

TOWN OF PALM BEACH

Information for Town Council Meeting on November 9, 2021

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving the Award of RFQ No.2021-29 North Fire Station Restoration Project - Architectural and Engineering Design and Construction Services to Bridges, Marsh & Associates Inc. and Award a Contract for Services for the Project in an Amount of \$390,000 and Establish a Project Budget of \$468,000
Resolution No. 134-2021

DATE: November 2, 2021

STAFF RECOMMENDATION

Town staff recommends Town Council approve Resolution NO. 134-2021 the Award of RFQ No.2021-29 North Fire Station Restoration Project - Architectural and Engineering Design and Construction Services to Bridges, Marsh & Associates Inc. (BMA) and award a Contract For Services for the project in an amount of \$390,000, and establish a project budget of \$468,000.

SUMMARY EXPLANATION/BACKGROUND

The North Fire Station No. 2 has documented structural issues in addition to a multitude of interior issues. These issues prompted the acceleration of building improvement for fire staff. The Town is securing the services of both an architectural and engineering design firm and a CMAR for the Restoration Project.

The selected architectural and engineering firm is expected to develop all necessary plans to achieve all necessary approvals including landmarks and other necessary permits, and supply the CMAR necessary documentation for bids: Coordination with all stakeholders, Town of Palm Beach staff, CMAR team, utilities departments, community involvement, etc. Design documents from schematic through construction documents, including value of cost at 30%, 60%, and 90% drawing phases, to include value engineering suggestions throughout the project design.

The facility is intended to have all requirements for the fire station design and construction. Including but not limited to: NFPA 1500 standards, commercial grade kitchen (gas), three (3) apparatus bays, fueling station, bunker gear storage, laundry facility's, elevator, conference/training rooms, impact doors and windows, complete generator power back up, co-ed sleeping quarters for staff (minimum of 8), men's and woman's locker rooms with associated shower and toilet facilities, gym with fitness equipment, vehicle exhaust evacuation systems, administration offices, etc.

METHOD OF PROCUREMENT

The Public Works Department developed a Scope of Services which was reviewed by the Fire Department and Purchasing. The Request for Qualifications (RFQ) was issued on August 23rd and closed on September 23rd.

The solicitation was broadcast nationwide to 880 firms through DemandStar. In addition, Town Purchasing sent emails to seventy-two (72) known firms/individuals advising of the solicitation and invited the firms to review and participate in the solicitation.

When a RFQ is issued, price is not an evaluation factor. The proposal is based solely on qualifications of the firms submitting.

The initial ranking Selection Committee was held on October 7th. The Selection Committee consisted of the following members:

Voting

Sean Baker
Wayne Bergman, MCP, LEED® AP
Paul Colby
Eric Brown, P.E.
Amy Wood

Non-Voting

Jason Debrincat, P.E.
Jie House, P.E.
Patricia Strayer, P.E.

The Selection Committee reviewed seven (7) proposals and short listed four (4) for oral presentations. The oral interviews were held on October 18th and the Committee ranked and recommended Bridges, Marsh & Associates Inc. for award.

Town Purchasing approached Paul Brazil, P.E., Director of Public Works, regarding securing a proposal from the recommended awardee, BMA, for all services associated to the solicitation. A meeting was held with BMA after their first proposal submittal. A final proposal was presented on November 1st. By proceeding with this methodology, only one agenda and resolution are presented, and additionally, the saving of time of a month delay.

The Town Purchasing Policy and Procedures Manual, Administrative No. 1-21-1 permits for securing a proposal from a firm qualified to the solicitation with the goal of streamlining the process.

Due to the nature of the facility, the expedited process provides for elimination of time delays.

FISCAL IMPACT/FUNDING SOURCE

The funding for this program is from the Capital Improvement Fund.

USER DEPARTMENT CONCURRENCE

Public Works is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues.

TOWN ATTORNEY REVIEW

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

cc: Paul Brazil, P.E., Public Works Director
Jason Debrincat, P.E., Senior Project Engineer
Darrel Donatto, Fire Chief