



Agenda Item # R - 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 REG Architects, Inc. to provide Architectural & Engineering Design Services for the Village Hall Construction. The cost for said services shall not exceed \$448,139.00.**

#### ISSUE:

The original 13,000 square foot, single story building was constructed in 1976 with minor building improvements since that time. The Village of Royal Palm Beach has grown, and the needs of the general public and staff have changed, requiring improved services and technologies.

One of the goals of the project is to improve the interior circulation and access of the public and staff by clustering the departments around a central reception / lobby area at the main entrance. This would allow for better communications with each department and increase services. The proposed building is estimated to be approximately 19,000 square feet, multi-story and shall comply with the Village site and building standards. The estimated project budget is \$6,500,000.

The following list of general criteria established as the initial goal for the proposed building and site conditions and is not intended to be all inclusive:

- Departmentalized floor plan – new additions to manage the departments: Engineering, Planning & Zoning, Community Development, Finance, Information Systems, Village Council, Administration.
- Lobby centralized for improved public access to all departments.
- Break Room that can be used for employee gatherings and meetings.
- Locate post office to provide direct access by the public, avoiding interference with Village Hall activities.
- Exterior façade – consistent with recently completed buildings, impact windows & doors.
- Future needs for staff and public needs.
- Develop a functioning Emergency Operations Center.
- Minor modifications of the three buildings that are to remain in order to match the proposed architecture of the new Village Hall.
  - Building 1: Village Meeting Hall, 1050A Royal Palm Beach Blvd.
  - Building 2: PBC Sheriff's Office (District 9), 11498 Okeechobee Blvd.
  - Building 3: David B. Farber Training Center, 1050B Royal Palm Beach Blvd.
- Demolish existing Village Hall building after the proposed building is completed.
  - Existing Village Hall Building: 1050 Royal Palm Beach Blvd.
- Reconfigure the Village Hall campus to accommodate the proposed building.



Agenda Item # \_\_\_\_\_

The scope of CSA includes the design of the Village Hall. REG Architects, Inc. will provide Schematic Design Documents, Design Development Documents and Construction Documents. The Consultant Services Authorization is attached as Exhibit A.

Funds to come from EN2001, Account No. 301-3900-539.62-99

**RECOMMENDED ACTION:**

Staff recommends a motion to approve.

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Initiator:	Village Manager	Agenda Date:	Village Council
	Approval:		Action:
Village Engineer		12/19/2019	

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## Exhibit A

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

#### **Village Hall Architectural and Engineering Design Services EN2001**

#### **Introduction**

The Village of Royal Palm Beach (VILLAGE) entered into a services agreement entitled Agreement for Village Hall Architectural and Engineering Design Services (AGREEMENT) with REG Architects Interiors Planners (REG) on December 19, 2019. This Consultant Services Authorization (CSA) will be performed under the terms and conditions of that AGREEMENT.

#### **Background**

The original 13,000 square foot, single story building was constructed in 1976 with minor building improvements since that time. The Village of Royal Palm Beach has grown, and the needs of the general public and staff have changed, requiring improved services and technologies.

#### **Scope of Services**

##### **Task I. Architectural and Engineering Services**

Per the RFQ Document, the scope of work for this task includes:

The existing facility (building & parking) will remain fully operational during the new construction period until relocation to the new Village Hall.

One of the goals of the project is to improve the interior circulation and access of the public and staff by clustering the departments around a central reception / lobby area at the main entrance. This would allow for better communications with each department and increase services. The proposed building is estimated to be approximately 19,000 square feet, multi-story and shall comply with the Village site and building standards. The estimated project budget is \$6,500,000.

The following list of general criteria established as the initial goal for the proposed building and site conditions and is not intended to be all inclusive:

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

**A. Conceptual Design:**

Community Workshops will be conducted jointly by REG Architects and Cotleur Hearing to gather community input. These will include two workshops, possibly to be coordinated in conjunction with other large Village events. Programming and Case Studies to be included.

Based on information obtained from Client and/or Client Representative and/or Client Consultants, REG shall prepare conceptual drawings consisting of sketches, diagrams, and/or rough computer models used to describe the general idea, scale, massing, and relationship of the project components, for initial reviews and approval by Client.

Meeting schedule to include: Kickoff meeting, Village Staff Meeting 2, village Staff Meeting 3, and if needed a 3<sup>rd</sup> review to address Staff comments.

Two concepts to be presented to the Village Council.

Two (2) revisions of Conceptual Design are included.

**B. Schematic Design & Site Plan Approval (SD):**

Based on approved Conceptual Design Documents and any adjustments authorized by the Client, REG shall prepare Schematic Design Documents in conjunction with Cotleur Hearing and Engenuity Group, consisting of site plan, preliminary floor plans, elevations, sections, renderings, landscape plans, preliminary cost estimates, and refined computer models (if appropriate) to translate concept drawings to digital format. REG will also prepare, together with REG consultants and with assistance from client consultant, a set of documents to be submitted to the Village for site plan approval. Two TSR meetings are anticipated in regard to the Major Site Plan Modification and application process, P&Z and ARB. Attendance at a Village Council meeting will also be required.

