



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:		1 st Reading	2 nd Reading
6/7/2023 File No.: 23-139		<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number:	
\$98,097		\$98,097	Subject to Budget Amendment Approval	M2303	
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	RFP # FY 2021-2022-007 CCNA DESIGN SERVICES DPW EV BUS CHARGING AND FLEET FACILITIES	Jeff Odoms, Director	Public Works	
Strategic Plan Focus Areas:					
<input checked="" type="checkbox"/> Finance & Budget		<input type="checkbox"/> Organizational Capacity		<input checked="" type="checkbox"/> Infrastructure/Projects	
Implementation Timeline:					
Estimated Start Date: 6/7/2023			Estimated End Date: 12/31/2025		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING A CHANGE ORDER FOR THE ADDITIONAL DESIGN SCOPE OF WORK IN THE AMOUNT OF TWENTY-FIVE THOUSAND, FIVE HUNDRED AND SIXTY-FIVE DOLLARS (\$25,565) FOR THE DESIGN OF DEPARTMENT OF PUBLIC WORKS (DPW) ELECTRIC VEHICLE (EV) BUS CHARGING AND FLEET FACILITIES BY SALTZ MICHELSON ARCHITECTS, INC.; AUTHORIZING AN ADDITIONAL CONTINGENCY OF SEVENTY TWO THOUSAND FIVE HUNDRED AND THIRTY TWO DOLLARS (\$72,532); AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This agenda item seeks City Commission approval of a change order to the scope of work for the Design of the Electric Vehicle (EV) Bus Charging and Fleet Facilities with Saltz Michelson Architects, Inc. (Consultant), in an amount of \$25,565, for a new total contract amount of \$725,315, and authorizing a 10% contingency in the amount of \$72,532 for a total not to exceed amount of \$797,847.

Background:

On August 24, 2022, the City Commission awarded RFP# FY2021-2022-007, Consultants' Competitive Negotiation Act (CCNA) Design of Department of Public Works (DPW) Electric Vehicle (EV) Bus Charging and Fleet Facilities, to the highest ranked vendor, Saltz Michelson Architects, Inc., in an amount not to exceed \$700,000 via Resolution No. 2022-081 (Exhibit 2).

Current Situation:

The project scope of work as issued per agreement dated November 16, 2022 (Exhibit 3) included a single-story pre-manufactured metal building of approximately 6,000 sf (square feet) to accommodate maintenance and operations, and an overall area of approximately 30,000 sf.

During the conceptual design development, the City determined that the size of the building and site area would not be sufficient to accommodate the entirety of the new bus operation. In addition, the City Manager and City Staff advised the Consultant to design a LEED certified building.

The City continues to work with the consultant on the design of the facility. Work needs to continue on the site plan development while design of the actual building is being completed.

After an onsite meeting with Florida Power & Light (FPL), it was determined that the transformer and switchgear should be located in the existing vehicle washdown area on the southwest corner of the site. In preparation for the temporary charging solution, authorized by City Commission and being performed by BP Pulse (Exhibit 4), the Consultant will need to separately design this area (Exhibit 5) to accommodate the transformer and switchgear, as this work will need to be performed prior to the arrival of the buses.

In addition to the aforementioned changes, staff is requesting a 10% contingency for design for any unforeseen or necessary changes in the future. The contingency request is to fund items that may be necessary, i.e. additional design costs, civil engineering, survey fees, application fees, easement recording fees, etc. The EV Bus Facility Project is the first of its kind for the City, and includes various components such as drainage improvements, facility design and construction, transit operations, and a new electric fleet. All of which must run concurrent tracks to keep the overall project moving. Considering that buses are scheduled to arrive in January 2024, a contingency will enable staff to address unforeseen changes in a timely fashion and without unintended delays that may affect other components of the project.

Below is a breakdown of the costs:

Description	Total
Original Contract Amount	\$ 699,750
Southwest corner Design	\$ 25,565
Change Order Subtotal	\$ 25,565
New Total Contract Amount	\$ 725,315
Contingency (10%)	\$ 72,532
Total Not to Exceed Amount	\$ 797,847

Why Action is Necessary:

Pursuant to Code of Ordinances, Chapter 23, Section 23-12 Procedures for purchases in excess of \$50,000, item (7) Change Orders, any change in the contract price, scope of work or time for completion of any project following the award of a contract shall be by a written change order, approved by the City Manager and executed with the same formalities as the contract. (7)(a) The City Manager may approve any change orders so long as the total sum of all change orders does not exceed the total amount awarded by the City Commission by more than either ten percent of the contract cost or \$50,000.00, whichever is less. The scope of any project may not be changed without prior approval of the City Commission.

Cost Benefit:

Infrastructure for the newly purchased EV buses is required. Design and construction of the facilities enables the City to not only take advantage of multiple sources of grant funding, but also to provide transportation services to residents.

PROPOSED ACTION:

The City Commission considers the attached Resolution.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Resolution No. 2022-081
- Exhibit 3 – Saltz Michelson Agreement
- Exhibit 4 – Resolution No. 2022-106 (BP Pulse)
- Exhibit 5 – SW Corner Design Fee Proposal

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