identified site.

Task B includes:

1. Evaluation of available site data including prior planning + zoning approvals and commitments, existing utilities, stormwater drainage infrastructure, environmental and other site conditions.
2. Existing site uses and functions including the PBSO Training Facility, PBC Library Annex, and Marine/Vehicle Maintenance facility will be discussed to define the functional needs of these elements.
3. Development of conceptual site massing diagrams to include vehicular and pedestrian access and circulation, parking, required setback, buffers, and easements, drainage and open space requirements. Limitations of the Airport Runway Protection Zone will be explored including height and environmental restrictions.
4. Workshop Design meeting will be held with the project team to explore and discuss the concept site diagrams.

C. Conceptual Order of Magnitude Cost and Schedule

An Order of Magnitude Cost Opinion will be developed based on the agreed-upon conceptual site diagram, use programming, and conceptual building systems and materials. A preliminary proposed schedule will outline all steps in the process. The Order of Magnitude cost opinion will be based on industry standard square foot cost for the anticipated level of quality and including site work.

Task C includes:

1. The design team consultants for Civil, Structural and MEP Engineering will evaluate the proposed conceptual site diagram and building program needs and provide initial opinion of the project approach including systems and materials.
-

D. Comparative Study

A presentation and report will be provided to include the program results, conceptual site massing diagrams, and Order of Magnitude cost. The report will show the potential impacts of including the expanded program of the Main Building functions.

III. FEES

Song + Associates will provide the services as described above for a fixed fee amount of Eighty-Nine Thousand Three Hundred Seventy-Five Dollars (\$89,375) plus reimbursable expenses as further defined below:

Task:	Fee:	Est. Duration:
A. Organizational Needs Assessment / Programming	\$ 61,310	6 weeks
B. Conceptual Site Test-fit	\$ 18,015	2 weeks
C. Conceptual Order of Magnitude Cost and Schedule	\$ 5,005	1 week
D. Comparative Study	\$ 5,045	1 week
Subtotal:	\$ 89,375	10 weeks
Reimbursable Expense Allowance (Not to Exceed)	\$ 5,000	
Total:	\$ 94,375	

IV. REIMBURSABLE EXPENSES

The Architect shall be paid for all normal reimbursable expenses such as, but not limited to, printing, reproductions, postage, special delivery, mileage and travel expenses outside the County, supplemental renderings and 3D printing in addition to the base compensation not to exceed an amount of \$5,000.

V. TIME OF SERVICE

The above described scope is estimated to require 8 to 10 weeks. Some tasks may overlap in time frame to expedite the work. The schedule is dependent on the availability of County and SOE staff for required meetings.

Acceptance of this Proposal may be indicated by the signature of a duly authorized official of Palm Beach County in the space provided below. S+A will await a formal contract agreement and purchase order to serve as authorization to proceed. We appreciate this opportunity and look forward to your consideration of this proposal.

Sincerely,



Jill Lanigan,
Principal, Director of Business Development
cc: Jorge Luaces, S+A; Robert Castrovinci, S+A; Jo Ann Brent, S+A

Accepted By: _____ Title: _____

Print Name: _____ Date: _____

		Long + Associates, Inc. Palm Beach County Supervisor of Elections Facility Project Phase 1 - Comparative Study October 4, 2019														
		Principal-in-Charge	Sr. Project Manager	Senior Designer	Project Manager	Programmer	Support Staff, Production	Support Staff, Administration	Interior Designer	Construction Admin/QA/QC	Planning	Landscape Architecture	Civil Engineering	Structural	MEP	Other Specialty
		225	165	130	130	130	90	60	115	130	130	130	130	130	130	130
A. Organizational Needs Assessment:																
1 Project Initiation																
	Initial project coordination	2		2	2	2	2	4								
	Project initiation meeting to define the project goals including anticipated cost and schedule.	2		2	2	2										
2 Project Research																
	Existing facilities walk-thru with staff & visual verification			4	2	4	8									
	Visit to similar facilities	OPTIONAL														
	Current Function Analysis, demographic research					8	4									
	Review of Existing Programmatic Information	2		4	2	8	8									
	Field measurements, as needed						2									
3 Stakeholder + User Data: Conduct interviews with each department intended to occupy the new facility:																
	Interview Process	4		18	8	24	24									
	Administration															
	Voter Registration															
	Early Voting/ by mail															
	Warehouse															
	Pre-election															
	Election Day Process															
	Post Election/ Recount Process															
4 Programming Analysis																
	Identify functions to be located within new facility detailing all spaces with assigned square footage and needs, including future growth			2		4	4		4							
	Prepare detailed program with space criteria	2		4		32	16		4							
	Evaluate interdepartmental cooperation / collaboration including allocation of shared resources, productivity, space utilization analysis			2		4	4									
	Produce Adjacency and Relationship Diagrams/space diagrams	2		8		16	16									
	Analyze specialized equipment needs of user groups + functions (information technology, communications, electrical facilities, HVAC, etc.)				8	12	12									
	Identify and analyze human, vehicular, and material flow patterns; material handling and storage (mail, records, etc.)			4	4	8	8									
	Analyze security needs			2	2	1										
	Formulate sustainability recommendations and goals			2	2	1	2									
5 Progress Reporting																
	Prepare draft program documents	2		2	2	18	18									
	Workshop with each department to present and review results	4		6	6	24	18									
6 Final Reporting / Deliverables																
	Programming Book / Graphics Production			8	4	12	32									
	Presentation of final report to Owner Project Committee	2		2	2	2	2									
Sub-Total Hours		22	0	72	46	182	180	4	8	0	0	0	0	0	0	0
Dollar Amount		4,950	0	9,360	5,980	23,660	16,200	240	920	0	0	0	0	0	0	0
													Total Hours		514	
													Dollar Amount		\$61,310	

