

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: March 14, 2023

Consent       Regular  
 Workshop       Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

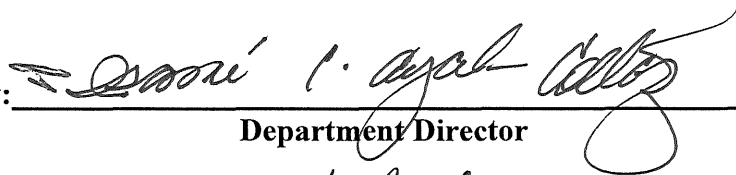
**Motion and Title: Staff recommends motion to approve:** Supplement #1 to the Consultant Services Authorization (CSA) #10 to the continuing Architectural/Engineering Consulting Services contract (R2019-1900) with Song & Associates, Inc. (Consultant) in the amount of \$112,568 for the Vista Center Permit Area Remodeling project.

**Summary:** On December 17, 2019, the Board of County Commissioners (Board) approved the continuing Architectural/Engineering Consulting Services contract with the Consultant (R2019-1900) to provide architectural services for various projects on a task assignment basis. Under CSA #10, the Consultant provided a schematic design necessary for the renovation of the existing first floor permit area customer service and support offices spaces. Under Supplement #1, the Consultant will provide the professional services (i.e. full design, civil engineering, mechanical, electrical and plumbing (MEP) services, bidding services and construction administration) necessary for the Vista Center Permit Area Remodeling project. Remodeling includes, but is not limited to, reconfiguring the existing space to accommodate the increased staffing and public service needs within the permit center, inspections area, records area and cashier area. The continuing Architectural/Engineering Consulting Services contract was presented to the Goal Setting Committee on August 7, 2019 and the Committee established Affirmative Procurement Initiatives (APIs) of a minimum mandatory 20% Small Business Enterprise (SBE) subcontracting goal and an SBE evaluation preference for SBE participation. The Consultant committed to achieving an SBE goal of 100%. The Consultant was an S/M/WBE firm at the time of selection and has since graduated from the SBE program. The SBE participation on this Supplement is 28.03%. Cumulative SBE participation on the continuing Architectural/Engineering Consulting Services contract is 37.39%. The Consultant is a local firm. Funding for this project is from the Building Capital Projects Fund. **(Capital Improvements Division) District 7 (MWJ)**

**Background & Justification:** The design professional was selected on November 8, 2019, pursuant to the Consultants Competitive Negotiation Act (CCNA), Florida Statute 287.055. CSA #10 authorized schematic design necessary for the renovation of the existing first floor permit area customer service and support offices spaces. This Supplement will provide the remaining professional services necessary for the full design of the Vista Center Permit Area Remodeling, including the reconfiguration of the existing space to create additional office use square footage defined in the schematic design phase to support the permit center operations.

**Attachments:**

- 1. Location Map
- 2. Budget Availability Statement
- 3. Supplement #1 to CSA #10
- 4. CSA History

Recommended by:  2/17/23  
Department Director      Date

Approved by:  2/28/23  
County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	\$112,568	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>\$112,568</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE	_____	_____	_____	_____	_____
POSITIONS (Cumulative)	_____	_____	_____	_____	_____

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

**Budget Account No: Fund 3904 Dept 601 Unit Z016 Object 4610**

PROFESSIONAL SERVICES	\$112,568.00
STAFF COSTS	\$ 0.00
CONTINGENCY	<u>\$ 0.00</u>
TOTAL	\$112,568.00

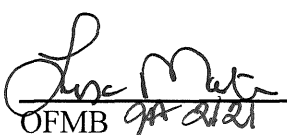
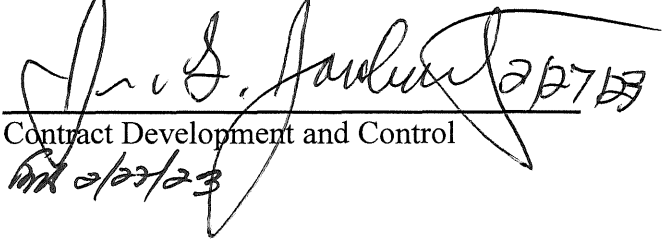
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Funding for this project is from the Building Capital Projects Fund.


