



Agenda Item # C - 2

VILLAGE OF ROYAL PALM BEACH

Agenda Item Summary

AGENDA ITEM:

Approval and authorization for the Village Manager to execute Consultant Services Authorization No. 1 with DHGA Design-FL (DHGA) to provide Architectural Design Services for the Renovation and Expansion of the Recreation Center, Project Number PR2201. The cost for said services shall not exceed \$153,427.00.

Background

The Renovation and expansion of the Recreation Center was ranked on the Strategic Plan as a “top priority” for Management Agenda 2019/2020 through 2021/2022 under the Goal 2 “Responsive Village Services”.

The Village of Royal Palm Beach Recreation Center is located at 100 Sweet Bay Lane. The original building was built in the 1993 era, and has had minimal building upgrades since that time. The use demands have changed over the years requiring more program space for the general public and support staff needs. Both the quality of technology and building systems have evolved over the years and are more efficient, including lighting, heating, and air conditioning, plumbing and the exterior building thermal qualities. Renovations to the existing building, both interior and exterior, will be coordinated with the new finishes, impact resistant windows and doors, and improved ADA accessibility.

Added concern has been given to difficult conditions, such as the current pandemic challenges being presented for group gatherings, distance separation from each other requiring more space, indoor ventilation, to mention a few. Another goal of the project is to improve the interior circulation and access of the public and staff by clustering the various activities around a central reception / lobby area at the main entrance. This would allow for better communications and increase the quality of services. Also, developing areas that may be more conducive to the particular programs for the elderly and the younger users and the type of programs for each. Such as, separating the noisier activities from the quieter programs, such as, gymnasium from classrooms, and meeting areas.

In summary the purpose for the expansion and renovations of the existing facility is to provide a safe, affordable and healthy environment to support quality programs and activities to all ages of the general public. The expansion and renovations will provide for those needs, for now and the future.

ISSUE:

DHGA Design-FL will provide design services for the expansion of the recreation center. Per the RFQ Document, the scope of work for this task includes the following: The



Agenda Item # _____

expansion will include a gymnasium, four meeting rooms, kitchen, restrooms, and other support facilities. Renovations to the existing building and site are also included. The existing facility (building & parking) will remain partially operational during the new construction period. The design scope is broken into three phases as outlined below.

A. Schematic Design & Site Plan Approval (SD):

- Team meeting to review design criteria and design options as approved by the Owner.
- Create new AutoCAD drawings from your existing building plans and field verify the existing building conditions.
- Develop proposed Floor Plans per the approved conceptual design and typical Building Sections.
- Clarify ordinance and zoning issues and attend review meetings with the Village Planning & Zoning with staff, as required. Civil has included up to two (2) committee review meetings.
- Monitor the proposed Construction Budget and Schedule.
- Attend review meeting with the Village.
- Includes FF&E Services and Construction Cost Estimate
- Design fee is \$153,427.00

Future Phase (NOT INCLUDED IN THIS APPROVAL):

B. Design Development (DD) & Construction Documents Phases (CD)

- Per the approved schematic design, we will develop the final architectural documents, i.e.: floor plans, ceiling plans, interior elevations, typical building sections, details interior finishes, details and schedules.
- Develop interior finish materials and design that is in keeping with typical Village aesthetics. However, the selection and specifications of furnishings, fixtures & equipment (FF&E) are not included.
- Provide detailed design documents for Owner review and approval.
- At the end, DHGA will prepare the required drawings and specifications necessary for obtaining the building permit, for bidding and construction.
- Continue to monitor the proposed Construction Budget and Schedule.
- Includes FF&E Services and Construction Cost Estimate
- Approximate design fee is \$272,000

Future Phase (NOT INCLUDED IN THIS APPROVAL):

C. Bidding, Permit & Construction Administration Phase (B/P/CA)

- During the bidding process, our team will respond to RFI's from the Contractor for clarification issues.
- We will respond to comments and assist the contractor with obtaining building permits.



Agenda Item # _____

- Construction Administration includes RFI coordination and clarification issues and review of shop drawings.
- DHGA site visits, typically bi-monthly, for progress meetings and “punch list” reviews during construction. We anticipate an (12) month, construction time schedule - Landscape Architect (5) trips, Civil (10) trips, MEP (5) trips, Structural (8) trips, Architect (30) site trips.
- Includes FF&E Services
- Approximate design fee is \$101,850
- Estimated total design (phases a-c) and construction costs \$10,000,000
- APPROXIMATE AREAS (existing / proposed):
 - Administration – 1,500 sqft / 1,760 sqft
 - Program/Meeting Rooms – 13,400 sqft / 19,700 sqft
 - Gymnasium (Existing) 9,640 sqft / 12,800 sqft
 - Gymnasium (New) – 0 sqft / 9,540 sqft
 - Other – 10,200 sqft / 4,200 sqft
 - TOTAL Building – 39,740 sqft / 48,200 sqft

RECOMMENDED ACTION:

Staff recommends a motion to approve.

Initiator:	Village Manager	Agenda Date:	Village Council
	Approval:		Action:
Village Engineer		7/14/2022	

**Consultant Services Authorization
No. 1
Village of Royal Palm Beach

Architectural Design Services
Renovate & Expansion Recreation Center
PR2201**

Introduction

The Village of Royal Palm Beach (VILLAGE) entered into a services agreement entitled Agreement for Architectural Design Services Renovate & Expansion Recreation Center (AGREEMENT) with DHGA Design-FL (DHGA) on July 14, 2022. This Consultant Services Authorization (CSA) will be performed under the terms and conditions of that AGREEMENT.

