

# **TOWN OF PALM BEACH**

Information for Town Council Meeting on: March 12, 2024

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution approving a purchase order to CPZ Architects Inc. for Town of Palm Beach Police Station Renovation of bathrooms, locker rooms and aging sanitary sewer and domestic water piping systems in the amount of \$179,906 and establishing a project budget of \$198,000 for design services

DATE: February 26, 2024

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## **STAFF RECOMMENDATION**

Staff recommends the Town Council approve Resolution No. 024-2024, approving a purchase order to CPZ Architects Inc. (CPZ) for Town of Palm Beach Police Station Renovation of bathrooms, locker rooms and aging sanitary sewer and domestic water piping systems in the amount of \$179,906 and establishing a project budget of \$198,000 for design services.

## **SUMMARY EXPLANATION/BACKGROUND**

The Police Department requires renovation of 18,678 square feet that was identified during the Facilities Assessment. The spaces identified are the locker rooms, restrooms and aging sanitary sewer and domestic water piping systems. Original floor plan options were prepared in 2018. Since that time, the exiting facilities have continued to deteriorate.

Public Works selected CPZ Architects, Inc., one of three approved architects to provide consulting services related to the preparation of as-built in-house from existing building drawing provided by the Town. Confirm as-built project site and building conditions. Prepare As-built drawings based on field measurements. As-built drawings will be prepared in REVIT for this project.

The Schematic Design phase portion of this project we will provide the following:

- Meetings with Town to review (2) Proposed floor plan options prepared back in 2018 with Town and Police Department
- Revision to plan based on comments from meeting.
- Review meetings with Town to review revisions.
- Revision to plan based on comments from meeting.
- Total of (2) Meetings and (2) Plans Revisions

- Planning and Zoning Code Research
- Prepare existing site plan based on existing site plan drawing received from the Town for addition required by Architectural Review Commission
- Prepare (2) schematic design options of rear façade elevations.
- Elevations revision based on comments by Town and Police Department
- Prepare 100% schematic design package.
- Prepare submission to Architectural Review Board
- Existing or previously approved site plan
- Color Photos of Existing Property
- Proposed site plan with dimension and clouding the changes.
- Existing and proposed elevations with dimensions
- Proposed Finish Board (Color, Patterns, Materials, etc.)
- Survey
- Presentation of above submission to Architectural Review Board
- Select finishes for Restrooms.
- Prepare finish board for Town and Police Department for review.
- (2) Meetings with Town and Police Department to review finishes
- Coordination with Surveyor

CPZ will be tasked with construction documents, permitting, bid evaluation, and additional meetings as required.

### **FUNDING/FISCAL IMPACT**

Funding for this award will be from the Capital Improvement Program.

### **TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.