**C. Departmental Fiscal Review:** 

**III. REVIEW COMMENTS**

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

<u></u> OFMB <u>2/23/2023</u> ESW 2-22-23	<u></u> Contract Development and Control MD 2/22/23
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**B. Legal Sufficiency:**

 2/28/23  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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

# LOCATION MAP

**Project No:** 2022-021741  
**Project Name:** Vista Center Permit Area Remodeling  
**Location:** 2300 N. Jog Road, West Palm Beach, Florida 33411



**BUDGET AVAILABILITY STATEMENT**

REQUEST DATE: 12/23/2022      REQUESTED BY: Mitch Silverman      PHONE: 233-4057

PROJECT TITLE: Vista Center Permit Area Modifications  
(Same as CIP or IST, if applicable)

ORIGINAL CONTRACT AMOUNT: \$45,333.00      IST PLANNING NO.:  
REQUESTED AMOUNT: \$112,568.00      BCC RESOLUTION#: R2019-1900  
DATE: 12/17/19

CSA or CHANGE ORDER NUMBER: NA  
EFDO #2020-021741

LOCATION: 2300 North Jog Road, WPB      BUILDING NUMBER:  
DESCRIPTION OF WORK/SERVICE LOCATION:

PROJECT NUMBER: 2020-021741

CONSULTANT/CONTRACTOR: Song + Associates

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

Professional services shall include design and engineering services for approved drawing changes as well as construction administration phase services.

CONSTRUCTION	\$
PROFESSIONAL SERVICES	\$ 112,568.00
STAFF COSTS*	\$ 0
EQUIP. / SUPPLIES	\$
CONTINGENCY	\$
TOTAL	\$ 112,568.00

*\* 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: 3904      DEPT: 601      UNIT: Z016      OBJ: 4610

**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: Special Revenue Amount \$112,568)

Department: Planning, Zoning and Building

BAS APPROVED BY: Aaron Maharaj  
Aaron Maharaj, Fiscal Manager

DATE 12/23/2022

ENCUMBRANCE NUMBER: \_\_\_\_\_

**SUMMARY SHEET  
SUPPLEMENT # 1 TO CONSULTANT SERVICES AUTHORIZATION # 10**

**Song & Associates, Inc.  
(Annual Architectural / Engineering Consultant)**

**VISTA CENTER PERMIT AREA REMODELING  
PROJECT NO. 2022-021741  
DISTRICT NO. 7**

This Supplement No. 1 to Consultant Services Authorization #10 is for full design services to include architectural, mechanical, electrical, HVAC, plumbing, fire protection, and structural engineering and construction services for the Vista Center permit area-remodeling project located at 2300 North Jog Road, West Palm Beach.

Professional services shall include additional design, engineering, and construction phase services necessary for the remodeling of the existing first floor permit area customer service and support office space. Remodeling will also include the inspections area, and records area within the first floor of the Vista Center.

There has been an increase in staffing within the permit/inspections areas. Submittals and permits for plan review have shifted to an on-line process. With the permitting process, being on-line, the need for front customer service counter space has been reduced. Modifications to the permit area will allow for an improved use of available space to accommodate the increased staffing and needs within the permit center.

**EBO Program**

The API established for this contract is a mandatory minimum of 20% SBE participation. The consultant committed to an SBE goal of 100% for this contract. SBE participation for this CSA is 28.03%. When added to the Consultant's participation to date, the resulting SBE participation is 37.39%.

**SUPPLEMENT # 1 TO CONSULTANT SERVICES AUTHORIZATION # 10**

**Song & Associates, Inc.**  
**(Annual Architectural / Engineering Consultant)**

**VISTA CENTER PERMIT AREA REMODELING**  
**PROJECT NO. 2022-021741**  
**DISTRICT NO. 7**

**THIS SUPPLEMENT NO. 1 CONSULTANT SERVICES AUTHORIZATION (CSA) NO. 10** to the Contract dated 12/17/2109 (R2019-1900) (the “Contract”) between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners and the Consultant identified herein is for the consultant services described in Item 4 of this CSA.

**1. CONSULTANT:** Song & Associates, Inc. whose Federal Tax ID# is 65-0848859.

**2. History:**

<u>CSA #</u>	<u>Amount</u>	<u>Approval Date</u>	<u>Approved By</u>
CSA #10	\$45,333.00	6/7/21	DIR

**3. Services completed to date:** CSA No. 10 authorized schematic design necessary for the renovation of the existing first floor permit area customer service and support office spaces.

