

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

Meeting Date: October 3, 2023

Consent Regular
 Workshop Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 4 to the continuing consulting services/design professional services contract (R2022-0486) with Williamson Dacar Associates Inc. dba Williamson Design Associates (Consultant) in the amount of \$119,388.53 for the Belle Glade Palm Tran Parking Lot project.

Summary: On May 17, 2022, the Board of County Commissioners (Board) approved the continuing consulting services/design professional services contract (R2022-0486) with the Consultant to provide consulting services/design professional services for various federal projects on a continuing contract basis. This item will authorize professional services for CSA No. 4 for the Belle Glade Palm Tran Parking Lot project. Palm Tran desires to restripe the existing bus lot due to deterioration of the existing striping, the need for additional lighting for added security and the need to incorporate canopies over the above ground tanks and probe areas for shelter. Under CSA No. 4, the Consultant will provide professional services (i.e. design, construction document preparation, bidding and construction administration phase services) necessary for the parking lot striping, additional pole mounted lighting and new canopies at the Belle Glade Palm Tran parking lot. This continuing consulting services/design professional services contract is exempt from the County's Equal Business Opportunity Ordinance pursuant to section 2-80.22 thereof. There is no Disadvantaged Business Enterprise (DBE) Goal established for this work, however, Palm Tran encourages the bidder to make every attempt to obtain participation of certified DBEs and other Small Business Enterprises (SBE) certified by a cognizant agency in the completion of this contract (Race neutral). The SBE and/or DBE non-mandatory goal for this project is 15%. Funding for this project is from the Palm Tran Grants Fund. **(Capital Improvements Division) District 6 (MWJ)**

Background & Justification: The design professional was selected on February 28, 2022, pursuant to the Consultant Competitive Negotiation Act (CCNA), Florida Statute 287.055 and in accordance with the Federal Brooks Act. CSA No. 4 authorizes the professional services necessary for the Belle Glade Palm Tran Parking Lot project.

Attachments:

1. Location Map
2. Budget Availability Statement
3. CSA No. 4
4. CSA History

Recommended by: *Dennis C. Lynch* *9/7/23*
DL Department Director Date

Approved by: *W. Baker* *9/20/23*
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	<u>\$122,349</u>	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$122,349</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 X No _____

Budget Account No:

Fund 1341 Dept 542 Unit 5559 Object 6506

PROFESSIONAL SERVICES	\$119,388.53
STAFF COSTS	\$ 2,960.00
CONTINGENCY	<u>\$ 0.00</u>
TOTAL	\$122,348.53

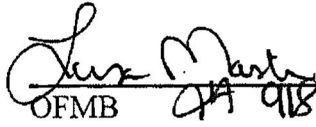
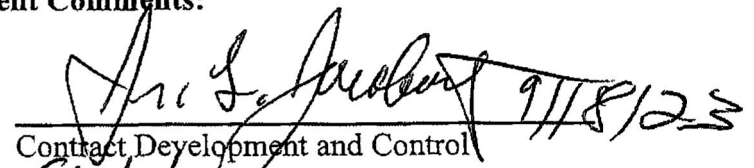
B. Recommended Sources of Funds/Summary of Fiscal Impact:

Funding for this project will be from the Palm Tran Grants Fund.


C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

<p><u></u> OFMB 9/18/23 9/18</p>	<p><u></u> Contract Development and Control 9/18/23</p>
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B. Legal Sufficiency:


 Assistant County Attorney
 9/19/23

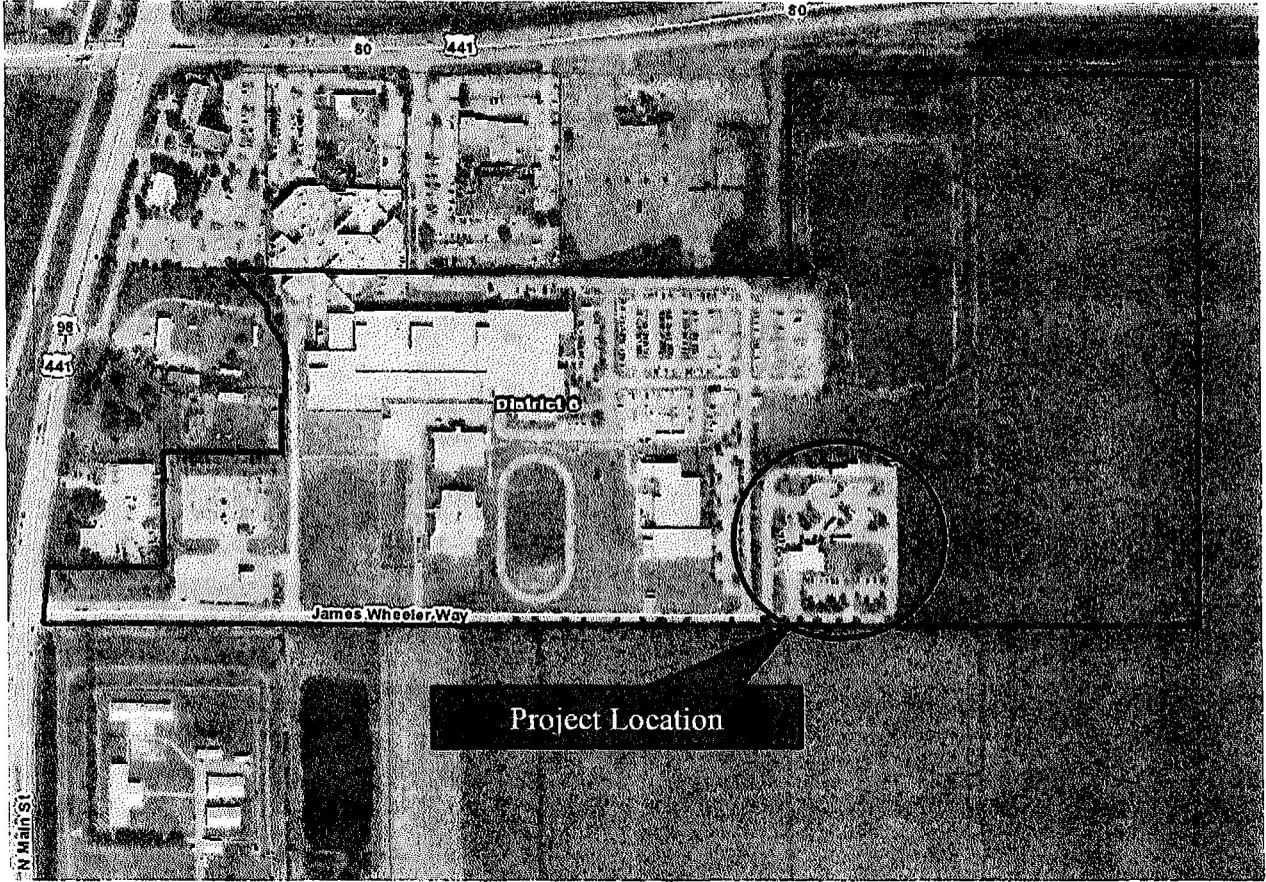
C. Other Department Review:

