

BOARD OF COUNTY COMMISSIONERS

DATE: December 10, 2013
AGENDA ITEM NO. 26

Consent Agenda ☐

Regular Agenda ☒

Public Hearing ☐

County Administrator's Signature

Subject:

Amendment No. 1 – Design Professional Consulting Services for the Public Safety Facilities and Centralized Communications Center
Contract No. 090-0402-NC(RM)
PID No. 1635/000007A

Department:

Real Estate Management / Purchasing

Staff Member Responsible:

Paul S. Sacco / Joe Lauro

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE AMENDMENT NO. 1 TO THE AGREEMENT FOR DESIGN PROFESSIONAL CONSULTING SERVICES FOR THE PUBLIC SAFETY FACILITIES AND CENTRALIZED COMMUNICATIONS CENTER (PSF/CCC) WITH HARVARD JOLLY, INC. (HARVARD JOLLY), ST. PETERSBURG, FLORIDA.

IT IS FURTHER RECOMMENDED THE CHAIRMAN SIGN THE AMENDMENT AND THE CLERK ATTEST.

Summary Explanation/Background:

This request for approval of Amendment No. 1 will provide funds for Harvard Jolly, the Design Professional (DP), to provide additional services, requested by the County, to better support Sheriff's Office operations. These services include: a redesign of a portion of the first floor of the new Sheriff's Administration Building (SAB) to accommodate the relocation of the fitness center from the basement of Building 400, a redesign of site/civil/landscape to reflect the demolition of Building 400, and design services for relocating Sheriff's personnel from Building 400 into the new SAB. Amendment No. 1 increases the DP contract amount by \$40,000.00 to a total of \$4,018,000.00.

The services required for this project relate to DP Services for a Construction Management (CM) at Risk delivery of a storm hardened PSF/CCC of approximately 200,000 square feet. The project site is on a 40-acre County owned location at the southwest corner of Ulmerton Road and Seminole Boulevard. The Pinellas County Sheriff's Office and Pinellas-Pasco Medical Examiner currently occupy the site.

The PSF/CCC will include the County's Emergency Operations Center, Emergency Communications 911 Dispatch, Emergency Medical Services Dispatch, and the Sheriff's Administrative/Operational and Dispatch headquarters. The project scope also entails demolition of existing structures, extensive site redevelopment for surface parking of 500 vehicles, structured parking for 800 vehicles, landscaping, site amenities, drainage, utility upgrades, and a central energy plant. In addition, the facility is designed to a Leadership in Energy and Environmental Design (LEED) Certified level.

Harvard Jolly utilized design documents prepared by a previous DP and completed them. The 100% completed construction documents were coordinated with the CM to develop a Guaranteed Maximum Price (GMP) and, following the Board's approval, provided construction administration services.

Previous actions associated with this contract in reverse chronological order are:

- On 22, 2011, the Board approved the final negotiated agreement for Design Professional Consulting Services for the PSF/CCC with Harvard Jolly.
- On November 16, 2010, the Board, in accordance with the County's Consultant Competitive Negotiation Act (CCNA) procedures approved selection of Harvard Jolly as the Architect of record for the PSF/CCC located at 10750 Ulmerton Road, Largo. The Board further authorized staff to proceed to negotiate a final contract.

Fiscal Impact/Cost/Revenue Summary:

Approved Costs of Agreement for DP Services:	\$3,978,000.00
Cost associated with Amendment No. 1	<u>\$ 40,000.00</u>
Total Revised Cost of Agreement for DP Services	\$4,018,000.00

Funding to support this project is budgeted in the County's Capital Improvement Program. The source of funding for this Project is the infrastructure Sales Tax (Penny for Pinellas): Public Safety and Hurricane Preparedness Allocation.

Exhibits/Attachments:

Contract Review
Amendment No. 1



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS
NO.:42978

PROJECT: Amendment No. 1 CCNA - Pinellas County Design Professional Services for the Public Safety Facilities and Centralized Communication Center Project No. 1635

RFP NUMBER: 090-0402-NC(RM)

REQ. NUMBER:

TYPE: ☐ Purchase Contract ☒ Other: **Amendment** ☐ Construction-Less than \$100,000 ☐ One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages:

PRODUCT ONLY ☐

This is an annual contract.

Estimated Expenditure: \$

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. J. Lauro, Director C. Mancuso, Ass't. Director Ruby McKenzie, PA		<i>[Signature]</i>	<i>Legal working on Appendix Risk sent copy of file</i>	
2.	REM Paul Sacco, Director Mario Ferfaglia	<i>10/30/13</i> <i>10/30/13</i>	<i>[Signature]</i>	<i>Reviewed see email</i> <i>Reviewed - see email</i>	

Using Dept please provide below information:

☐ Yes, funding for this requisition is using grant Funding. ☐ No, funding for this requisition is not using grant Funding.