Background

The Renovation and expansion of the Recreation Center was ranked on the Strategic Plan as a “top priority” for Management Agenda 2019/2020 through 2021/2022 under the Goal 2 “Responsive Village Services”.

The Village of Royal Palm Beach Recreation Center is located at 100 Sweet Bay Lane. The original building was built in the 1993 era, and has had minimal building upgrades since that time. The use demands have changed over the years requiring more program space for the general public and support staff needs. Both the quality of technology and building systems have evolved over the years and are more efficient, including lighting, heating, and air conditioning, plumbing and the exterior building thermal qualities. Renovations to the existing building, both interior and exterior, will be coordinated with the new finishes, impact resistant windows and doors, and improved ADA accessibility.

Added concern has been given to difficult conditions, such as the current pandemic challenges being presented for group gatherings, distance separation from each other requiring more space, indoor ventilation, to mention a few. Another goal of the project is to improve the interior circulation and access of the public and staff by clustering the various activities around a central reception / lobby area at the main entrance. This would allow for better communications and increase the quality of services. Also, developing areas that may be more conducive to the particular programs for the elderly and the younger users and the type of programs for each. Such as, separating the noisier activities from the quieter programs, such as, gymnasium from classrooms, and meeting areas.

In summary the purpose for the expansion and renovations of the existing facility is to provide a safe, affordable and healthy environment to support quality programs and activities to all ages of the general public. The expansion and renovations will provide for those needs, for now and the future.

Scope of Services

Task I. Architectural and Engineering Services

Per the RFQ Document, the scope of work for this task includes: The expansion will include a gymnasium, four meeting rooms, kitchen, restrooms, and other support facilities. Renovations to the existing building and site are also included. The existing facility (building & parking) will remain partially operational during the new construction period.

APPROXIMATE AREAS (existing / proposed):

- Administration – 1,500 sqft / 1,760 sqft
- Program/Meeting Rooms – 13,400 sqft / 19,700 sqft
- Gymnasium (Existing) 9,640 sqft / 12,800 sqft
- Gymnasium (New) – 0 sqft / 9,540 sqft
- Other – 10,200 sqft / 4,200 sqft
- TOTAL Building – 39,740 sqft / 48,200 sqft

All tasks will be broken up into typical phases as follows:

A. Schematic Design & Site Plan Approval (SD):

- Team meeting to review design criteria and design options as approved by the Owner.
- Create new AutoCAD drawings from your existing building plans and field verify the existing building conditions.
- Develop proposed Floor Plans per the approved conceptual design and typical Building Sections.
- Clarify ordinance and zoning issues and attend review meetings with the Village Planning & Zoning with staff, as required. Civil has included up to two (2) committee review meetings.
- Monitor the proposed Construction Budget and Schedule.
- Attend review meeting with the Village.
- Includes FF&E Services and Construction Cost Estimate

Future Phase (NOT INCLUDED IN THIS AGREEMENT):

B. Design Development (DD) & Construction Documents Phases (CD)

- Per the approved schematic design, we will develop the final architectural documents, i.e.: floor plans, ceiling plans, interior elevations, typical building sections, details interior finishes, details and schedules.
- Develop interior finish materials and design that is in keeping with typical Village aesthetics. However, the selection and specifications of furnishings, fixtures & equipment (FF&E) are not included.
- Provide detailed design documents for Owner review and approval.
- At the end, DHGA will prepare the required drawings and specifications necessary for obtaining the building permit, for bidding and construction.
- Continue to monitor the proposed Construction Budget and Schedule.
- Includes FF&E Services and Construction Cost Estimate
- Approximate design fee is \$272,000

Future Phase (NOT INCLUDED IN THIS AGREEMENT):

C. Bidding, Permit & Construction Administration Phase (B/P/CA)

- During the bidding process, our team will respond to RFI's from the Contractor for clarification issues.
- We will respond to comments and assist the contractor with obtaining building permits.
- Construction Administration includes RFI coordination and clarification issues and review of shop drawings.

- DHGA site visits, typically bi-monthly, for progress meetings and “punch list” reviews during construction. We anticipate an (12) month, construction time schedule - Landscape Architect (5) trips, Civil (10) trips, MEP (5) trips, Structural (8) trips, Architect (30) site trips.
- Includes FF&E Services
- Approximate design fee is \$101,850
- Estimated total design and construction costs are \$10,000,000

Task II. Optional Service (NOT INCLUDED IN THIS AGREEMENT)

D. Security and A/V Design Services

Fees:

Category	Category Title	Fee	Reimbursable Expenses
A	Schematic Design & Site Plan	\$153,427.00	\$3,000.00

See Exhibit A for a detailed breakdown of fees and the proposed design schedule.

Payments will be hourly as outlined in Exhibit “A”; in a sum not to exceed \$153,427.00 plus reimbursable expenses of \$3,000.00 and come from PROJECT: PR2201; Account No: 302-7210-572.62-99

Authorization

Consultant Services Authorization No. 1

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.

DGHA Design-FL

Robert E. Hill, President

Village of Royal Palm Beach
A Florida Municipal Corporation

Raymond C. Liggins, PE
Village Manager