 Department Director

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

LOCATION MAP

Project No: 2022-017144
Project Name: Belle Glade Palm Tran Parking Lot
Location: 38601 James Wheeler Way, Belle Glade, Florida 33430



BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 07/11/2023 REQUESTED BY: Marc Hartley PHONE: 233-2053

PROJECT TITLE: Belle Glade Palm Tran Parking Lot
(Same as CIP or IST, if applicable)

ORIGINAL CONTRACT AMOUNT: N/A
EFDO # 2022-017144

IST PLANNING NO.:

REQUESTED AMOUNT: \$122,348.63

BCC RESOLUTION#: R2022-0486
DATE: 05/17/22

CSA or ~~CHANGE ORDER~~ NUMBER: CSA #4

LOCATION: 38601 James Wheeler Way, Belle Glade

BUILDING NUMBER:

DESCRIPTION OF WORK/SERVICE LOCATION:

PROJECT/W.O. NUMBER: 2022-017177

CONSULTANT/CONTRACTOR: Williamson Dacar & Associates dba Williamson Design Associates (*Continuing Architectural Consultant - Federal*)

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

Professional services shall include design, construction document preparation, bidding and construction administration phase services necessary for parking lot striping, lighting and canopies.

CONSTRUCTION	\$
PROFESSIONAL SERVICES	\$119,388.53
STAFF COSTS*	\$ 2,960.00
EQUIP. / SUPPLIES/ADVERTISING	\$
CONTINGENCY	\$
TOTAL	\$122,348.53

** 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: 1341 DEPT: 542 UNIT: 5559 OBJ: 6506

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: Public Works Department

BAS APPROVED BY: _____

DATE 7/14/23

ENCUMBRANCE NUMBER: _____

Consultant: Williamson Dacar Associates, Inc. d/b/a Williamson Design Associates Contract Award Date: 17-May-22 Resolution Number: R2022-0486 Annual Type: Architectural Services - FEDERAL Expiration Date: 16-May-2027 Renewal Options: 3 - 1 yr renewals				Total: \$255,975.13		\$0.00	0.00%	0.00%	DBE Goal: TBD			
						Monitored By: Michael Tubiolo Cumulative Limit \$ 2,000,000.00						
Prefix	CSA#	Amount	SBE Amount	Requested By	Request Date	Project#	Project Name	Services	Approved	App'd By	DBE %	
							<i>Original Contract</i>	<i>Architectural Services - Federal</i>	<i>17-May-22</i>			
	1	\$4,644	\$0	Rocky Roque	11-Apr-22	2021-051868	Asbestos Survey - 3 Pre-Demolition Homes 2423 Westgate, 2426 & 2428 Cherokee Avenue	Asbestos Identification Surveys	7/22/2022	DIR	0.00%	
	2	\$66,182	\$0	Michael Tubiolo	18-Aug-22	2022-045438	Infill Housing Prototype	Design and construction documents for Infill Housing - Prototype Design	3-Oct-22	CRC	0.00%	
	3	\$45,605		Niri Maharajh	21-Mar-23	2022-005557	High Ridge Family Center Generator	Design, construction document preparation, bidding and construction administration services	24-Apr-23	DIR	0.00%	
1	2	\$20,154.86		David Hawke	4-Apr-23	2022-045438	Infill Housing Prototype	Survey and geotechnical services	5-May-23	DIR	0.00%	
	4	\$ 119,388.53		Marc Hartley	2-Jun-23	2022-017144	Belle Glade Palm Tran	Design, bidding, permitting and construction administration phase services			0.00%	
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