		Principal-in-Charge	Sr. Project Manager	Senior Designer	Project Manager	Programmer	Support Staff, Production	Support Staff, Administration	Interior Designer	Construction Admin/QAQC	Planning	Landscape Architecture	Civil Engineering	Structural	MEP	Other Specialty
		225	165	130	130	130	90	60	115	130	130	130	130	130	130	130
B	Conceptual Site Planning/Test-fit															
1	Site Data Analysis - review of available data			8	12								4			
	Surveys (by owner)															
	Analysis of deed, zoning and other legal restrictions															
	Topography analysis															
	Surface and Sub-surface Site Data (available)															
	Soil Testing (by owner), review															
	Environmental Studies (by owner), review															
	Utilities System and Condition Analysis															
	Public Utilities for purpose of finding current status of underground water, sewer and storm piping															
	Storm water management agencies															
	County Engineering Dept for current status of roadway design															
2	Existing Site Uses															
	Existing facility site visit/meeting to understand functional needs: PBSO Training, Library Annex, Marine/Vehicle Maintenance			2	2	2	2									
3	Conceptual Site Master Planning															
	Context Plan			2			4									
	Site Analysis/Constraints			4												
	Conceptual Site Test Fit Options	2		40	8	2	40									
4	Workshop Design Meeting															
	Meeting/Presentation	1		2	2		2									
	Develop Preferred Concept for cost evaluation			4	1	1	6									
	Sub-Total Hours	3	0	62	25	5	54	0	0	0	0	0	4	0	0	0
	Dollar Amount	675	0	8,060	3,250	650	4,860	0	0	0	0	0	520	0	0	0
														Total Hours		153
														Dollar Amount		\$18,015

		Principal-in-Charge	Sr. Project Manager	Senior Designer	Project Manager	Programmer	Support Staff, Production	Support Staff, Administration	Interior Designer	Construction Admin/QAQC	Planning	Landscape Architecture	Civil Engineering	Structural	MEP	Other Specialty
		225	165	130	130	130	90	60	115	130	130	130	130	130	130	130
C	Conceptual Order of Magnitude Cost + Scheduling															
1	Budget Estimating															
	Report: Opinion of Probable Construction Cost															
		1		2	12		4			4			4	4	4	
2	Project Development Scheduling															
	Establishing a tentative schedule for design, documentation, contracting and construction															
					2					2						
	Sub-Total Hours															
		1	0	2	14	0	4	0	0	6	0	0	4	4	4	0
	Dollar Amount															
		225	0	260	1,820	0	360	0	0	780	0	0	520	520	520	0
												Total Hours			39	
												Dollar Amount			\$5,005	

D	Comparative Study Presentation + Report															
1	Comparative Study Presentation/Report Preparation															
				4	12	4	16									
2	Final Presentation															
		1		2	2	2										
	Sub-Total Hours															
		1	0	6	14	6	16	0	0	0	0	0	0	0	0	0
	Dollar Amount															
		225	0	780	1,820	780	1,440	0	0	0	0	0	0	0	0	0
												Total Hours			43	
												Dollar Amount			\$5,045	



SONG + ASSOCIATES, INC.

