

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: July 11, 2023

Consent Regular
 Workshop Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 1 to the contract (R2022-0744) with Netta Architects, LLC (Consultant) in the amount of \$208,396 for the interior renovations to the 4th floor Information Systems Services (ISS) department as part of the Governmental Center Renewal/Replacement (R/R) project.

Summary: On July 12, 2022, the Board of County Commissioners (Board) approved the contract (R2022-0744) with the Consultant in the amount of \$91,055 for the Governmental Center R/R project which included the initial phase of the project: a structural condition assessment which was conducted in two phases, an investigatory phase and condition assessment phase. This item will authorize professional services for CSA No. 1. Under CSA No. 1, the Consultant will provide the professional services (i.e., design and construction administration services) necessary for the interior improvements to the 4th floor ISS department office area. Interior renovations will impact approximately 14,425 sf of office space and include, but are not limited to, the removal of raised computer flooring, the removal and reconfiguration of walls to provide a more unified work environment, new flooring, lighting upgrades, Heating, Ventilation and Air Conditioning (HVAC) capacity upgrades, electrical capacity and distribution upgrades, and fire alarm, fire protection and low voltage distribution upgrades. The contract for the Governmental Center R/R was presented to the Goal Setting Committee on July 7, 2021 and the Committee established Affirmative Procurement Initiatives (APIs) of a Minority/Women Business Enterprise (M/WBE) participation evaluation preference of up to 15 points based on the level of participation from African American firms for the selection of the Consultant and a minimum mandatory contract goal of 20% Small Business Enterprise (SBE) participation. The Consultant has committed to 33% SBE participation, of which 21% is from African American owned businesses for this contract. The SBE participation on this CSA is 1.50%. There is no SBE participation from African American owned businesses on this CSA. SBE participation on the contract to date is 23.62%. There is no SBE participation from African American owned businesses on this contract to date. The Consultant is not a certified SBE but is a local firm. Funding for this project is from the Public Building Improvement Fund. **(Capital Improvements Division) District 7 (MWJ)**

Background & Justification: The design professional was selected on November 8, 2021, pursuant to the Consultants Competitive Negotiation Act (CCNA), Florida Statute 287.055. The Governmental Center Renewal/Replacement (R/R) project is a multiphase project which was established to provide the professional services necessary for the renovations to the existing Governmental Center Building. Renovations to the existing building will increase the functionality of key areas within the facility and bring the building up to current County standards. CSA No. 1 authorizes the professional services necessary for the interior renovations to the 4th floor ISS department as part of the Governmental Center R/R project.

Attachments:

- 1. Location Map
- 2. Budget Availability Statement
- 3. CSA No. 1
- 4. CSA History

Recommended by: *Danielle C. Agel Colter* 6/16/23
D.C. (For F.D.D.) Department Director Date

Approved by: *[Signature]* 6/27/2023
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	\$208,396	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$208,396</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No _____
 Does this item include use of federal funds? Yes _____ No X

Budget Account No: Fund 3804 Dept 411 Unit B684 Object 4907

PROFESSIONAL SERVICES	\$208,396.00
STAFF COSTS	\$ 0.00
CONTINGENCY	<u>\$ 0.00</u>
TOTAL	\$208,396.00

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Funding for this project will be from the Public Building Improvement Fund.

C. Departmental Fiscal Review: Robert Eric McCallister
ABOM

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

<u>ASD Dale 6/26/23</u>	<u>Andrew Jacobson 6/26/23</u>
OFMB <u>JA 6/20</u> <u>Edw</u>	Contract Development and Control
<u>6-20-23</u>	<u>7/1 6/23/23</u>

B. Legal Sufficiency:

[Signature] for Mr. Jones
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

LOCATION MAP

Project No: 2021-013514
Project Name: Governmental Center Renewal/Replacement
Location: 301 N.Olive Avenue, West Palm Beach, Florida 33401



BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 05/25/2023 REQUESTED BY: Jeff Halverson PHONE: 233-0236

PROJECT TITLE: Governmental Center R/R - 4th Floor ISS Dept. (Same as CIP or IST, if applicable)

ORIGINAL CONTRACT AMOUNT: IST PLANNING NO.:
REQUESTED AMOUNT: \$208,396 BCC RESOLUTION#: R2022-0744
eFDO # 2015-057582 DATE: 07/12/22

CSA or CHANGE ORDER NUMBER: CSA #1

LOCATION: 301 N. Olive Avenue, West Palm Beach

BUILDING NUMBER: 20

DESCRIPTION OF WORK/SERVICE LOCATION:

PROJECT/A-W-O NUMBER: 2015-057582

CONSULTANT/CONTRACTOR: Netta Architects, LLC

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR:

Professional services shall include design and construction administration phase services for the interior improvements for the 4th Floor ISS Department.

Table with 2 columns: Category and Amount. Rows include CONSTRUCTION (\$), PROFESSIONAL SERVICES (\$208,396), STAFF COSTS* (\$), EQUIP. / SUPPLIES (\$), CONTINGENCY (\$), and TOTAL (\$208,396).

* By signing this BAS your department agrees to these CID staff charges and your account will be charged upon receipt of this BAS by FD&O. Unless there is a change in the scope of work, no additional staff charges will be billed. If this BAS is for construction costs of \$250,000 or greater, staff charges will be billed as actual and reconciled at the end of the project. If the project requires Facilities Management or ESS staff your department will be billed actual hours worked upon project completion.

