



Agenda Item # _C - 11_____

VILLAGE OF ROYAL PALM BEACH

Agenda Item Summary

AGENDA ITEM:

Approval and authorization for the Village Manager to execute Consultant Services Authorization No. 02A with REG Architects Inc to provide Architectural Services for the Cultural Center Porte-Cochere, Project Number PR2401. The cost for said services shall not exceed \$43,000.00.

Background:

This project involves an extension to the main entry canopy of the Cultural Center. Added to the Capital Improvement Program in 2021, this project was ranked a 'high priority' in the Strategic Plan under 'Targets for Action' 2023/2024.

Consultant Services Authorization (CSA) 02A will expand upon the previously approved schematic design phase (CSA 02) by adding additional design phases. This will cause the cumulative design costs to exceed the \$50,000 purchasing threshold, requiring council approval.

ISSUE:

REG has previously prepared Schematic Design Documents including a preliminary site plan, floor plans, elevations, and renderings. The proposed scope includes Construction Documents based upon the approved Schematic Design Documents.

For the bidding and permitting phase of the project, REG will assist the Village in obtaining bids or negotiated proposals, including responding to bidders' questions if necessary.

REG will provide sets of Construction Documents necessary for permitting to the Client, Client Representative, or selected General Contractor for submission to the local building department for review.

RECOMMENDED ACTION:

Staff recommends a motion to approve.

Initiator:	Village Manager	Agenda Date:	Village Council
	Approval:		Action:
Village Engineer		06/20/2024	

Consultant Services Authorization
No. 02A
Village of Royal Palm Beach

PR2401 Cultural Center Porte-Cochere

Introduction

The Village of Royal Palm Beach (Village) entered into an architectural services agreement entitled “Agreement for Professional Services” (AGREEMENT) with REG Architects dated January 19, 2024. This Consultant Services Authorization (CSA) will be performed under the terms and conditions of that AGREEMENT.

Background

CSA 02A is to add additional phases to the design phase (CSA02). This project is for the construction of an extension of the main entry canopy of the Cultural Center. This project was added to the Capital Improvement Program in 2021 and was ranked as a “high priority” in the Strategic Plan under “Targets for Action” 2023/2024.

Scope of Services

A. Schematic Design (SD):

REG shall prepare Schematic Design Documents consisting of preliminary site plan, floor plans, elevations, and renderings for Client approval, as well as start establishing preliminary engineering drawings. It is the Architect’s understanding that the project will not require a site plan approval process or that this process will be handled internally/administratively by the Village. (site plan approval or P&Z process is not included in our services)

- Design will be similar to the Rec Center Porte-Cochere
- Keep width of existing entry feature.
- Add lighting inside, pointing down.

B. Construction Documents (CD):

Based on approved Schematic Design Documents and any other adjustments to the scope Approved/authorized by the Client, REG shall prepare, for approval by the Client, Construction Documents consisting of drawings and note form specifications setting forth in detail the Requirements for construction of the project including obtaining input from REG Consultants, Client’s Representative and Client’s Consultants.

C. Bidding and Permitting (BP):

For the Bidding and Permitting phase of the project, REG shall assist the Client and Client’s Representative in obtaining bids or negotiated proposals, including responding to bidders Questions and preparing addenda as required. The Architect shall provide either one (1) digital Set or three (3) printed sets of Construction Documents necessary for permitting to the Client, Client Representative, or selected General Contractor for issuance to the local building Department for review. The Architect shall not be responsible for any permitting or review Applications or fees.

D. Construction Administration (CA):

The Construction Administration Phase shall consist of regularly scheduled monthly site visits For jobsite meetings, site observations, and shop drawing review. Monthly field reports shall be provided based on-site observations. Please note, Construction Administration does not include any site inspections, field testing, special inspections, or changes to the project scope or plans. One site visit will be performed to review substantial completion and create a punch list.

Fee

Services will be rendered on an hourly basis per the table below and will be billed on a monthly progress plus reimbursable expenses (if applicable). Funds to come from Project No. PR2401 Account No. 303-7200-572.65-99

Task I.	Architectural & Engineering Services	Fees
A.	Schematic Design Phase (hourly not to exceed) (6 weeks)*	See CSA 02
B.	Construction Document Phase (hourly not to exceed) (10 weeks)*	\$32,635.00
C.	Bidding & Permitting Assistance (hourly not to exceed) (8-12 weeks – estimated)	\$9,865.00
D.	Construction Administration	\$Hourly
	Reimbursable expenses (estimate)	\$ 500.00
	Total:	\$43,000.00

Authorization

Consultant Services Authorization No. 02A

Date: _____

If you concur with this CSA, please indicate by signing below; once executed by the Village Manager you will receive a copy for your records.

IN WITNESS WHEREOF, the parties have hereto set their hands the day and year first above written.

REG Architects Inc

Manuel Ayala, Vice President

Village of Royal Palm Beach
A Florida Municipal Corporation

Raymond C. Liggins, PE
Village Manager