Hourly Rate Schedule
2019

Principal	\$ 225.00
Project Executive	\$ 165.00
Project Manager	\$ 130.00
Sr. Designer	\$ 130.00
Programmer	\$ 130.00
Construction Administration	\$ 130.00
Job Captain	\$ 115.00
CADD, Support Staff	\$ 90.00
Clerical, Support Staff Administration	\$ 60.00

Song + Associates, Inc.

Architecture • Planning • Interior Design
AA003165 / IB0001095

1545 Centrepark Drive North
West Palm Beach, Florida 33401
T: 561.655.2423 F: 561.655.1482

American Institute of Architects / NCARB

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

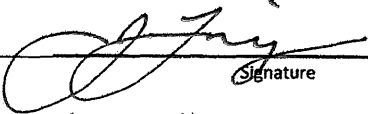
SOLICITATION/PROJECT/BID NAME: Design Professional for Supervisor of Elections
NAME OF PRIME RESPONDENT/BIDDER: Song + Associates, Inc.
CONTACT PERSON: Jill Lanigan, Principal
SOLICITATION OPENING/SUBMITTAL DATE: July 22, 2019

SOLICITATION/PROJECT/BID No.: 19216
ADDRESS: 1545 Centrepark Dr N, West Palm Beach, FL 33401
PHONE NO.: 561-655-2423 E-MAIL: jlanigan@songandassociates.com
DEPARTMENT: _____

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT.
PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
		Minority/Women Business	Small Business					
1. Song + Associates, Inc. 1545 Centrepark Dr N, West Palm Beach, FL 33401 Phone: 561.655.2423	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	92,295.00	_____	Asian/W
2. Jezerinac Group, Inc. 480 Hibiscus Street, Suite 107, West Palm Beach, FL 33401 Phone: 561.622.8585	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	520.00	_____
3. OCI Associates, Inc. 2 Harvard Cir, West Palm Beach, FL 33409 Phone: 561.688.6575	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	520.00	_____
4. Alan Gerwig & Associates, Inc. 12798 Forest Hill Blvd Suite #201, Wellington, FL 33414 Phone: 561.792.9000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	1,040.00	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)				Total	_____	92,295.00	2,080.00	_____
Total Bid Price \$ <u>94,375.00</u>				Total SBE - M/WBE Participation <u>93,855.00</u>				

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


Signature

Jill Lanigan, Principal
Title

- Note:
- The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
 - Modification of this form is not permitted and will be rejected upon submittal.

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19216
SOLICITATION/PROJECT NAME: Design Professionals for Supervisor of Elections Production Facility

Prime Contractor: Song + Associates, Inc. Subcontractor:

(Check box(s) that apply)

☒ SBE ☐ WBE ☐ MBE ☒ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 09/28/17

The undersigned affirms they are the following (select one from each column if applicable):

Column 1	Column 2	Column 3
<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input checked="" type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
1	Architecture				\$92,295.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$92,295.00

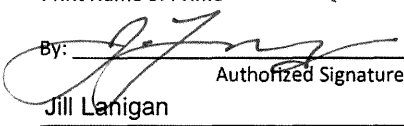
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

Song + Associates, Inc.

Print Name of Prime

By:  Authorized Signature

Jill Lanigan

Print Name

Principal

Title

Date: 11/14/2019

Print Name of Subcontractor/subconsultant

By: _____ Authorized Signature

Print Name

Title

Date: _____

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19216

SOLICITATION/PROJECT NAME: Design Professional for Supervisor of Elections Production Facility

Prime Contractor: Song + Associates, Inc. Subcontractor: Jezerinac Group

(Check box(s) that apply)
☒ SBE ☐ WBE ☐ MBE ☐ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (If applicable): 03/08/2018

The undersigned affirms they are the following (select one from each column if applicable):

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" type="checkbox"/> Caucasian American	<input checked="" type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Programming Phase - Structural Consulting	\$130/HR	4		\$520

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$520

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2 nd /3 rd tier Subcontractor/subconsultant	Price or Percentage:
---	----------------------

Song + Associates, Inc.
Print Name of Prime
By: [Signature]
Authorized Signature
Jill Lanigan
Print Name
Principal, Dir. of Business Development
Title
Date: October 7, 2019

Jezerinac Group, PLLC
Print Name of Subcontractor/subconsultant
By: [Signature]
Authorized Signature
Ronald Jezerinac
Print Name
President
Title
Date: October 7, 2019

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19216
SOLICITATION/PROJECT NAME: Design Professional for Supervisor of Elections Production Facility