**4. Description of Services to be provided by Consultant:** Professional services shall include design, civil engineering, MEP services, construction administration, and bidding services as detailed on the attached proposal dated December 20, 2022. In the event of a conflict between the terms and conditions of the Contract and the terms and conditions of Consultant’s proposal, the terms and conditions of the Contract shall control.

**5. Compensation:** The compensation to be paid to the Consultant for the requested services shall be: Lump Sum charge of **\$112,568.00**.

**6. This CSA may be terminated, in whole or in part, by the County with or without cause in accordance with the Contract terms. 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 in accordance with the Contract terms.**

**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:**

**9. Time of Commencement:** Consultant shall begin work immediately 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. The consultant committed to an SBE goal of 100% for this contract. SBE participation for this CSA is 28.03%. When added to the Consultant's participation to date, the resulting SBE participation is 37.39%.

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY**

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

ATTEST:  
JOSEPH ABRUZZO, CLERK &  
COMPTROLLER

PALM BEACH COUNTY,  
A Political Subdivision of the State of Florida  
BOARD OF COUNTY COMMISSIONERS

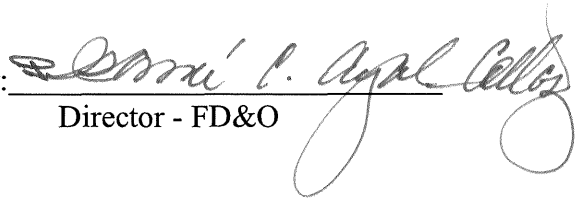
By: \_\_\_\_\_  
Deputy Clerk

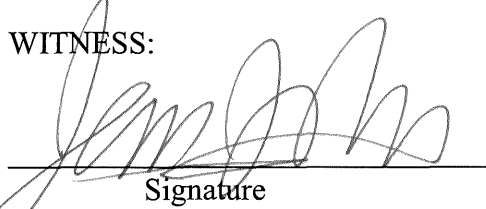
By: \_\_\_\_\_  
Gregg K. Weiss, Mayor

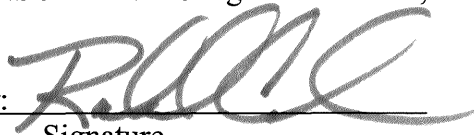
APPROVED AS TO  
LEGAL SUFFICIENCY

APPROVED AS TO TERMS  
AND CONDITIONS

By:   
Assistant County Attorney

By:   
Director - FD&O

WITNESS:  
  
Signature

CONSULTANT: Song & Associates, Inc.  
By:   
Signature

JESUS J. NOVOA  
Name (type or print)

ROBERT CASTROVINCI  
Name (type or print)

PRINCIPAL  
Title

(Corporate Seal)





December 20<sup>th</sup>, 2022



Mr. Mitch Silverman  
Project Manager – Palm Beach County  
Facilities Development & Operations Department  
2633 Vista Parkway, West Palm Beach, Florida 33411

RE: Design Services Proposal  
**Palm Beach County**  
**Vista Center Ground Floor - Various Remodeling**  
**2300 N. Jog Road, West Palm Beach, Fl.**

Dear Mitch:

Song + Associates, Inc. is pleased to submit our Professional Services Proposal for Architectural and Engineering Services for the above project.

**A. GENERAL DESCRIPTION**

The project entails interior remodeling of selected areas of the Ground Floor offices of the Planning and Development Building. Below is a summary of the areas involved, which are to be phased as indicated below but permitted under a single permit.

