

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

Meeting Date: December 6, 2022

Consent

Regular

Workshop

Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: a contract with Zyscovich, LLC (Consultant) to provide professional master site planning, programming, investigation, design, interior space planning, engineering, permitting and construction administration services for the South County Administrative Complex Redevelopment project in the amount of \$498,853.

Summary: The South County Administrative Complex (Complex) consists of approximately 28 acres of County-owned developed real property located in close proximity to West Atlantic Avenue on the east side of Congress Avenue in the City of Delray Beach. The existing main building houses several County general government departments (e.g. Community Services, Facilities Development & Operations) as well as offices for Constitutional Officers (e.g. County Commissioners, Supervisor of Elections). The Complex includes standalone buildings currently occupied by the Tax Collector and the Department of Health. On April 26, 2022, the Board of County Commissioners (Board) authorized County Staff to proceed with a programming and needs assessment effort in order to ensure that the property on which the Complex sits is redeveloped to its highest and best use. The objective of the programming and needs assessment phase will be to determine current and projected future growth needs to support County government operations and that of its governmental partners in the South County area. The Consultant will conduct a programming and needs assessment to identify potential efficiencies to be achieved by consolidating operations into a multi-story general government facility, as well as assisting staff in a professional analysis of best placement (on-site and/or off-site) for all identified needs. In addition to the new general government facility, the project will include the development of a preliminary master plan for the site, to be finalized in collaboration with a private development partner, which the County will select through a separate public procurement effort. Once the programming and needs assessment effort is complete, the Consultant will provide site planning and master planning services to identify potential configurations for redevelopment of the site, acreage to be retained for public use and the resulting real property acreage and configuration to be allocated for private redevelopment. The solicitation for design professionals was advertised on May 22, 2022 according to the Equal Business Opportunity (EBO) Ordinance, with final selection on August 16, 2022. The project was presented to the Goal Setting Committee on May 18, 2022. The Committee established Affirmative Procurement Initiatives (API) of a Minority Business Enterprise (MBE) evaluation preference of up to 15 points and a minimum mandatory participation goal of 20% Small Business Enterprise (SBE) participation. The Consultant is not a certified SBE firm. The Consultant committed to a 20% SBE participation goal, of which 7% is MBE participation from an African American business for this contract. The Consultant will provide 12.16% S/MBE participation on this phase of the project. The Consultant is not a local firm. **Funding for this project is from the Infrastructure Sales Tax fund. (Capital Improvements Division) District 7 (MWJ)**

Background and Justification: On August 16, 2022, the final selection committee selected the Consultant in accordance with Board adopted procedures pursuant to Florida Statute 287.055 Consultants Competitive Negotiation Act (CCNA). Professional services will include site planning, programming, design, construction documents, permitting and construction administration services. The work includes programming and needs assessment of all existing and projected future governmental uses at the Complex to develop a site plan for redevelopment of the site in a manner that minimizes the footprint required by the governmental uses to the greatest extent feasible.

Attachments:

1. Location Map
2. Budget Availability Statement
3. Zyscovich, LLC - Contract
4. Disclosure of Ownership Interests

Recommended by:  11/04/22
Department Director **Date**

Approved by:  11/28/22
County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	\$498,853	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$498,853</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 3950 Dept 411 Unit Q010 Object 6505

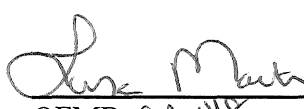
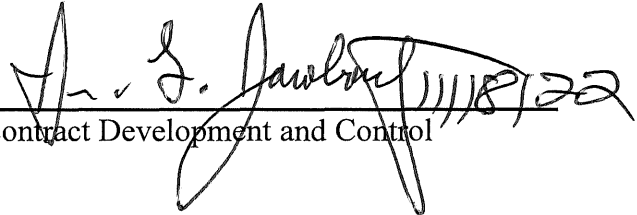
B. Recommended Sources of Funds/Summary of Fiscal Impact:

The funding source for this project is the Infrastructure Sales Tax fund.


C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

<p><u></u> 11/14/2022 OFMB QA 1118 ESW 11-8-22</p>	<p><u></u> 11/18/22 Contract Development and Control</p>
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B. Legal Sufficiency:

 11/21/22
 Assistant County Attorney

C. Other Department Review:

 Department Director

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