Prime Contractor: Song + Associates, Inc. Subcontractor: OCI Associates, Inc.
(Check box(s) that apply)
☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable):

The undersigned affirms they are the following (select one from each column if applicable):
Column 1 Column 2 Column 3
☐ Male ☐ Female ☐ African-American/Black ☐ Asian American ☐ Caucasian American ☐ Supplier
☐ Hispanic American ☐ Native American

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

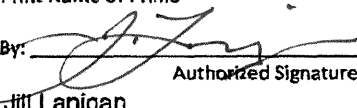
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Programming Phase - MEP Consulting	\$130/HR	4		\$520

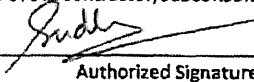
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$520

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

Song + Associates, Inc.
Print Name of Prime
By:  Authorized Signature
Jill Lanigan
Print Name
Principal, Dir. of Business Development
Title
Date: October 7, 2019

OCI Associates, Inc.
Print Name of Subcontractor/subconsultant
By:  Authorized Signature
Sudharma Wijegunawardana, PE
Print Name
Principal
Title
Date: October 7, 2019

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 19216
SOLICITATION/PROJECT NAME: Design Professional for Supervisor of Elections Production Facility

Prime Contractor: Song + Associates, Inc. Subcontractor: Alan Gerwig + Associates, Inc.
(Check box(s) that apply)
☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable):

The undersigned affirms they are the following (select one from each column if applicable):
Column 1 Column 2 Column 3
☐ Male ☐ Female ☐ African-American/Black ☐ Asian American ☐ Caucasian American ☐ Supplier
☐ Hispanic American ☐ Native American

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Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Programming Phase - Civil Consulting	\$130/HR	8		\$1,040

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$1,040

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

Song + Associates, Inc.

Print Name of Prime

By:

Jill Lanigan

Print Name

Principal, Dir. of Business Development

Title

Date: October 7, 2019

Alan Gerwig & Associates, Inc.

Print Name of Subcontractor/subconsultant

By:

Alan Gerwig

Print Name

President

Title

Date: 10-9-19

ATTACHMENT E
CONFLICT OF INTEREST DISCLOSURE FORM
(Must be completed by Proposer and any subconsultants and returned with proposal)

PALM BEACH COUNTY CONFLICT OF INTEREST DISCLOSURE FORM

CONSULTANT/SUBCONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

SEE ATTACHED

(Attach additional sheets as needed.)

CONSULTANT/SUBCONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT/SUBCONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT/SUBCONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT/SUBCONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT/SUBCONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT/SUBCONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT/SUBCONSULTANT shall not enter into said association, interest or circumstance.

This DISCLOSURE is submitted by (Name of Individual:) Alan Gerwig, as (Title/Position:) President of (Name of Firm:) Alan Gerwig & Associates, Inc., who hereby certifies that any misrepresentation by the CONSULTANT/SUBCONSULTANT on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the CONSULTANT/SUBCONSULTANT.


Signature

09/30/2019
Date

Conflict of Interest Disclosure Form Attachment

1. Anne Gerwig is owner of 1% of the company of Alan Gerwig & Associates, Inc. and is serving as Mayor of Wellington. The plain language of the code requires abstention when a vote would result in a special financial benefit. The issue of the special financial benefit turns on whether that financial benefit is shared with similarly situated members of the general public. While Palm Beach County is a customer or client of Mayor Gerwig's outside business, voting on matters unrelated to her outside business but benefitting the County would not result in a special financial benefit to her public customer or client, as a government entity represents all residents within its political boundaries. In the event any item would come before her that would offer a special financial benefit to her or her business relating to this contract she would be required to recuse herself from that item thereby removing any conflict of interest for herself, AGA or Palm Beach County. (For reference see Palm Beach County Commission on Ethics RQO 11-92)

Anne Gerwig also serves as chair of the Citizens Advisory Committee on Health and Human Services (a board authorized by the Board of County Commissioners) as a Palm Beach County League of Cities representative.

BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 10/25/19 REQUESTED BY: Rosalyn Acosta PHONE: 233-2051

PROJECT TITLE: Supervisor of Elections Production Facility
(Same as CIP or IST, if applicable)

ORIGINAL CONTRACT AMOUNT: IST PLANNING NO.:

E-FDO NUMBER: 2019-050082

REQUESTED AMOUNT: \$103,663 BCC RESOLUTION#: R2019-1586
DATE: 10/08/19

CSA or CHANGE ORDER NUMBER: CSA #1

LOCATION: Cherry Road BUILDING NUMBER:

DESCRIPTION OF WORK/SERVICE LOCATION:

PROJECT/W.O. NUMBER: 19216

CONSULTANT/CONTRACTOR: Song & Associates, Inc.

