

Information for Town Council Meeting on December 14, 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. 2021-27 Professional Services for Town of Palm Beach Facilities Assessment to Nelson Engineering Co. and Awarding a Contract for Services for the Project in an Amount of \$76,215.28 and Establish a Project Budget of \$87,500; **Resolution No. 153-2021**

DATE: 1 December 2021

STAFF RECOMMENDATION

Staff recommends Town Council approve the Award of RFQ No. 2021-27 Professional Services for Town of Palm Beach Facilities Assessment to Nelson Engineering Co. and award a contract for services for the project in an amount of \$76,215.28 and establish a project budget of \$87,500.

SUMMARY EXPLANATION/BACKGROUND

The Town has multiple facilities with varying levels of requirements for capital improvement. The need to prioritize necessary improvements has become apparent. The Town is securing the services of a Professional Engineering Consultant to complete assessments of Town facilities and prepare a property condition report to be used to create a capital improvement plan which will aid in budgeting for such improvements.

The selected consultant is expected to perform a baseline property condition assessment (PCA) for each facility in general conformance with ASTM E2018-15. The purpose of the PCA is to observe and report, to the extent feasible, on the physical condition of the subject buildings.

The consultant will also conduct an interview with building maintenance staff to understand the level of historical repairs and replacements, level of preventative maintenance exercised, pending repairs/improvements, frequency of repairs, and any known issues with the building.

The systems and building elements listed below will be reviewed for conspicuous deficiencies, material deferred maintenance, and compliance with the Florida Building Code:

1. Structural Frame and Building Envelope
2. Roofing

3. Heating/Air Conditioning/Ventilation
4. Electrical
5. Plumbing
6. Vertical Transportation (as applicable)
7. Life Safety/Fire Protection
8. Interior Elements
9. ADA Requirements
10. Special Exterior Architectural Finishes

The results of the assessment will be presented in a property condition report. The report will include descriptions of systems and components and their general physical condition. For each material physical deficiency, The Consultant will provide a suggested remedy which may include further research or testing if appropriate. The report will include representative photographs and will submit the report to the Town along with meeting with the Town to discuss their findings.

The Consultant will prepare an engineer's opinion of probable cost to correct the reported deficiencies. Opinions of probable costs should only be construed as preliminary budgets. Actual costs can vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work, quality of contractor, quality of project management exercised, market conditions, whether competitive pricing is solicited, timeframe between the issuance of the opinion and the actual work being performed, etc.

Estimates of useful life remaining for major building systems (i.e. roofing, HVAC systems, etc.) will be made. A proposed Capital Improvement Program for the subject facilities describing preventative maintenance will be prepared with a ten-year planning horizon.

METHOD OF PROCUREMENT

The Public Works Department developed a scope of services which was reviewed by the Purchasing. The Request for Qualifications (RFQ) was issued on August 6th and closed on September 8th.

The solicitation was broadcast nationwide to seven hundred twelve (712) consultants through DemandStar. In addition, Town Purchasing sent emails to seventy-two (72) known consultants/individuals advising of the solicitation and invited the consultants 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 consultants submitting.

The initial ranking Selection Committee was held on October 5th. The Selection Committee consisted of the following members:

Voting

Paul Colby
Brett Madison
Mike Roach, P.E.

Non-Voting

Patricia Strayer, P.E.

The Selection Committee reviewed ten (10) proposals and short listed eight (8) for oral presentations. The oral interviews were held on October 19th and the committee ranked and recommended Nelson Engineering Co. for award.

A meeting was held with Nelson Engineering Co. after their first proposal submittal. A final proposal was presented on November 8th.

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 consultant qualified to the solicitation with the goal of streamlining the process.

FISCAL IMPACT/FUNDING SOURCE

The funding for this program is from Pay As You Go.

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
Paul Colby, Facilities Division Manager