**PHASE 1** (Project Areas 1 & 2)

**1A** **Cashier area.**

**1B** **Inspections area**

- a. (Full Reno: 1,500 NSF) See exhibit
- b. (Limited reno: 4,750 NSF)

**PHASE 2** (Project Area 3)

**1.** **Records & Stormwater**

- a. (Full Reno: 1,450 NSF) (Records)
- b. (Limited reno: 1,850 NSF)

**Phase 3** (Project Area 4)

**3A/3B** **Permit Center** (2 phases)

- a. (Full Reno: 6,330 NSF)
- b. (Limited reno: 3,400 NSF)

**B. SCOPE OF WORK** (See Exhibit A attached)

1. Develop CADD backgrounds (Floor Plans & Reflected Ceiling Plans) working from the "Record Drawings" provided by Owner.
2. Do additional Field Visit(s) as required to verify existing conditions. Update / revise CADD backgrounds based on findings.
3. Provide architectural, and MEPFP engineering design sufficient to permit, bid & build the project.
4. Work shall be phased as required for maintaining Owner occupancy of spaces during the construction as follows:
  - a) Phase 1 will include project area 1A & 1B simultaneously.
  - b) Phase 2 will be a single phase

**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

- c) Phase 3 will be subdivided into two phases.
- 5. Assist PBC in the bidding & permitting process.
- 6. Provide Construction Administration Services.

**C. SERVICES EXCLUDED**

- 1. Hazardous Material Remediation/Testing/Abatement including Lead and Asbestos.
- 2. Mold Testing and Remediation.
- 3. Destructive/non-destructive testing and/or investigations.
- 4. Structural modifications.

**D. PROFESSIONAL FEES**

Song + Associates, Inc. will provide professional services for a total fixed fee amount of: **One Hundred & Twelve Thousand, Five Hundred & Sixty-Eight Dollars and 00 Cents (\$112,568.00), as per breakdown below.**

<b>PBC Vista Center Permit Area Modifications</b>		
<b>12/19/2022</b>		
<b>1</b>	<b>Architectural (Design &amp; C/A)</b>	<b>\$80,512.00</b>
<b>2</b>	<b>MEP (Design &amp; C/A)</b>	<b>\$31,556.00</b>
<b>3</b>	<b>SUBTOTAL Basic Design Services</b>	<b>\$112,068.00</b>
<b>4</b>	<b>Reimbursibles</b>	<b>\$500.00</b>
<b>5</b>	<b>Total (2+5+6)</b>	<b>\$112,568.00</b>

Attached is the proposal from the sub-consultants:  
 M.E.P. Engineering                      Hammond & Associates, Inc.

**E. SUGGESTED REIMBURSABLES ALLOWANCE**

Printing/Reproduction/ Special Delivery Costs/Etc.

**Total Suggested Reimbursable Allowance** **\$500.00**

The Architect & Engineers shall be paid for all normal reimbursable expenses such as, but not limited to, printing, reproductions, postage, mileage, special delivery, as an addition to the basic compensation at the actual amount with an estimated total not to exceed the allowance above. Note that the above estimate is included within the overall project fee as indicated above.

**F. TIME OF SERVICES**

Song and Associates, Inc. are prepared to start design work immediately after NTP. Please see Phase Apportionment in section G Below.

**G. DELIVERABLES**

Song + Associates, Inc. will provide Deliverables in accordance with the Palm Beach County Master Service Agreement. For this project specifically, we are including 3 phased submittals:

50% Construction Documents	6 weeks
95% Construction Documents (Permit Set)	6 weeks

**H. ADDITIONAL SERVICES**

Upon written direction from the Owner, Song + Associates will provide additional services at an hourly rate as provided for in the Continuing Services contract.

Palm Beach County – Vista Center Ground Floor - Various Remodeling  
December 20th, 2022

Acceptance of this Proposal may be indicated by the signature of a duly authorized official of the Owner in the space provided below. The return of a signed copy of this Proposal to our office together with the appropriate Work or Purchase Order will serve as an agreement between the parties and as an NTP.

We appreciate this opportunity and look forward to your consideration of this proposal.

Very truly yours,  
Sincerely,



Jesus J. Novoa R.A.  
Sr. Project Architect  
  
Song + Associates, Inc.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Palm Beach County Facilities Dept.