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

Professional services shall include the completion of a Comparative Study and making a final recommendation on the deposition of relocating the new production facility to the County’s Cherry Road Complex versus co-locating both the main office (on Gun Club Road) and the new Production Facility to the County’s Cherry Road Complex.

CONSTRUCTION	\$
PROFESSIONAL SERVICES	\$ 94,375
STAFF COSTS*	\$ 9,288
EQUIP. / SUPPLIES	\$
CONTINGENCY	\$
TOTAL	\$103,663

* By signing this BAS your department agrees to these CID staff charges and your account will be charged upon receipt of this BAS by FD&O. Unless there is a change in the scope of work, no additional staff charges will be billed. If this BAS is for construction costs of \$250,000 or greater, staff charges will be billed as actual and reconciled at the end of the project. If the project requires Facilities Management or ESS staff your department will be billed actual hours worked upon project completion.

BUDGET ACCOUNT NUMBER(S) (Specify distribution if more than one and order in which funds are to be used):

FUND: 3804 DEPT: 411 UNIT: B652 OBJ: 4907

IDENTIFY FUNDING SOURCE FOR EACH ACCOUNT: (check and provide detail for all that apply)

- ☒ Ad Valorem (Amount \$)
- ☐ Infrastructure Sales Tax (Amount \$)
- ☐ State (source/type: Amount \$)
- ☐ Federal (source/type: Amount \$)
- ☐ Grant (source/type: Amount \$)
- ☐ Impact Fees: (Amount \$)
- ☐ Other (source/type: Amount \$)

Department:

BAS APPROVED BY: DATE 10/25/19

ENCUMBRANCE NUMBER:

Attachment 6

50-5

Agenda Item #:

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

MM/RW 4-0
MB/DK1 HU abs
R-2019-1586

Meeting Date: October 08, 2019

☐ Consent

☒ Regular

☐ Workshop

☐ Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:


A) Approve a Contract with Song & Associates, Inc. to provide professional architectural/engineering design, programming, site plan approval, permitting, and construction administration services for the new Supervisor of Elections Production Facility project to be located at the Cherry Road complex for a period of three years and four months or until the construction achieves final completion; and

B) Authorize the County Administrator or designee to execute Consultant Services Authorization (CSA) No. 1 in an amount not to exceed \$200,000.

Summary: In 2009, the County entered into a sublease for a 76,602 square foot space in Riviera Beach for the Supervisor of Elections Production Facility. The existing Supervisor of Elections production facility houses all of the election day ballot processing, production, voting equipment, and materials to support the election operations. At the time, the production facility met both the immediate and potential future needs of the Supervisor of Elections. While the leased space was responsive to the immediate need for a large open space, it did not consider, and as a result did not have the flexibility to accommodate the impacts of; 1) a significant increase in the number of absentee ballots; 2) support facilities for the volume of persons assigned to the facility (parking, restrooms, support spaces); and 3) the need for dedicated spaces and technology for media and observers. In order to properly address the facilities daily operational requirements, CSA No. 1 authorizes a full programming study and site analysis to document the efficiencies, develop options to accomplish the same on county owned property, and compare a co-located option which relocates both facilities (the main office (on Gun Club Road) and the production facility (in Riviera Beach)) to the Cherry Road site (Comparative Study). The County will evaluate the results of the comparative study in order to determine the most appropriate solution to be used as the scope of the project to be designed. Following this expanded programming phase, professional services will include site planning, design, construction documents, permitting and construction administration services. Maintaining the preliminary schedule outlined in the request for proposal is critical to the County as the timeline coincides with the expiration of the lease agreement currently in place for the production facility. In order to maintain this timeline, staff is requesting authorization for the County Administrator or designee to execute CSA No. 1 to complete the Comparative Study. The solicitation for design professionals was advertised on June 9, 2019 according to the Equal Business Opportunity (EBO) Program, with the final selection taking place on September 6, 2019. The project was presented to the Goal Setting Committee on May 15, 2019 that established an affirmative procurement initiative (API) requiring a minimum mandatory goal of 20% SBE participation and awarding 15 points evaluation preference for SBE participation. Song & Associates, Inc. is a Small Business Enterprise (SBE) and will be utilizing five (5) SBEs and Minority/Women Business Enterprise (M/WBE) sub-consultants. The prime consultant has committed to 80% S/W/MBE participation. (Summary: Continued on page 3)