BUDGET ACCOUNT NUMBER(S) (Specify distribution if more than one and order in which funds are to be used):

FUND: 3804 DEPT: 411 UNIT: B684 OBJ: 4907

IDENTIFY FUNDING SOURCE FOR EACH ACCOUNT: (check and provide detail for all that apply)

- Ad Valorem (Amount \$ 1,555,000)
Infrastructure Sales Tax (Amount \$)
State (source/type: Amount \$)
Federal (source/type: Amount \$)
Grant (source/type: Amount \$)
Impact Fees: (Amount \$)
Other (source/type: Amount \$)

Department: FD&O

BAS APPROVED BY: Karyn Sykes DATE

ENCUMBRANCE NUMBER:

CONSULTANT SERVICES AUTHORIZATION #1

NETTA ARCHITECTS, LLC

**GOVERNMENTAL CENTER RENEWAL/REPLACEMENT (R/R)
PROJECT NO. 2021-013514
DISTRICT NO. 7**

THIS CONSULTANT SERVICES AUTHORIZATION (CSA) NO. 1 to the Contract dated 07/12/22 (R2022-0744) (the "Contract") between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners and the Consultant identified herein is for the consultant services described in Item 4 of this CSA.

1. CONSULTANT: NETTA ARCHITECTS, LLC, whose Federal Tax ID# is 14-1837265.

2. History:	<u>CSA #</u>	<u>Amount</u>	<u>Approval Date</u>	<u>Approved By</u>
	Contract	\$91,055.00	07/12/22	BCC

3. Services completed to date: Original contract authorized the initial building condition assessment phase.

4. Description of Services to be provided by Consultant: Professional services shall include design and construction administration phase services for the interior improvements for the 4th Floor ISS Department, as detailed on the attached revised proposal dated June 9, 2023. In the event of a conflict between the terms and conditions of the Contract and the terms and conditions of Consultant's proposal, the terms and conditions of the Contract shall control.

5. Compensation: The compensation to be paid to the Consultant for the requested services shall be: Lump Sum charge of **\$208,396.00**.

6. This CSA may be terminated, in whole or in part, by the County with or without cause in accordance with the Contract terms. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with reimbursable expenses (if applicable) then due in accordance with the Contract terms.

Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without cause under this Contract.

7. If not previously provided or for a new project, the Consultant shall provide County with an executed Conflict of Interest Disclosure Form, attached hereto and incorporated herein.

8. All terms, conditions, and obligations of the original Contract shall remain in full force and effect, unless specifically noted as follows: No changes

Project Name: Governmental Center R/R
Project Number: 2021-013514

9. Time of Commencement: Consultant shall begin work immediately on the requested services upon receipt of this executed document which shall constitute official **“Notice to Proceed”**.

10. EBO Program: The API established for this contract is a mandatory minimum of 20% SBE participation. The Consultant committed to 33% SBE participation, of which 21% is from African American owned business. SBE participation for this CSA is 1.50%, 0% African American. When added to the Consultant's participation to date, the resulting SBE participation is 23.62%, 0% African American.

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IN WITNESS WHEREOF, this CSA is accepted, subject to the terms and conditions of the
aforementioned Contract.

ATTEST:
JOSEPH ABRUZZO, CLERK &
COMPTROLLER

PALM BEACH COUNTY,
A Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Gregg K. Weiss, Mayor

APPROVED AS TO
LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: *[Signature]*
Assistant County Attorney

By: *[Signature]*
Dir. Director - FD&O
(For F.O.O.)

WITNESS:

CONSULTANT:
NETTA ARCHITECTS, LLC

Maria McKenna
Signature

By: _____
Signature

Maria McKenna
Name (type or print)

Nicholas J. Netta, AIA, NCARB
Name (type or print)

President & CEO
Title

(Corporate Seal)

NETTA ARCHITECTS

NEW JERSEY | FLORIDA | NEW YORK

Via Email: JHalverson@pbcgov.org

June 9, 2023 REVISED
May 10, 2023
April 18, 2023
January 6, 2023
October 21, 2022

Mr. Jeffrey E. Halverson, Project Manager
Capital Improvements Division
Palm Beach County
2633 Vista Parkway
West Palm Beach, Florida 33411

RE: CONSULTING SERVICES AUTHORIZATION (CSA #1)
GCC R&R, 4TH FLOOR ISS
DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES
GOVERNMENTAL CENTER (PN 2021-013514)
PALM BEACH COUNTY
301 NORTH OLIVE AVENUE
WEST PALM BEACH, FLORIDA 33401
P22-164FL


Dear Mr. Halverson:

Pursuant to our site meeting on September 22, 2022 with representatives from Palm Beach County ISS Department, PBC Capital Improvements, the Weitz Company – CM at Risk for the project and subsequent to the correspondence describing the proposed scope of work and on October 31, 2022 receiving the CAD background from Harvard Jolly Architecture, we are pleased to provide our proposal for comprehensive Architectural and Engineering Professional Services related to Interior Renovations to the 4th Floor ISS Department as indicated above. The scope of work for the project is based on Schematic Drawings (2015-057582 GCC R&R, 4th Floor ISS) as prepared by Harvard Jolly Architecture dated September 14, 2020. The Demolition and Proposed plans prepared by Palm Beach County Facilities, Development and Operations dated March 6, 2023, attached to this proposal will be used for general guidance.