If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

Please check attached vendor list. Circle vendors you want RFPs mailed to. Add additional vendors with complete information (Name, Address, Phone and Fax)

3.	Risk Management Director Attn: Virginia E. Holscher (Check applicable box at right)	<i>10/30/13</i>		<i>Reviewed see email</i>	HIGH RISK NOT HIGH RISK
4.	BCC Finance Attn: Cassandra Williams	<i>11/5/13</i>		<i>Reviewed see email</i>	
5.	Legal Attn: Miles Belknap	<i>10/30/13</i>		<i>Reviewed see email.</i>	
6.	Asst. County Administrator Attn: M. Woodard	<i>11/1/13</i>	<i>[Signature]</i>	<i>→ See comments.</i>	

RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: **Ruby McKenzie** at Extension 4-3795

In order to meet the following schedule, please return your requirements to Purchasing by: **8/28/2013**

TENTATIVE DATES

RFP Mail Out: .
RFP Opening:
BCC Approval: 9/17/2013 Tentative

From: Sacco, Paul S
Sent: Wednesday, October 30, 2013 4:16 PM
To: McKenzie, Ruby M
Subject: RE: CATS 42978

Ruby,

REM has reviewed the documents for CATS item 42978, signed off in CATS and have no changes or comments to make.

Paul Sacco
Director - Real Estate Management
Pinellas County Government
(727) 464-3002
All government correspondence is subject to the public records law.

From: McKenzie, Ruby M
Sent: Wednesday, October 30, 2013 3:57 PM
To: Ferfoggia, Mario
Cc: Sacco, Paul S; Holscher, Virginia
Subject: RE: CATS 42978

I need an email from Paul and Ginny *individually indicating that **they reviewed the documents for CATS item 42978, signed off in CATS and have no changes or comments to make.*** I have to attach it to the contract review transmittal sheet when it goes over to the BCC.

I sent another reminder out today to Cassandra Williams and Miles Belknap to do the same. I'll forward you a copy of the email.

Thanks.

ruby

From: Ferfoggia, Mario
Sent: Wednesday, October 30, 2013 1:54 PM
To: McKenzie, Ruby M
Subject: CATS 42978

Ruby,
Paul, Ginny and I have signed off in CATS. Are you prodding the remaining to do the same?

Mario Ferfoggia, Sr Registered Architect
Pinellas County Real Estate Management
Building Design & Construction Division
509 East Avenue S.
Clearwater, FL 33756
Phone (727) 464-4074
Fax (727) 464-5596
Mobile (727) 460-0569
mferfogl@pinellascounty.org

From: Holscher, Virginia
Sent: Wednesday, October 30, 2013 4:07 PM
To: McKenzie, Ruby M; Ferfoggia, Mario
Cc: Sacco, Paul S; White, Ginger; Makras, Tiffany C
Subject: RE: CATS 42978

Ruby,

Risk has reviewed the documents for CATS item 42978, signed off in CATS and have no changes or comments to make. Just curious. Once we go electronic with the Contract Review process, will signing off in CATS be enough?

Virginia E. Holscher, CPCU
Bureau Director, Risk Management
400 South Fort Harrison Avenue
Clearwater, FL 33756
Phone: 727-464-3559
Fax: 727-464-4060
Cell: 727-328-4756
vholscher@pinellascounty.org

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Building Design & Construction Division
509 East Avenue S.
Clearwater, FL 33756
Phone (727) 464-4074
Fax (727) 464-5596
Mobile (727) 460-0569
mferfogl@pinellascounty.org

McKenzie, Ruby M

From: Williams, Cassandra B
Sent: Friday, November 08, 2013 9:31 AM
To: McKenzie, Ruby M
Subject: FW: 090-0402-CN Contract Review for Amendment No 1 Pinellas County Design Professional Services for the Public Safety Facilities and Centralized Communication Center Project
Attachments: 090-0402-NC CR Amend 1-copy \$40,000 8-27-2013 docs.pdf

I've reviewed and updated CATS.
See page 2 of the Board Memo.

From: McKenzie, Ruby M
Sent: Wednesday, October 30, 2013 3:51 PM
To: Williams, Cassandra B; Belknap, Miles S
Subject: FW: 090-0402-CN Contract Review for Amendment No 1 Pinellas County Design Professional Services for the Public Safety Facilities and Centralized Communication Center Project

We need to move this forward quickly. Please review, sign off in CATS and send me an email indicating that you have reviewed along with any changes you want.

