



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	August 1, 2018		Item Type: <small>(Enter X in box)</small>	X	Resolution	Ordinance	Other
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>		1st Reading		2nd Reading
		X	Public Hearing: <small>(Enter X in box)</small>		Yes	No	Yes No
Funding Source:	3390W-531010-P1602 Utility Fund		Advertising Requirement: <small>(Enter X in box)</small>		Yes		No
Account Balance:	\$100,000		Quasi Judicial: <small>(Enter X in box)</small>		Yes		No
Project Number :	P1602 – Public Works New Admin. Building Master Plan		RFP/RFQ/Bid Number:		RFP FY 2013-2014-006 Continuing Professional Services		
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: <small>(Enter X in box)</small>				
	X		Safety	<input checked="" type="checkbox"/>			
			Quality	<input checked="" type="checkbox"/>			
			Vibrant Appeal	<input type="checkbox"/>			
Sponsor Name:	Roger M. Carlton, City Manager		Department: Public Works		Steven F. Parkinson, P.E., PWLF, Assistant City Manager/Director of Public Works		

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH ACAI ASSOCIATES, INC. TO COMPLETE THE PUBLIC WORKS FACILITY ASSESSMENT AND MASTER PLAN IN AN AMOUNT NOT TO EXCEED EIGHTY- SIX THOUSAND THREE HUNDRED AND SIXTY FIVE DOLLARS (\$86,365); PURSUANT TO THE CONTINUING SERVICES AGREEMENT IN ACCORDANCE WITH RFP #FY 2013-2014-006; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background:

The Public Works facility, located at 630 NW 2 Street, houses six (6) main structures in which various departmental activities are conducted (Exhibit 2 – Aerial View of Facility). The department supports the following functions/services for the City:

- Fleet Maintenance
- Sanitation Services
- Street Maintenance
- Landscape/Grounds Maintenance
- Water Distribution
- Sewer Services
- Stormwater Services
- Water Production
- Water Plant Maintenance
- Cemetery Services

The facility provides parking and various storage areas to support staff from these divisions. Throughout the years minor and major construction projects have taken place to accommodate the growth and changing needs of the department. As a result office areas are scattered throughout the facility in six (6) different buildings.

Current Situation

In an effort to make the operations more efficient and to provide a centralized facility to conduct Public Works business, staff recommends that an Assessment and Programming study be conducted to prepare the department for future needs. The objective of this study is to develop a conceptual site master plan that will provide a cohesive layout of a new building facility that will meet the needs of the department.

Staff recommends the services of ACAI Associates, Inc. to perform this study. Acai Associates, Inc. is one of the firms selected by the City through RFP FY 2013-2014-006 Continuing Professional Services (Exhibit 3). This firm is the next on the list to be selected to perform work under the Architecture discipline. The firm submitted a proposal to complete this study for the amount of \$86,365 (Exhibit 4). The proposal entails the following tasks:

- Task 1. Assessment and Programming
- Task 2. Master Planning
- Task 3. Feasibility Report (to include an estimate probable cost for budget purposes)
- Task 4. Site Survey

This study is particularly important to maximize the space currently used for the Solid Waste operation in the event the franchise is sold and to develop a plan for use of the current EOC which will be moved to the Fire Station No. 7. This is also important to expand security in the

facility and to ensure that the entrance on the NW 3 Street expansion be properly designed. It will take three (3) months to complete the Master Plan.

Why Action Necessary:

Pursuant to Chapter 23, Section 23-6, Award of Contract, the City Manager, shall have the authority to recommend to the City Commission award of contracts.

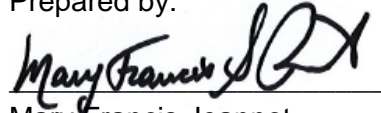
Proposed Action:

Staff recommends approval of the attached Resolution authorizing the City Manager to award a contract to Acai Associates, Inc. to complete the Public Works Facility Assessment/Master Plan outlined in Exhibit 4, in an amount not to exceed \$86,365, utilizing City RFP # FY 2013-2014-006 - Continuing Professional Services.

Attachment(s):

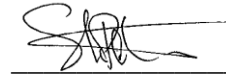
- Exhibit 1 – Resolution
- Exhibit 2 – Aerial View of Public Works Facility
- Exhibit 3 – Agreement - RFP FY 2013-2014-006 Continuing Professional Services.
- Exhibit 4 – Public Works Facility Assessment/Master Plan Proposal

Prepared by:



Mary Francis Jeannot
Assistant Director of Public Works/Administration

Department Head Review:



Steven F. Parkinson, Assistant City
Manager/Director of Public Works



Andrea Lues, Procurement Director