The firm of Netta Architects along with our consultant:

- Jezerinac Group – Structural Engineering
- TLC Engineering Solutions, Inc. – MEP & Fire Protection

agree to perform the following professional services as outlined below in Article – 1, Scope of Services.

As set forth in our response to RFP #2021-013514, Netta Architects is committed, over the course of this project, to meeting and/or exceeding the SBE/MBE goals required in the RFP as well as set forth in Attachment H. Hammond Engineering, who comprises our MBE participation has not yet been engaged due to the way that the project has been broken into individual CSA's. Jezerinac Group, which is one of our SBE firms participated on the PBC Government Central Structural Analysis and has been involved in the CSA #2, (PN2021-013514) and will continue to be engaged as additional CSAs are developed and authorized. 

PROJECT BACKGROUND:

Palm Beach County Government Center building was designed in 1982 and occupied in 1984, with only minor updates to the building. Palm Beach County has requested that Netta Architects continue the development of Design Documents for the renovations to the 4th Floor ISS Department that were completed up to a Schematic level under 2015-057582 GCC R&R, 4th Floor ISS by Harvard Jolly Architecture and Consulting Engineers and updated Demolition and Proposed plans as prepared by Palm Beach County Facilities, Development and

ONE PARK PLACE, 621 NW 53RD STREET, STE. 270, BOCA RATON, FLORIDA 33487 | TEL 561.295.4500
WWW.NETTAAARCHITECTS.COM | INFO@NETTAAARCHITECTS.COM

Operations dated March 6 2023, attached to this proposal. The renovation will include areas "A", "B", "C" and "D" for a total area of approximately 14,425 SF. Palm Beach County anticipates that demolition and construction of each of the four areas will occur prior to renovation of the next area in the following sequence "A", "C" and "D", then "B". Palm Beach County request that Netta Architects review the existing Fire Alarm and Annunciators in this location during this CSA project.

APPROACH:

Netta Architects along with our Consulting Engineers will review the previous scope of work as indicated on the completed Schematic level documents and update the layouts to meet the current requirements by the Palm Beach County ISS Department. The information shown on the Harvard Jolly Architecture drawings will be used as a general guideline, all conditions will be re-field verified and drawings will be updated accordingly. Netta Architects will further develop the documents through the Design Development and Construction Documents phases. Palm Beach County will provide furniture layouts for all areas "A", "B", "C" and "D" to be incorporated into the contract documents. Netta Architects' consulting engineer, TLC Engineering Solutions, will provide professional engineer and design services for:

- a) Heating, Ventilating and Air-Conditioning (HVAC) Engineering;
- b) Plumbing Engineering;
- c) Electrical Engineering: lighting, power, electrical distribution, fire alarm, and raceways for other low voltage/data systems; and
- d) Fire Protection Engineering: design to consist of schematic plans and "performance-based" specifications.

DOCUMENT AND DATA REVIEW:

Netta Architects and our Consulting Engineers will review documents provided by Palm Beach County and augment the scope of work as required by ISS Department. All final documents will comply with the Florida Building Code.

SCOPE:

The overall Scope of the CSA, shall be in accordance with the Contract for Consulting Services / Design Professional for the Governmental Center Renewal / Replacement (R/R).

DELIVERABLE:

Complete set of Construction Documents for GCC R&R, 4TH FLOOR ISS DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES.

COORDINATION:

Netta Architects will coordinate FF&E with Palm Beach County. Netta Architects will assist the County's Construction Manager (CMAR), the Weitz Company, in the preparation of the Rough Order of Magnitude (ROM) cost estimate. The CMAR's services are provided under a separate contract with the Capital Improvements Division of Palm Beach County.

ARTICLE I - SCOPE OF SERVICES

PHASE I - PRELIMINARY DESIGN

1.01 INVESTIGATORY

1. Confirmation of Program Requirements with Palm Beach County ISS Department;
2. Field verification of existing conditions;
3. Submit a list of required Permits, along with a project schedule;
4. Documentation of existing conditions; and

5. Modify base documents as required.

1.02 SCHEMATIC DESIGN

1. Confirm ISS Department requirements;
2. Preparation of Preliminary Architectural Plans;
3. Allow for two (2) design meetings with Palm Beach County to review and approve the Schematic Design;
4. Allow for one (1) meeting with West Palm Beach Fire Marshall; and
5. Submit Schematic Plans for design.

Preliminary Design Fee \$ 31,131.00
(Task Time Frame 35 Days, excluding PBC review time)

PHASE II – DESIGN DEVELOPMENT

- 2.01 Preparation of Architectural Interior Design elevations and sections for the selected concept.
- 2.02 Preparation of preliminary Structural engineering plans, sections and details;
- 2.03 Preparation of preliminary Mechanical/Electrical/Plumbing and Fire Protection plans, sections and details;
- 2.04 Assist with the preparation of a preliminary Construction Cost Estimate based on the Design Development documents;
- 2.05 Attend and prepare meeting minutes for design and coordination meetings with Palm Beach County; and
- 2.06 Submission of three (3) sets of Design Development Package for project review.

Design Development Fee \$ 43,587.00
(Task Time Frame 60 Days, excluding PBC review time)

PHASE III – CONTRACT DOCUMENTS

Contract Documents:

Prepare the following architectural and engineering plans and specifications in sufficient detail to receive competitive bids. Plans will be prepared in strict conformance to the State of Florida's Uniform Construction code and all of its pertinent sub-codes.