Thank you.

ruby

From: McKenzie, Ruby M
Sent: Monday, October 28, 2013 10:47 AM
To: Williams, Cassandra B; Belknap, Miles S; Holscher, Virginia
Cc: Ferfaglia, Mario
Subject: 090-0402-CN Contract Review for Amendment No 1 Pinellas County Design Professional Services for the Public Safety Facilities and Centralized Communication Center Project

Attached are the documents for the contract review for CATS Item 42978. This review started out in August and in between making changes and having the consultant sign the amendment, it seems to have lost it way. The final amendment is \$40,000. The consultant has already signed the amendment. We just need to get this thru the review process as quickly as possible. Please review the attached documents and send me an email of any comments/changes you may have. Once I have all the comments back and you have noted in CATS that you have reviewed, I will hand deliver to Mark Woodward.

Please contact me with any questions.

Thank you.

ruby

From: Belknap, Miles S
Sent: Wednesday, October 30, 2013 3:59 PM
To: McKenzie, Ruby M
Subject: RE: 090-0402-CN Contract Review for Amendment No 1 Pinellas County Design Professional Services for the Public Safety Facilities and Centralized Communication Center Project

Ruby, I thought I responded earlier, I have no changes.

Miles Belknap
Assistant County Attorney
Pinellas County Attorney's Office
315 Court Street, 6th Floor
Clearwater, FL 33756
Phone: (727) 464-3354
Fax: (727) 464-4147
mbelknap@pinellascounty.org

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Cc: Ferfaglia, Mario
Subject: 090-0402-CN Contract Review for Amendment No 1 Pinellas County Design Professional Services for the Public Safety Facilities and Centralized Communication Center Project
Attachments: Amendment 1 to vendor.pdf; 090-0402-NC CR Amend 1-copy \$40,000 8-27-2013 docs.pdf; AGREEMENT.pdf

Attached are the documents for the contract review for CATS Item 42978. This review started out in August and in between making changes and having the consultant sign the amendment, it seems to have lost it way. The final amendment is \$40,000. The consultant has already signed the amendment. We just need to get this thru the review process as quickly as possible. Please review the attached documents and send me an email of any comments/changes you may have. Once I have all the comments back and you have noted in CATS that you have reviewed, I will hand deliver to Mark Woodward.

Please contact me with any questions.

Thank you.

ruby



Joseph Lauro, CPPO/CPPB
Director

AMENDMENT NO. 1

PROJECT: Public Safety Facilities & Centralized Communications Center
CONTRACT NO: 090-0402-NC(RM)
AGREEMENT DATE: March 22, 2011
OWNER: Pinellas County Board of County Commissioners
CONSULTANT: Harvard Jolly, Inc.

REASON FOR AMENDMENT:

Amendment No. 1 will increase the total amount of the approved Design Professional (DP) Agreement by \$40,000.00 and increase the approved Contingency funds in the DP Agreement to \$220,000.00 to provide authorized additional services required for County-requested changes within the scope of the Guaranteed Maximum Price (GMP) for the project. These services include: redesign of a portion of the first floor of the new Sheriff's Administration Building (SAB) to relocate the fitness center from the basement of bldg 400; redesign of site/civil/landscape to demolish Bldg 400; design services for relocating Sheriff's personnel from Building 400 into the new SAB.

CHANGE IN AGREEMENT PRICE:

Original Approved Agreement Amount: \$3,978,000.00

Increase due to Amendment No. 1: \$40,000.00

Revised Agreement Amount: \$4,018,000.00

PLEASE ADDRESS REPLY TO:
400 South Ft. Harrison, Sixth Floor
Clearwater, Florida 33756
Phone: (727) 464-3311
FAX: (727) 464-3925
Website: www.pinellascounty.org/purchase



Per Article 28 of the Agreement, this AMENDMENT shall constitute a modification to our Agreement and will be performed subject to all of the same terms and conditions as contained in our Agreement indicated above, as fully as if the same were repeated in this acceptance.

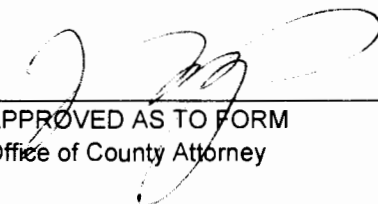
ATTEST:

PINELLAS COUNTY, FLORIDA
by and through its Board of County
Commissioners

By: _____
Ken Burke
Clerk of the Court

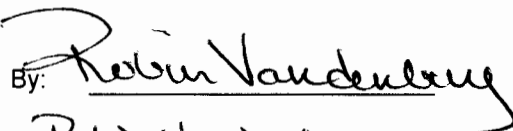
By: _____
Chairman
Board of County Commissioners

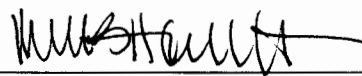
Date: _____

By:  _____
APPROVED AS TO FORM
Office of County Attorney

ATTEST:

CONSULTANT:

By:  _____
Robin Vandenburg
Type/Print Name and Title
Accounting Manager

By:  _____
William B. Harvard, Jr. (CEO)
Type/Print Name and Title

(SEAL)