**C. Design Development (DD):**

Based on approved Schematic Design Documents and any adjustments authorized by the Client in the program, REG shall prepare Design Development Documents consisting of detailed cost estimates, drawings, and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical, electrical, plumbing, fire protection, civil, landscape; including obtaining input from REG Consultants, Client, Client's Representative and Client's Consultants. Low voltage engineering is also included audio/visual/telecommunications/data and building and site security.

Meetings to include: Initial Programming Meeting with Department Heads, Village Staff Review 1, Final Programming Meeting with Department Heads & Village Staff Review 2.

REG Interiors will prepare conceptual design study for each area within the context of the overall project. The floor, wall and ceiling finishes and lighting that will be impacted in each area will either be matched or selected, and finishes will be recommended. Further, we will provide sample finishes on Interior color boards, with main materials and finishes supporting proposed solutions. The submission will be designed to facilitate decisions/comments as well as preparing the base for construction assessment, bidding and construction. Specific services include choosing finish selections, lighting fixtures, treatments for windows and create color boards for visual presentation. Interior Design will include architectural selections for all as-builts and their finishes.

**Note: No FF&E (Furniture, Furnishings, and Equipment) purchase and installation is not included but is available at an additional fee.**

**D. Construction Documents (CD):**

Based on approved Design Development 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 full 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. The architect shall provide (3) full sets of Construction Drawings and Specifications necessary for permitting to the Client, Client Representative, or selected General Contractor for issuance to the local building department for review.

Meetings to include: Village Staff Reviews of Transition Plan, Demolition Plans, Modifications of Existing Buildings and New Village Hall Plans & Specifications.

**Exclusions:**

Multiple Preliminary Designs beyond two (2), Marketing Material, Existing Facility As-Builts, Surveys, Environmental Reports, NOA submittals, Sustainable Design (LEED or other "green" certification), Acoustical Design, Food Service Design, Pool/Fountain Design, As-Constructed Record Drawings, On-Site Project Representation, System Commissioning, Field Testing, and Special Inspections. These services are available at an addition fee, if required or requested.

**Future Phases (NOT INCLUDED IN THIS AGREEMENT):**

**E. 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 and assist in awarding and preparing contract for construction. The Architect shall not be responsible for any permitting or review applications or fees.

**F. Construction Administration (CA):**

The Construction Administration Phase shall consist of regularly scheduled 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.

**Task II. Optional Services (NOT INCLUDED IN THIS AGREEMENT)**

**G. Interior Design**

Furniture, Furnishings, and Equipment (FFE) purchase and installation assistance

**H. Survey with Underground Utilities**

Includes topographic and tree survey

**I. Traffic Letter**

**J. Sustainable Design & Green Architecture:**

Design and Materials specification for Green/LEED architecture

**K. Environmental Assessment**

To be determined, if asbestos is found in the old Village Hall

**Fees:**

Category	Category Title	Fee
A	Conceptual Design	\$51,216.00
B	Schematic Design & Site Plan	\$66,100.00
C	Design Development	\$122,523.00
D	Construction Documents	\$208,300.00
<b>Grand Total</b>		<b>\$448,139.00</b>

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

In addition to these task fees, reimbursable expenses shall be paid in accordance with the fee schedule.

Payments will be hourly as outlined in Exhibit "A"; in a sum not to exceed **\$448,139.00** and come from PROJECT: EN2001; Account No: 301-3900-539.62-99

**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.

Witness:

REG Architects Interiors Planners

1. Darcy Ann Henry

  
\_\_\_\_\_  
Rick Gonzalez  
Resident

2. Gregory M Park

Village of Royal Palm Beach  
A Florida Municipal Corporation

1. \_\_\_\_\_

\_\_\_\_\_  
Raymond C. Liggins, PE, ICMA-CM  
Village Manager

2. \_\_\_\_\_

## HOURLY RATE SHEET

**SUBJECT:** Hourly rates for professional services as may be required.

**FROM:** Rick Gonzalez, AIA, President, **REG Architects, Inc.**

**DATE:** 2019

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### **A. HOURLY RATES:**

Hourly rates for professional services shall be as follows:

	<u>Regular Rates</u>	<u>Government Rates</u>
Expert Witness	\$350.00	\$275.00
Principals	\$275.00	\$225.00
Associate Architect	\$225.00	\$210.00
Architectural Animator	\$200.00	\$190.00
Senior Project Manager	\$185.00	\$165.00
Project Managers	\$175.00	\$150.00
Quality Control Reviewer	\$160.00	\$140.00
Senior Interior Designer	\$150.00	\$125.00
Interior Design Assistant	\$125.00	\$100.00
Construction Administrator	\$130.00	\$120.00
CADD Technician	\$125.00	\$100.00
Graphic Designer	\$120.00	\$100.00
Administrative Assistant	\$75.00	\$ 65.00

### **B. FIXED FEE RATES:**

Can be quoted when project's scope and budget are clearly defined and finalized.

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