cc: Rob Castrovinci, S+A  
Project File

<b>PBC Vista Center Permit Area Renovations</b>			
<b>1/23/2022</b>			
<b>Architectural Fee Breakdown</b>			
<b>50% CD Design Phase</b>			
<b>Billing Category</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Principal in Charge	\$ 7.00	\$ 225.00	\$ 1,575.00
Project Manager	\$ 86.00	\$ 130.00	\$ 11,180.00
Cadd Operator	\$ 172.00	\$ 90.00	\$ 15,480.00
Clerical	\$ 76.04	\$ 60.00	\$ 4,562.40
<b>Subtotal Fee A</b>			<b>\$ 32,797.40</b>
<b>95% CD Design Phase - Permit documents</b>			
<b>Billing Category</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Principal in Charge	\$ 7.00	\$ 225.00	\$ 1,575.00
Project Manager	\$ 76.00	\$ 130.00	\$ 9,880.00
Cadd Operator	\$ 132.00	\$ 90.00	\$ 11,880.00
Clerical	\$ 75.00	\$ 60.00	\$ 4,500.00
<b>Subtotal Fee B</b>			<b>\$ 27,835.00</b>
<b>Bidding &amp; Construction Administration</b>			
<b>Billing Category</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Principal in Charge	\$ 4.00	\$ 225.00	\$ 900.00
Project Manager / C/A	\$ 86.00	\$ 130.00	\$ 11,180.00
Cadd Operator	\$ 46.00	\$ 90.00	\$ 4,140.00
Clerical	\$ 61.00	\$ 60.00	\$ 3,660.00
<b>Subtotal Fee C</b>			<b>\$ 19,880.00</b>
<b>Total Fee (A+B+C)</b>			<b>\$ 80,512.40</b>
<b>Rounded off Total Fee</b>			<b>\$ 80,512.00</b>

# HAMMOND & ASSOCIATES

## CONSULTING ENGINEERS

2300 Palm Beach Lakes Blvd, Suite 215M, West Palm Beach, Florida 33409 • (561) 689-0003 • [hammondengineers.com](http://hammondengineers.com)

To: Jesus Novoa - Senior Project Architect, Song + Associates, Inc.  
From: Nate Hammond, P.E. – Vice President, Hammond & Associates  
Subject: PBC Vista Center Permits Center Remodeling – MEP Fee Proposal  
Date: December 1, 2022

Hammond & Associates is pleased to provide this fee proposal to design the Mechanical, Electrical, and Plumbing systems for **PBC Vista Center Permits Center Remodeling**. The scope of work will include the following:

- **Project Area 1: Cashier** - Renovation of a 925 SF office space. MEP Modification in accordance with the architectural program
- **Project Area 2: Inspections** – Approximate 5,470 SF renovation – 750 Sf of major renovation and 4,720 of minor renovation. MEP Modification in accordance with the architectural program
- **Project Area 3: Records Area** – Approximate 3,359 SF interior renovation – 1,285 SF of major renovation and 1,490 SF of minor renovation. MEP Modification in accordance with the architectural program
- **Project Area 4: Permit Center** – 7,070 SF of major interior renovation, possible 2-phase construction. All ceiling fixtures and grid to be modified and/or re-purposed. New floor and wall finish throughout. MEP Modification in accordance with the architectural program

Our basic services will include the following as per the scope of work:

#### Mechanical:

- Perform site visit to field verify existing conditions and review as built plans
- Perform HVAC load and Energy Calculations for the new HVAC equipment as required
- Modify HVAC floor plans and ductwork layout as necessary
- Provide HVAC schedules, details, and notes.

#### Electrical

- Perform site visit to field verify existing conditions and review as built plans
- Provide new/modified electrical floor plans for the new electrical layout.
- Provide new/modified electrical lighting plans for the new lighting layout.
- Provide new/modified electrical panel schedules and riser diagrams as required.
- Provide electrical details and notes as required.

#### Plumbing:

- Perform site visit to field verify existing conditions and review as built plans
- Provide new/modified plumbing plans for the breakroom
- Provide new/modified sanitary and domestic water isometrics.
- Provide plumbing schedules, notes, and details.

All work provided under Mechanical, Electrical, Plumbing shall also include the following:

- a) One initial site to capture and verify existing conditions at the project site
- b) The engineering calculations & construction documents shall be signed and sealed by a Professional Licensed Engineer
- c) Make all review submittals as required by the Prime Contract.
- d) Attend review meetings and incorporate review comments.
- e) Obtain all approvals, permits, etc., from applicable Federal, State and Local agencies having jurisdiction for the construction of the project.