50% Level Design Submission

1. Prepare 50% complete Architectural Interior Design and coordination of FF&E plans;
2. Prepare 50% complete Structural engineering plans;
3. Prepare 50% complete Mechanical/Electrical/Plumbing and Fire Protection plans;
4. Assist with the preparation of a Construction Cost Estimate based on the 50% complete level documents;
5. Submission of three (3) sets of progress drawings and one (1) CD; and
6. Attend and prepare minutes for progress and coordination meetings with Palm Beach County.

90% Level Design Submission

1. Prepare 90% complete Architectural Interior Design and coordination of FF&E plans;
2. Prepare 90% complete Structural engineering plans;
3. Prepare 90% complete Mechanical/Electrical/Plumbing and Fire Protection plans;
4. Assist with the preparation of a Construction Cost Estimate based on the 90% complete level design documents;
5. Submission of three (3) sets of progress drawings and one (1) CD; and
6. Attend and prepare minutes for progress and coordination meetings with Palm Beach County.

100% Level Design Submission

1. Submit two (2) sets of 100% Contract Documents to Palm Beach County for final review and approval; and
2. Assist with the preparation of a final Construction Cost Estimate.

Contract Documents Fee \$ 66,793.00
(Task Time Frame 100 Days, excluding PBC review time)

PHASE IV – BIDDING AND NEGOTIATION

Bid Assistance:

1. Attend one (1) pre-bid conference and site tour;
2. Provide interpretation of Contract Documents for the Construction Manager;
3. Prepare addenda based on Request for Information; and
4. Preparation of final conformed drawings for permit submission.

Bidding and Negotiation Fee \$ 11,000.00
(Task Time Frame 1 Bid Cycle)

PHASE V – CONSTRUCTION ADMINISTRATION

(Anticipated construction duration: Three (3) phases: 16 weeks)

Construction Administration:

1. Attend one (1) pre-construction meeting;
2. Review Submittal;
3. Respond to Request for Information;
4. Assist with the review of Application for Payments;
5. Perform bi-weekly site inspections to monitor the contractor's performance and observe that construction occurs in accordance with the contract documents;
6. Attend and prepare meeting minutes at the bi-weekly construction progress meetings;
7. Perform final punch list inspection; and
8. Prepare final As-Built documents.

Construction Administration Fee \$ 45,785.00
(Task Time Frame 6 Months)

ARTICLE II

Compensation:

The above outlined professional architectural and consulting engineer design services listed in Article I shall be completed for a fee of Two Hundred Eight Thousand, Three Hundred Ninety Six Dollars (\$208,396.00), including Ten Thousand Dollars (\$10,000.00) in reimbursable expenses.

Fee Breakdown:

Phase I Preliminary Design	Netta Architects	Jezerinac Group	TLC Engineering Solutions	Totals
1.01 - Investigatory	\$8,130	\$1,000	\$2,576	
1.02 - Schematic Design	\$16,050	\$0	\$3,375	
Phase I Total	\$24,180	\$1,000	\$5,951	\$31,131
Phase II Design Development				
2.01 - A/E Interior Design	\$33,900	\$1,407	\$8,280	
Phase II Total	\$33,900	\$1,407	\$8,280	\$43,587
Phase III Contract Documents				
A/E Interior Design/FFE	\$54,535	\$614	\$11,644	
Phase III Total	\$54,535	\$614	\$11,644	\$66,793
Phase IV Bidding and Negotiation				
A/E Bid Assessment	\$8,000	\$0	\$3,000	
Phase IV Total	\$8,000	\$0	\$3,000	\$11,000
Phase V Construction Administration				
Constuction Administration	\$36,210	\$0	\$9,575	
Phase V Total	\$36,210	\$0	\$9,575	\$45,785
Reimbursable Expense	\$10,000	\$100	\$0	\$10,100
Total All Phases	\$166,825	\$3,121	\$38,450	\$208,396

Contract Endnotes:

1. Reimbursable expenses in accordance to Section 6.7.1.1 incurred by Netta Architects and our consultants in the interest of completing the project in a timely manner will be billed monthly with a complete record of all incurred expenses.
2. Professional design services billing in accordance to Section 6.9 will be billed on a monthly basis. Payments are due upon receipt and not beyond any 30 day period. Reimbursable expenses will be billed in accordance to our standard fee schedule hereby attached and made a part of this agreement.
3. Delivery of Final Documents may not be made available to the client from our office unless contracted service payments have been made in full prior to the client receipt of Final Documents.

ARTICLE III

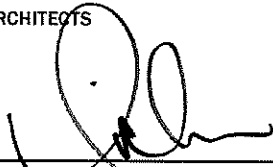
LIMITATIONS OF SERVICES

1. Netta Architects will rely on the accuracy of any information submitted to us by the client in the performance of our services, and will not be held responsible for errors or inaccuracies contained in information provided to us.
2. Netta Architects Scope of Service is as defined in the Project Scope and Scope of Professional Services as outlined in Article 1. Additional services beyond our outlined Scope will be performed under a separate agreement.
3. Geotechnical services are not included in the scope of this proposal. If Geotechnical services are required, it will be performed under a separate Agreement.
4. Environmental services are not included in the scope of this proposal. If Environmental services are required, it will be performed under a separate Agreement.
5. Moisture and/or mold remediation services are not included in the scope of this proposal. If Moisture and/or mold remediation services are required, it will be performed under a separate Agreement.
6. This proposal does not include Asbestos identification survey or remediation monitoring. If Asbestos identification survey or remediation monitoring is required, it will be performed under a separate Agreement.
7. This proposal does not include Lead paint assessment or monitoring. If Lead paint assessment or monitoring is required, it will be performed under a separate Agreement.
8. Site/Civil Engineering services are not included in the scope of this proposal. If Civil Engineering services are required, it will be performed under a separate Agreement.
9. Landscape Architecture services are not included in the scope of this proposal. If Landscape Architecture services are required, it will be performed under a separate Agreement.

