

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 25, 2020

Consent

Regular

Ordinance

Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:


- A) Consultant Services Authorization (CSA) No. 3 to the professional services contract (R2019-1586) with Song & Associates Inc. (Consultant) for the Supervisor of Elections (SOE) Production Facility project located at 4215 Cherry Road, West Palm Beach (Cherry Road Complex) in the amount of \$2,861,338;
- B) Budget transfer of \$3,000,000 from the General Fund Contingency Reserves to the Public Building Improvement Fund;
- C) Budget amendment of \$3,000,000 in the Public Building Improvement Fund to recognize the transfer from General Fund Contingency Reserves and to fund the SOE Production Facility project; and
- D) Reimbursement Resolution declaring Palm Beach County's official intent to seek reimbursement from the proceeds of its Revenue Bonds for certain Capital expenditures made in connection with the acquisition, design, construction, development and equipping of a SOE Operations building and relocation of the Palm Beach County Sheriff's office marine unit.


Summary: Professional services shall include providing professional architectural/engineering design, site plan approval, permitting and construction administration for the new combined SOE Facility. The facility will be a 152,000sf building, which will house the collocated administrative offices and the production warehouse in addition to a four level parking garage structure. The solicitation for a design professional was advertised on June 9, 2019 pursuant to the Consultants Competitive Negotiation Act and the Equal Business Opportunity Ordinance with final selection taking place on September 6, 2019. On May 15, 2019, the Goal Setting Committee applied Affirmative Procurement Initiatives (API) of 20% Small Business Enterprise (SBE) participation and 15 points evaluation preference for SBE participation. The consultant is a Small/Minority/Women-Owned Business Enterprise (S/M/WBE). The consultant committed to 80% S/M/WBE participation for this contract. Participation on this CSA is 85.6%. When added to the consultant's participation to date, the resulting SBE participation is 86.28%. The consultant is a local business. Funding for this project is from the Public Building Improvement Fund based on a transfer from the General Fund Contingency Reserves (**Capital Improvements Division**) **District 7 (LDC)**

Background & Policy Issues: Selection of the design professional was performed pursuant to the Consultant Competitive Negotiation Act (CCNA), Florida Statute 287.055 on September 6, 2019. **Continued on page 3.**

Attachments:

- 1. Location Map
- 2. Budget Availability Statement
- 3. Consultant Service Authorization No. 3
- 4. Budget Transfer
- 5. Budget Amendment
- 6. Reimbursement Resolution
- 7. CSA History – SOE Production Facility

Recommended By:  8/26/20
 Department Director Date

Approved By:  8/18/2020
 County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2022	2023
Capital Expenditures	\$2,925,838				
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	<u>\$2,925,838</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
# ADDITIONAL FTE POSITIONS (Cumulative)					

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

Budget Account No:
 Fund 3804 Dept 411 Unit B652 Object 6505

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

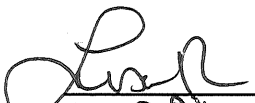

\$3.0 million dollars will be transferred from the General Fund Contingency Reserve to the Public Building Improvement Fund to fund this CSA. The funds will be reimbursed per the terms of the Reimbursement Resolution and a Revenue Bond will be issued in the coming months. The debt service on the revenue bonds will come from the County's non ad-valorem revenues.

Professional Services \$2,861,338
 Staff Cost \$ 64,500
 Total \$2,925,838

C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

 8/11/2020
 OFMB  8/10 LM 8/11

 8/12/2020
 Contract Development and Control
 8-12-20 TW

B. Legal Sufficiency

 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Continued from Page 1.

Background and Policy Issues: The County entered into a sublease to house the SOE production Facility in 2009, and at the time, the facility was responsive to the immediate need for a large space. However, the leased facility did not have the flexibility to accommodate the future needs of the SOE inclusive of: the increase in absentee ballots, increased volume of persons assigned to the facility and the additional space needed for technology and media. As a result, CSA No. 1 authorized an in-depth programming study and site analysis to develop options for a new production facility that meets the immediate and future needs of the Supervisor of Elections (Comparative Study). The Comparative Study included the evaluation of a co-located option, which relocates both the main administration office and Production Facility to the County-owned Cherry Road complex. This effort is 100% complete. CSA No. 2 authorized conceptual site plan development and conceptual architectural design services for the combined SOE facilities. The facilities consist of administrative offices, the production facility, and a parking garage structure to meet peak parking demands. This effort is 50% complete. CSA No. 3 authorizes the comprehensive design, site plan approval, preparation of construction documents, permitting and construction administration for the new project.

On May 19, 2020, the Board authorized staff to proceed with the design and construction of a collocated Supervisor of Elections facility. Concurrently, the Board instructed staff to pursue the development in an expedited manner as to ensure that construction would be completed in 2023 allowing for an orderly transition of the SOE from its current location to the new one, without conflicting with the election cycle. At the time of approval, it was considered that funding for the project would come from ad valorem funds and a revenue bond. Partial funding for this project is available in the Public Building Improvement Fund, and a revenue bond is to be issued in the coming months to provide for the totality of design and construction costs. The debt service on the revenue bonds will come from the County's non ad valorem revenues.

To minimize possible delays that could affect the overall project timeline, staff is requesting approval of a transfer in the amount of \$3,000,000 from the General Fund Contingency Reserves to the Public Building Improvement Fund and the approval of the Reimbursement Resolution to enable the County to reimburse itself for expenses related to the acquisition, design, construction, development and equipping of the project. The Internal Revenue Code of 1986 requires the County to declare its official intent in connection with incurring certain capital expenditures for the project prior to the issuance of the Bonds in order for the County to be reimbursed for such expenditures from a portion of the proceeds of the Bonds. The expenditures to be reimbursed pursuant to the Resolution have been incurred within 60 days prior to the date hereof or will be incurred after the date hereof in connection with the Project.