Our fee to provide the design services for **PBC Vista Center Permits Center Remodeling** is summarized below which includes:

Design Fee Schedule	
50% Construction Documents	\$7,701
95% Construction Documents	\$10,268
Permit Construction Documents	\$7,701
<b>Total Design Fee</b>	<b>\$25,670</b>
Construction Administration	\$5,886
<b>Total</b>	<b>\$31,556</b>

Our Construction Administration Services for PBC Vista Center Permits Center Remodeling will include:

- a) Review all pertinent shop drawings and maintain shop drawing log.
- b) Five (5) site visits at an appropriate stage of construction.
- c) Answer contractor's RFIs, issue clarifications, etc., during the construction phase.
- d) Prepare punch list prior to the issuance of substantial completion.

<b>Fee Breakdown - Design</b>			
<b>Position</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
Principal	\$ 196	20	\$ 3,920
Project Manager	\$ 116	60	\$ 6,960
Senior Engineer	\$ 116	50	\$ 5,800
Design Engineer	\$ 87	80	\$ 6,960
Senior Technician	\$ 83	0	\$ -
CAD Operator	\$ 64	20	\$ 1,280
Secretary	\$ 50	15	\$ 750
<b>Total</b>		<b>245</b>	<b>\$ 25,670</b>

<b>Fee Breakdown - Construction Administration</b>			
<b>Position</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
Principal	\$ 196	4	\$ 784
Project Manager	\$ 116	20	\$ 2,320
Senior Engineer	\$ 116	0	\$ -
Design Engineer	\$ 87	16	\$ 1,392
Senior Technician	\$ 83	0	\$ -
CAD Operator	\$ 64	10	\$ 640
Secretary	\$ 50	15	\$ 750
<b>Total</b>		<b>65</b>	<b>\$ 5,886</b>

**Rate Schedule**

<b>Personnel Classification</b>	<b>Hourly Pay</b>	<b>Multiplier</b>	<b>Hourly Rate</b>
Principal	76.92	2.550	196.1768
Project Manager	45.67	2.550	116.4768
Senior Engineer	45.67	2.550	116.4768
Design Engineer	34.17	2.550	87.14717
Senior Technician	32.69	2.550	83.37258
CAD Operator	25.27	2.550	64.44861
Administration Manager	36.06	2.550	91.96742
Secretary	19.71	2.550	50.26838

**Multiplier Calculations**

Salary		0.712
Fringe Benefits		0.219
Overhead		1.350
Subtotal		2.281
Profit (10%)		0.269
<b>Total Multiplier</b>		<b>2.550</b>

# OEBO SCHEDULE 1

## LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Vista Center Permitting Area Remodeling  
 NAME OF PRIME RESPONDENT/BIDDER: Song + Associates, Inc.  
 CONTACT PERSON: Jesus J. Novoa  
 SOLICITATION OPENING/SUBMITTAL DATE: November 22nd, 2021

SOLICITATION/PROJECT/BID No.: 2022-021741  
 ADDRESS: 1545 Centrepark Drive North, West Palm Beach, FL 33401  
 PHONE NO.: 561-655-2423 x 103 E-MAIL: inovoa@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					Asian/ Women/ Hispanic
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian		
1. Song + Associates, Inc. 1545 Centrepark Drive North West Palm Beach, FL 33401 561-655-2423	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	\$81,012.00
2. Hammond & Associates, Inc. 2300 Palm Beach Lakes Blvd., Suite 215M West Palm Beach, FL 33409 561-410-5543	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$31,556.00	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)				Total	\$31,556.00	_____	_____	_____	\$81,012.00
Total Bid Price \$ <u>\$112,568.00</u>				Total SBE - M/WBE Participation		<u>\$31,556.00</u>			

I hereby certify that the above information is accurate to the best of my knowledge: \_\_\_\_\_  
Signature Architect / Sr. Project Manager  
Title

- Note:**
1. 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.
  2. 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.
  3. 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: Vista Center Permitting Area Modifications 2022-021741

SOLICITATION/PROJECT NAME: Design Professionals Continuing Contract

Prime Contractor: Song + Associates, Inc. Subcontractor: Hammond & Associates, Inc.

**(Check box(s) that apply)**

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 08-11-2020

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

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

**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.

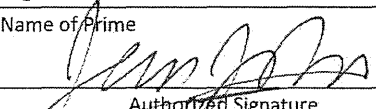
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	<b>MEP ENGINEERING SERVICES</b>				<b>\$31,556.00</b>

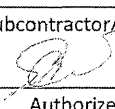
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$31,556.00

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.