REIMBURSABLE EXPENSE BUDGET

Payment for reimbursable expenses in accordance to Section 6.7.1.1 may be included in each progress payment or billed to the client on a monthly basis. Reimbursable expenses, in a "not to exceed fee" of **Ten Thousand Dollars (\$10,000.00)** include all actual expenditures made by the Architect or his consultants for the project, which included but are not limited to travel, special mailings, and all blue printing or reproductions including the regular prints noted within the contract above.

NETTA ARCHITECTS



NICHOLAS J. NETTA, AIA, NCARB
PRESIDENT & CEO

June 9, 2023
DATE

ATTACHMENTS:

1. Netta Architects - Fee Proposal
2. Netta Architects - Man Hour Tabulation Sheet
3. Netta Architects - Multiplier Sheet
4. Netta Architects - Standard Schedule of Rates
5. Netta Architects - Work Breakdown Structure
6. TLC Engineering Solutions - Fee Proposal
7. TLC Engineering Solutions - Man Hour, Standard Rates & Multiplier Sheet
8. Jezerinac Group - Fee Proposal
9. Jezerinac Group - Man Hour, Standard Rates & Multiplier Sheet
10. OEBO Schedule 1 - Netta Architects
11. OEBO Schedule 2 - TLC Engineering Solutions
12. OEBO Schedule 2 - Jezerinac Group
- ~~13. OEBO Schedule 3 - Netta Architects (Sample)~~
- ~~14. OEBO Schedule 4 - TLC Engineering Solutions (Sample)~~
- ~~15. OEBO Schedule 4 - Jezerinac Group (Sample)~~
- ~~16. Demo Floor Plan (A-1 Color)~~
- ~~17. Proposed Floor Plan (A-2 Color)~~
18. Handwritten A-2 Black & White

CONSULTANT - NETTA ARCHITECTS

TASK DESCRIPTION	PRINCIPAL	PROJECT MANAGER	SENIOR ARCHITECT	INTERIOR DESIGN	ARCHITECT LEVEL 1	TOTAL HOURS
I. PRELIMINARY DESIGN						
Investigatory	2	6	32	0	12	52
Schematic Design	6	12	40	6	24	88
Meetings	4	4	0	0	0	8
PHASE I Subtotal	12	22	72	6	36	148
FEE	\$3,180	\$3,960	\$11,160	\$1,200	\$4,680	\$24,180
II. DESIGN DEVELOPMENT						
Design Development	4	30	80	19	48	181
Meetings	8	16	0	0	0	24
PHASE II Subtotal	12	46	80	19	48	205
FEE	\$3,180	\$8,280	\$12,400	\$3,800	\$6,240	\$33,900
III. CONTRACT DOCUMENTS						
Contract Documents	9	48	72	46	137	312
Meetings	12	12	0	0	0	24
PHASE III Subtotal	21	60	72	46	137	336
FEE	\$5,565	\$10,800	\$11,160	\$9,200	\$17,810	\$54,535
IV. BIDDING AND NEGOTIATION						
Bidding and Negotiation	8	12	24	0	0	44
PHASE IV Subtotal	8	12	24	0	0	44
FEE	\$2,120	\$2,160	\$3,720	\$0	\$0	\$8,000
V. CONSTRUCTION ADMINISTRATION						
Constuction Administration	10	90	112	0	0	212
PHASE V Subtotal	10	90	112	0	0	212
FEE	\$2,650	\$16,200	\$17,360	\$0	\$0	\$36,210
Summary						
Phases I, II, III, IV & V Subtotal	63	230	360	71	221	945
Total Hours	63	230	360	71	221	945
Hourly Rates	\$265	\$180	\$155	\$200	\$130	
Subtotal	\$16,695	\$41,400	\$55,800	\$14,200	\$28,730	\$156,825
Reimbursable Expense Allowance						\$10,000
TOTAL COST						\$166,825

NETTA ARCHITECTS

NEW JERSEY | FLORIDA | NEW YORK

Effective January 1, 2023 thru December 31, 2023

HOURLY RATES

Personnel Classification	Hourly Pay	Multiplier	Hourly Rate
Principal	96.37	2.75	265.00
Senior Vice President	89.09	2.75	245.00
Vice President	83.64	2.75	230.00
Director	72.73	2.75	200.00
Architectural & Interior Designer	72.73	2.75	200
Project Manager	65.46	2.75	180.00
Senior Architect	56.37	2.75	155.00
Architect Level I	47.28	2.75	130.00
Architect Level II	45.46	2.75	125.00
Architect Level III	40.00	2.75	110.00
Draftsman	23.64	2.75	65.00
Engineer	54.55	2.75	150.00
Clerical	18.19	2.75	50.00

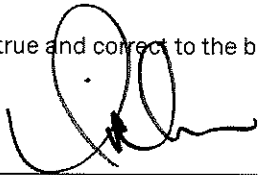
MULTIPLIER CALCULATIONS

Salary		1.000
Fringe Benefits		.3
Overhead		1.2
Subtotal		2.5
Profit (10%)		.25
Total Multiplier		2.75

Contract Multiplier of 2.75 is provided per Resolution

Certification

The above is true and correct to the best of my knowledge.