Attachments:

1. Location Map
2. Song & Associates Contract
3. Disclosure of Ownership Interests

Recommended by: 

Amy Wong
Department Director

10/1/19

Date

Approved by: 

J. Baker
County Administrator

10/7/19
Date

Attachment 2

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____
Is Item Included in Current Budget:		Yes	<u>X</u>	No	_____
Does this item include use of federal funds?		Yes	_____	No	<u>X</u>

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

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

There is no fiscal impact associated with this item. CSA #1 will be funded from the Public Building Improvement Fund.

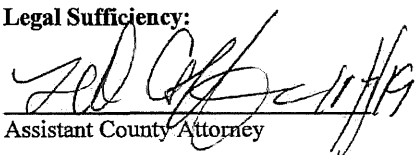
C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

 10/3/19
OFMB 10/3 10/3

 10/4/19
Contract Development and Control 10/4/19

B. Legal Sufficiency: 
Assistant County Attorney

C. Other Department Review: _____
Department Director

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

Song & Associates, Inc., has engaged Alan Gerwig & Associates, Inc., as a sub-consultant on this project. Anne Gerwig of Alan Gerwig & Associates, Inc. has disclosed that she is serving as the Mayor of Wellington and currently serves on Palm Beach County's Health and Human Services Committee. As Mayor, Anne Gerwig had no decision-making authority as it relates to this Contract. In the event any item would come before her that would offer a special financial benefit to her or her business relating to this contract, Alan Gerwig and Associates, Inc. has disclosed that it would require her to recuse herself from that item, thereby removing any conflict of interest for herself, Alan Gerwig & Associates, Inc., or the County. Anne Gerwig also serves as chair of the Citizens Advisory Committee on Health and Human Services as a Palm Beach County League of Cities representative, which is purely an advisory board and provided no regulation, oversight, management or policy setting recommendations regarding this Contract. Pursuant to the Code of Ethics Section 2-443 this matter is disclosed herein to allow Song & Associates, Inc., to utilize Alan Gerwig & Associates, Inc., as a sub-consultant on this Contract. **(Capital Improvements Division) Countywide/District 1 (LDC)**

Background and Policy Issues: Selection of the design professional was performed pursuant to the Consultant Competitive Negotiations Act (CCNA), Florida Statute 287.055 on September 6, 2019.

In 2009, the County entered into a sublease for a 76,602 sf warehouse and office space for the current Supervisor of Elections Production Facility. Aside for the immediate need for a production facility, the most critical factors at the time were preserving flexibility for growth, new and/or changing technology, and specifically leasing a large open space that could be reconfigured to meet immediate and future needs.

The placement of the shelving, tabulation equipment and all other election equipment needs to be deliberate and building infrastructure (walls, partitions, electric and data) need to be planned and installed in such a manner that modifications can be quickly and easily accomplished when the needs change from election day to recount or just as equipment needs change over time. It is possible that election equipment could change multiple times in the life of the facility. The comprehensive and infrastructure focused planning and design of a County owned facility will allow many of the challenges mentioned above to be addressed. This customization and flexibility is difficult to accomplish in a leased facility, where modifications are most costly to an existing building.

The Supervisor of Elections Production Facility is to be an approximately 76,000 square foot facility for election day ballot processing, production and storage of voting equipment and materials to support the operations of the Supervisor of Elections (SOE). This facility is anticipated to be located at the County's Cherry Road Complex (Cherry Road just East of Military Trail at the intersection of Cherry and Country Club Road in West Palm Beach and will replace a privately owned leased facility in Riviera Beach. The new facility as envisioned in the County's 5 Year Capital Improvements Plan reflects a total project cost of \$19,100,000. Alternatively, it is the opinion of staff that significant program improvements and efficiencies would be realized if the two facilities (Main Office on Gun Club) and the Production Facility (in Riviera Beach) were co-located at Cherry Road. The construction cost of the project may change depending on the outcome of the Comparative Study and solution approved by the Board of County Commissioners.

As the program needs and site location require evaluation, the professional consulting team will be required to first complete a Comparative Study of the program needs and site options. The County will evaluate the Comparative Study in order to determine the most appropriate solution to be used and the ultimate scope of the project to be designed. Following this expanded programming phase, professional services will include site planning, programming, design, construction documents, permitting and construction administration.