\_\_\_\_\_ Price or Percentage: \_\_\_\_\_

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

**Song + Associates, Inc.**  
 \_\_\_\_\_  
 Print Name of Prime  
 By:   
 \_\_\_\_\_  
 Authorized Signature  
**Jesus J. Novoa R.A.**  
 \_\_\_\_\_  
 Print Name  
**Sr. Project Manager / Architect**  
 \_\_\_\_\_  
 Title  
 Date: 01-03-2023

**Hammond & Associates, Inc.**  
 \_\_\_\_\_  
 Print Name of Subcontractor/subconsultant  
 By:   
 \_\_\_\_\_  
 Authorized Signature  
**Eric Hammond**  
 \_\_\_\_\_  
 Print Name  
**President**  
 \_\_\_\_\_  
 Title  
 Date: 01-23-2023



**CONFLICT OF INTEREST DISCLOSURE FORM**

**PROJECT** Vista Center Permitting Area Modifications 2022-021741

CONSULTANT 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:

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(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT 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'S judgment or quality of services being provided to the County.

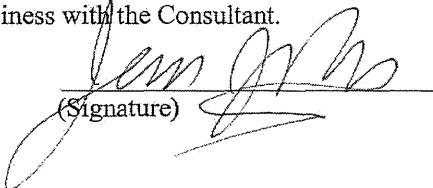
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT 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.

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

**THIS DISCLOSURE** is submitted by \_\_\_\_\_ Jesus J. Novoa R.A. \_\_\_\_\_, as  
(Name of Individual)

\_\_\_\_\_  
(Title/Position) Sr. Proj. Manager / Architect \_\_\_\_\_, of \_\_\_\_\_ Song and Associates, Inc. \_\_\_\_\_  
(Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.

  
(Signature)

Jan. 3rd, 2023  
(Date)

**CONFLICT OF INTEREST DISCLOSURE FORM**

**PROJECT** Vista Center Permitting Area Modifications 2022-021741

CONSULTANT 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:

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(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT 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'S judgment or quality of services being provided to the County.

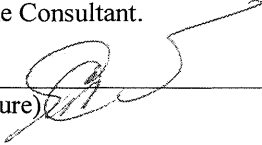
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT 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.

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

**THIS DISCLOSURE** is submitted by Eric Hammond, as  
(Name of Individual)

President, of Hammond & Associates, Inc.  
(Title/Position) (Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.

(Signature) 

Jan. 03, 2023  
(Date)




**Palm Beach County  
Compliance Summary Report**

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00001041	Song & Associates		Compliant						
		A , XV	Continental Casualty Company	b6020871700	1/3/2023	1/3/2024	Excess Liability		
		A , XV	Continental Casualty Company	B6020869686	1/3/2023	1/3/2024	General Liability		
		A+g , XV	Arch Insurance Company	PAAEP0144301	10/21/2022	10/21/2023	Professional Liability		
		A+g , XV	American Zurich Insurance Company	wc126832902	6/1/2022	6/1/2023	Workers Comp		

**Risk Profile :** Standard - Professional Services  
**Required Additional Insured :** Palm Beach County Board of County Commissioners  
**Ownership Entity :**



**PALM BEACH COUNTY  
FACILITIES DEVELOPMENT & OPERATIONS  
CAPITAL IMPROVEMENTS DIVISION**

DATE: December 23, 2022  
TO: Fernando DelDago, Director of CID  
FROM: Mitch Silverman, Project Manager   
SUBJECT: Explanatory Statement – Supplement No. 1 to CSA #10  
PROJECT: Vista Center Permit Area Remodeling 2022-021741

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The following information is a justification for the proposed approval of this supplement No. 1 to CSA #10.

This Supplement No. 1 to Consultant Services Authorization #10 is for full design services to include architectural, mechanical, electrical, HVAC, plumbing, fire protection, and structural engineering and construction services for the Vista Center permit area-remodeling project located at 2300 North Jog Road, West Palm Beach.

This supplement No. 1 to CSA #10 Contract is for \$112, 568.00

The cost covers the Professional services, which include the design and engineering services for approved drawing changes, as well as construction administration phase services.