Signature

June 7, 2023

Date

Nicholas J. Netta, AIA, NCARB

President & CEO

Name

Title



NETTAARCHITECTS

STANDARD SCHEDULE OF RATES

Professional Services:

• Principal	\$	265.00 per hr.
• Senior Vice President	\$	245.00 per hr.
• Vice President	\$	230.00 per hr.
• Director	\$	200.00 per hr.
• Project Manager	\$	180.00 per hr.
• Senior Architect	\$	155.00 per hr.
• Architect Level I	\$	130.00 per hr.
• Architect Level II	\$	125.00 per hr.
• Architect Level III	\$	110.00 per hr.
• Draftsman	\$	65.00 per hr.
• Engineer	\$	150.00 per hr.
• Clerical	\$	50.00 per hr.
• Planning Board Appearance	\$	700.00 per app.

Reimbursable Expenses:

• Automobile Travel		Federal Rate
• Tolls		Direct Cost
• Reproductions	\$.50 per s.f.
• Digital Files	\$	200.00 per CD
• B&W Prints (8 1/2 " x 11")	\$.25 per sheet
• B&W Prints (8 1/2 " x 11" double sided)	\$.35 per sheet
• Color Prints (8 1/2 " x 11")	\$	2.50 per sheet
• B&W Prints (11 " x 17")	\$	1.00 per sheet
• Color Prints (11 x 17")	\$	5.00 per sheet
• B&W Plotting (12 " x 18")	\$	1.50 per plot
• B&W Plotting (15 " x 21")	\$	3.00 per plot
• B&W Plotting (24 " x 36")	\$	3.00 per plot
• B&W Plotting (30" x 42")	\$	6.00 per plot
• B&W Plotting (36 " x 48")	\$	9.00 per plot
• Color Plotting (8 1/2 " x 11")	\$	20.00 per plot
• Color Plotting (11 " x 17")	\$	40.00 per plot
• Color Plotting (24 " x 36")	\$	75.00 per plot
• Color Plotting (30" x 42")	\$	90.00 per plot
• Color Plotting (36 " x 48")	\$	100.00 per plot
• Express Mailing		1.2 x direct cost
• Computer Renderings Copies		1.3 x direct cost

Additional Professional Costs:

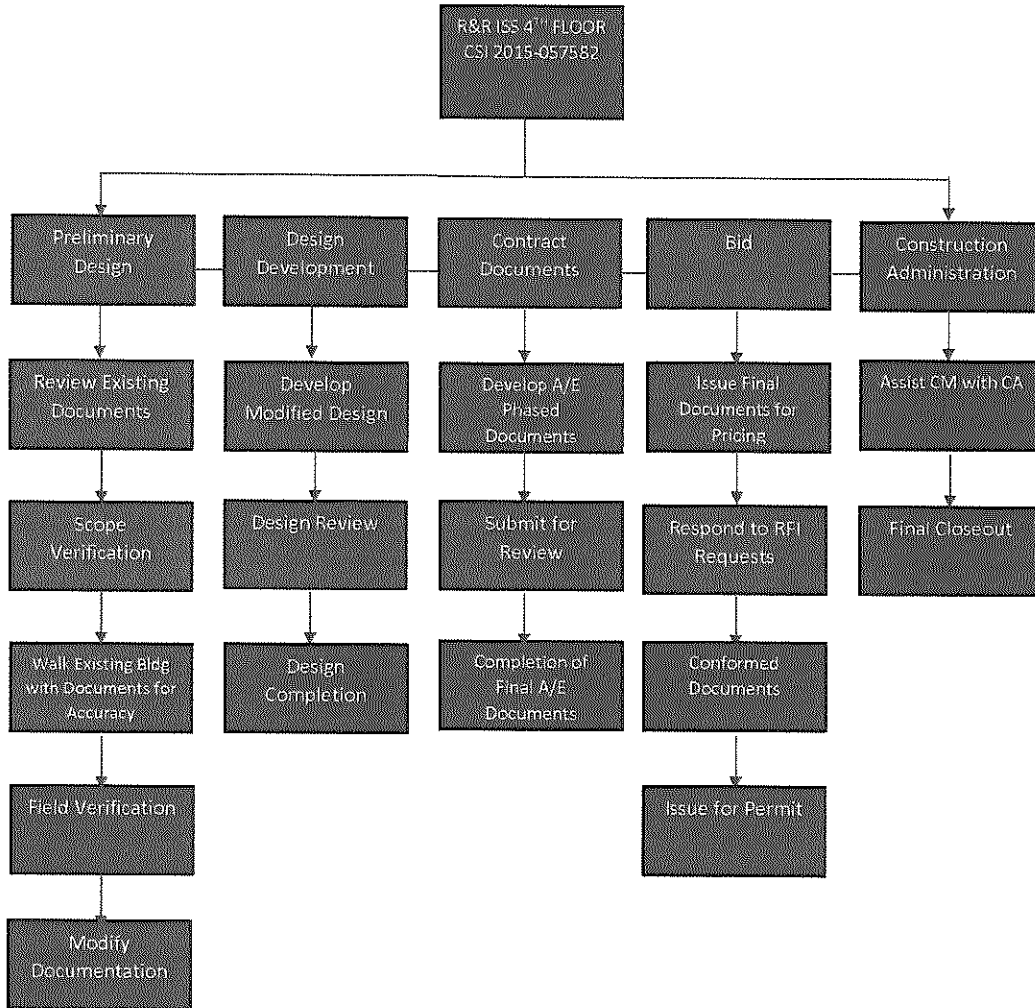
Surveyors, Professional Photography, Scientists, Engineers, Planners and Artist Renderings

