

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: May 2, 2023

Consent

Regular

Workshop

Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A) Contract with Song & Associates, Inc. (Consultant) to provide professional services for design, planning, investigative, permitting and construction administration services for the Vista Center Expansion project; and
- B) Consultant Services Authorization (CSA) No. 1 to the contract in the amount of \$92,059.33 for Phase 1 (predesign services for programming and conceptual design analysis).

Summary: The Vista Office Building is an existing 251,025 gross square feet, four story, multi-tenant building situated on approximately 12 acres of County-owned property located at 2300 North Jog Road in the Vista Center Planned Industrial Park Development (PIPD), West Palm Beach. The existing site additionally supports a four story parking structure containing 756 parking spaces, mechanical support areas and 509 surface parking spaces. The Building Division is currently located on the 1st floor of the Vista Office Building. As a result of the Building Division's increased workforce and its need for an emergency control center, an expansion was deemed necessary in order to properly support the Building Division's operations. The new 20,000 square feet expansion will include support offices and workstations for the Building Division's personnel, additional meeting/conference/training rooms, and support facilities including restrooms and mechanical spaces. The expansion shall include features such as natural lighting, reduced sound/noise transmission, localized temperature controls and other features that enhance the work environment. The project will additionally include required renovations to the existing building, including but not limited to, the areas vacated by staff relocated to the new space and the areas affected as a result of the reorganization of departmental divisions. Professional services include planning, investigative services, design, permitting and construction administration services. Professional services will be implemented in two (2) phases. Phase 1 will consist of predesign planning services which include site, utility, infrastructure, facility planning studies and analysis, programming, master planning and preliminary architectural and/or engineering design. Phase 2 will consist of survey and geotechnical analysis, design services which include professional engineering and/or architectural consultation, civil, structural, mechanical, electrical and plumbing engineering services, permitting and regulatory services incidental thereto, as well as any specialty subconsulting services necessary to complete the required scope of work, construction administration services which includes the review of submittals, construction observation and inspections, and site visits. **(Continued on Page 3)**

Background and Justification: (Continued on Page 3)

Attachments:

1. Location Map
2. Budget Availability Statement
3. Disclosure of Ownership Interests
4. Contract - Song & Associates, Inc.
5. CSA No. 1
6. CSA History

Recommended by:  4/19/23
 Department Director Date

Approved by:  4/24/23
 County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	\$92,060	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$92,060</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 3904 Dept 601 Unit Z017 Object 4610

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

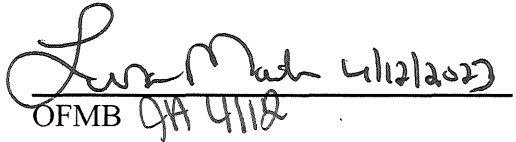
Funding for this project is from the Building Capital Projects Fund.

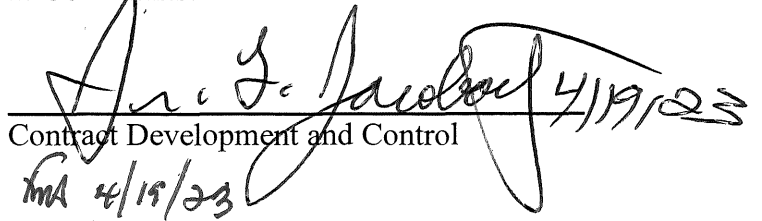
C. Departmental Fiscal Review:

 _____

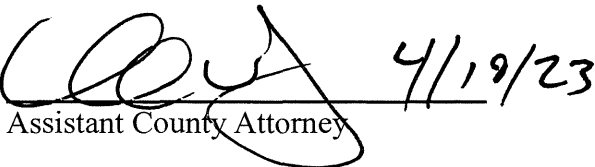
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:


OFMB JH 4/18


Contract Development and Control
MA 4/19/23

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

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

Summary: CSA No. 1 in the amount of \$92,059.33 will authorize Phase 1, predesign services for programming and conceptual design analysis necessary to define the Building Division's space requirements and needs. The solicitation for design professionals was advertised on May 22, 2022 according to the Equal Business Opportunity (EBO) Ordinance, with final selection on December 12, 2022. The project was presented to the Goal Setting Committee on April 20, 2022. The Committee established Affirmative Procurement Initiatives (APIs) of a minimum mandatory participation goal of 20% Small Business Enterprise (SBE) participation and a Minority Business Enterprise (MBE) evaluation preference for African American firms. The Consultant committed to a 26% SBE participation goal, of which 11% is MBE participation from an African American business for this contract. The actual SBE participation will be identified on each CSA and will be tracked cumulatively over all CSAs issued under the contract. The SBE participation on this CSA is 3.29%. There is no MBE participation on this CSA. Cumulative SBE participation on the contract is 3.29%. There is no cumulative MBE participation. The Consultant is a local firm and a graduate from the EBO program. Funding for this project is from the Building Capital Projects Fund. **(Capital Improvements Division) District 7 (MWJ)**

Background and Justification: On December 12, 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 necessary for the Vista Center Expansion project will include design, planning, investigative, permitting and construction administration services. CSA No.1 will authorize Phase 1, pre-design services for programming and conceptual design analysis necessary to define the Building Division's space requirements and needs.