



Town of Palm Beach

RFQ No. 2022-17

Architectural Services

1 INTRODUCTION

The Town of Palm Beach desires to engage one or more professional architectural services consultants on a continuing basis to perform design services, preparation of technical specifications, detailed design plans, construction observation, studies, landscape architectural and other professional architectural services.

Anticipated work includes design of new buildings, renovations to existing buildings, upgrades to building infrastructure, improvements to site plans, master plans, landscape architecture, feasibility studies and related surveying and architectural services. The Town will require the consultant to provide complete professional architectural services including detailed design plans and technical specifications that meet projects scope of work both electronically and in hard copy format.

2 SCOPE OF WORK

The categories of the Architectural Services that may be required are as follows:

1. New buildings
2. Renovations of existing buildings
3. Upgrades to building infrastructure
4. Site Plan development
5. Landscape Architecture
6. Related surveying and permitting services
7. Improvements within the Capital Improvement Program
8. Other architectural services

Specific projects anticipated are as follows:

1. Public Works Facility renovations
2. Police Facility renovations
3. Lifeguard Facilities renovations
4. Old Police and Old Purchasing Facilities renovations
5. Town Facilities roof replacements
6. Pinewalk Transfer Facility renovations/upgrades
7. Improvements as may be set forth in written Capital Improvement Program

The Town may require other architectural related projects necessary to continue to provide a high level of service to Town residents.

The Services that may be required are as follows:

1. Project liaison services
2. Cost estimating
3. Development of easement configurations
4. Utilities (electric, CATV, telecommunications) associated with design plans
5. Preparation of design plans and specifications
6. Contractor evaluation services
7. Construction management services
8. Development of project as-builts
9. Surveying
10. Development of landscape plans



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11. Building Department Review, Committee Presentations (ARCOM, Landmark, Zoning, etc.)
12. Other work as mutually agreed upon

3 APPROACH TO THE PROJECT

The proposal shall include a description of the proposed service, with any exhibits or documentation deemed essential, addressing the following phases of the proposed service:

1. Overall approach and methods used to achieve a fully functional Project
2. Methodology for development of design plans and technical specifications
3. Describe involvement of Town staff
4. Describe the current workload

4 TOWN CONTRACT COORDINATOR

The Town will assign a Contract Coordinator for this project. After the Notice to Proceed/Purchase Order is issued, all communications and correspondence shall be directed to the Contract Coordinator at Town of Palm Beach, 951 Okeechobee Road, West Palm Beach, FL 33401 with copies of the correspondence to the Purchasing Division at 951 Old Okeechobee Road, Suite "D", West Palm Beach, FL 33401.

5 DESIGNATED PERSONNEL

The Applicant Firm shall designate the personnel to be assigned specifically to the performance of this work. At the time of negotiation for entry into a formal contract, the Town shall have the right to specify those key project personnel for whom the Applicant Firm shall not be allowed to substitute other personnel without prior written permission of the Town.