- Consultants referenced above..... 1.2 x cost

REVISED 2/05/15

1084 Route 22 West, Mountainside, NJ, 07092
Tel: 973.379.0006 Fax: 973.379.1061 Email: info@nettaarchitects.com

**R&R ISS 4th Floor Renovation
 WORK BREAKDOWN STRUCTURE**





June 8, 2023

Ian Neuberger
Sr. Project Manager
Netta Architects
One Park Place, 621 NW 53rd Street
Suite 270, Boca Raton, FL 33487
P. (561) 295-4500 | www.nettaarchitects.com

**Re: Palm Beach County Government Center
Fourth Floor ISS Renovation
Professional Engineering Services Proposal**

Dear Ian:

It was a pleasure speaking with you on regarding the above project and we look forward to working with the Netta Architects. (CLIENT) design team on this project. As we discussed, TLC Engineering Solutions, Inc. (TLC) proposes to provide mechanical, electrical, plumbing, and fire protection engineering services for the project, with proposed scope and fee as outlined below.

PROJECT SCOPE

We understand the project is to consist of the renovation of a 14,425 square foot office space that will include modified Mechanical, Electrical, Plumbing and Fire Protection design. The proposal includes site visit to field verify existing conditions and review the as built plans. The new design will be coordinated with the architectural design and layout. The fire protection design will include a gaseous suppression system for the server room. The design will be issued as one permit submittal to the city. The project is located in West Palm Beach, Florida.

BASIC SCOPE OF SERVICES

Basic Scope of Services shall be as outlined in AIA Document C401 – 2017 Edition – Standard Form of Agreement Between Architect and Consultant, Article 3. TLC shall provide professional engineering and design services for:

- a. Heating, Ventilating and Air-Conditioning (HVAC) Engineering
- b. Plumbing Engineering
- c. Electrical Engineering: lighting, power, electrical distribution, fire alarm, and raceways for other low voltage systems.
- d. Fire Protection Engineering: design to consist of schematic plans and "performance-based" specifications.

TLC anticipates the following submittals:

- Design Development Submittal
- 100% Construction Document Submittal

TLC Engineering Solutions, Inc.

INFORMATION TO BE FURNISHED BY THE ARCHITECT/CLIENT

In addition to Architect's Responsibilities defined in AIA Document C401 – 2017 Edition – Standard Form of Agreement Between Architect and Consultant, Article 5, specific information and material that impacts the design shall be provided to TLC as shown in ATTACHMENT A.

ADDITIONAL SERVICES

Additional services, when requested in writing, shall be performed for additional compensation. Additional Services are as defined in AIA Document B101– 2017 Edition –Standard Form of Agreement Between Owner and Architect, Article 4. Additional Services also include those items shown in ATTACHMENT B.

TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

FEE

We propose to provide the above-described basic scope of services for the following fee structure.

Phase 1 – Preliminary Design – (Total \$5,951.00)

- 1.01 Investigatory \$ 2,576.00
- 1.02 Schematic Design \$3,375.00

Phase 2 – Design Development

- 2.01 A/E Interior Design \$8,280.00

Phase 3 – Contract Documents

- A/E Interior Design / FEE \$11,644.00

Phase 4 – Bidding & Negotiation

- A/E Bid Assessment \$3,000.00

Phase V -Construction Administration

- Construction Administration \$9,575.00

Grand Total \$38,450.00

Fees are inclusive of conventional reimbursable expenses. Conventional reimbursable expenses include routine local travel, photography, and plotting required for in-house coordination only. Non-conventional expenses including unanticipated travel related cost, airfare, mileage, meals, lodging, reproduction expenses for submittals, courier services, shipping and express mail shall be reimbursable at 1.1 times direct cost.

Billing will be monthly, based upon percent of services completed and reimbursable expenses. Payment is due within 15 days of receipt of payment from Owner.

THINK. LISTEN. CREATE.

If this proposal is acceptable, your signature below will confirm TLC's authorization to proceed. Retain one copy and return one copy to TLC Engineering Solutions, Inc. at the address on page 1 of this proposal. This authorization constitutes CLIENT's commitment to pay the fee and reimbursable expenses, and represents that approval has been received by CLIENT from the Owner. Alternatively, TLC can enter into a contract agreement with CLIENT using AIA Document C401 – 2017 Edition – Standard Form of Agreement Between Architect and Consultant. Please refer to ATTACHMENT D for Special Conditions to the Agreement.

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

Yours truly,

TLC ENGINEERING SOLUTIONS, INC.


NETTA ARCHITECTS



By:

Jorge Reyes, PE
Senior Engineer

Print Name and Title



H. Erick Gonzalez, PE
Division Director

Date

THINK. LISTEN. CREATE.

SUBCONSULTANT FEE ESTIMATE WORKSHEET
HOURLY BY TASK LABOR BREAKDOWN
PBC Government Center

Date: 6/8/2024

Sub Consultant Name: TLC Engineering Solutions, Inc.

		MEP	
Staffing	Hourly Rates	Hrs.	Total
Senior Engineer/Consultant	190	35	\$ 6,650.00
Project Engineer/Consultant	155	85	\$ 13,175.00
Engineer/Specialty Designer	125	110	\$ 13,750.00
Project Admin	75	65	\$ 4,875.00

TOTALS	295	\$ 38,450.00
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Multiplier Calculation	
Salary/Wages	1
OH/Fringe Benefits	1.95
Subtotal	2.95
10% Profit	0.295
Total Multiplier	3.245

Capped at 3

Job Classification	Raw Rate	Multiplier	Burdened Rate
Senior Engineer/Consultant	\$63.34	3.00	\$190
Project Engineer/Consultant	\$51.68	3.00	\$155
Engineer /Specialty Designer	\$41.67	3.00	\$125
Project Admin	\$25.00	3.00	\$75



June 8, 2023

Mr. Francisco Melendez
Principal
Netta Architects
621 NW 53rd Street, Suite 270
Boca Raton, FL 33487
FMelendez@nettaarchitects.com

REFERENCE: PBC GOVERNMENT CENTER - 4TH FLOOR RENOVATION
West Palm Beach, FL
PROPOSAL FOR STRUCTURAL ENGINEERING SERVICES

Dear Mr. Melendez,

Thank you for inviting Jezerinac Group, PLLC to provide this proposal to Netta Architects (the Client) for structural engineering services in relation to PBC Government Center – 4th Floor Renovation (the Project).

The following paragraphs outline our understanding of the project, our proposed scope, and the proposed fee structure.

I. Project Description

Our fee proposal is based on information provided to us in an email from the Client dated **October 3, 2022**, which included Plans and Schedules dated 6/4/2020 prepared by Harvard Jolly Architecture.

To summarize in general terms, the project consists of the renovation of a 4th Floor computer room. The renovation includes the replacement of an existing condensing unit that currently exists at Level 6/Roof just outside and to the south of the Commission Chambers. The addition of the unit necessitates the expansion of a rooftop concrete equipment pad. Note that in addition to the design and detailing of the pad extension, we will provide necessary details to tie down the mechanical unit and will analyze the newly imposed loads on the existing Level 6 / Roof structure.

II. Scope of Services

Our scope of services will be as provided in Exhibit A Basic Scope of Services – Structural Design attached.

III. Fees

We propose to perform the above Scope of Services for the Lump Sum Fees listed below plus reimbursable expenses as defined by AIA B104.



Position	Rate	Hours	Total
Design			
Senior Principal	\$250.00	2	\$500.00
Principal	\$242.74		\$0.00
Senior Associate	\$154.00	3	\$462.00
Project Engineer	\$130.00		\$0.00
Senior Engineer	\$115.00		\$0.00
Engineer	\$105.00	11	\$1,155.00
BIM Manager	\$145.00	2	\$290.00
Administrative Support	\$70.00		\$0.00
Design Phase Total			\$2,407.00
Construction Documents			
Senior Principal	\$250.00	1	\$250.00
Principal	\$242.74		\$0.00
Senior Associate	\$154.00	1	\$154.00
Project Engineer	\$130.00		\$0.00
Senior Engineer	\$115.00		\$0.00
Engineer	\$105.00	2	\$210.00
BIM Manager	\$145.00		\$0.00
Administrative Support	\$70.00		\$0.00
Construction Documents Phase Total			\$614.00
Total Project Fee			\$3,021.00

For this project, we anticipate reimbursable expenses to include local travel, printing, and courier fees. For budgeting purposes, we estimate their total cost not to exceed **\$100.00**.

IV. Payment

We will invoice the Client monthly for fees and expenses. Amounts due will be proportional to the completion of the phases described in Section III. Payment is due per the terms provided within Exhibit C, Standard Conditions. Jezerinac Group reserves the right to suspend or terminate services should payment fail to comply with these terms.

V. Additional Services

Should we be requested to perform services outside our Basic Scope of Services, as outlined in Exhibit A, we will make a request for additional fees in writing. We will proceed with the additional services only upon approval by the Client. Additional services will be rendered on an hourly basis per the rates that are shown within Exhibit B - Billing Rates unless a negotiated lump sum is mutually agreed upon.





JEZERINAC
GROUP

Fee Schedule

Project Name: PBC Government Center 4th Floor ISS

Position	Raw Rate	Loaded Rate
Senior Principal	\$84.17	\$250.00
Principal	\$81.73	\$242.74
Senior Associate	\$51.85	\$154.00
Project Engineer	\$43.77	\$130.00
Senior Engineer	\$38.72	\$115.00
Engineer	\$35.35	\$105.00
BIM Manager	\$48.82	\$145.00
Admin Support	\$23.57	\$70.00

Multiplier:

Salary	1.00
Overhead & Fringe	<u>1.70</u>
Subtotal	2.70
% Profit	<u>0.27</u>
Total Multiplier	2.97

*3.0 Maximum Allowable



Mr. Francisco Melendez
Netta Architects
Re: PBC Government Center – 4th Floor Renovation
June 8, 2023
Page 3 of 3

VI. Standard Conditions

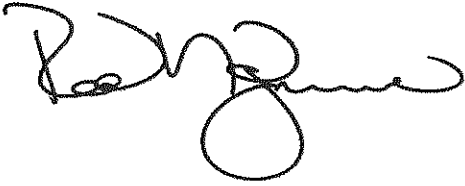
We will perform all services in accordance with Exhibit C, Standard Conditions. Should Client elect to enter into an AIA Architect/Consultant Agreement or other Agreement, we will expect that these mutually beneficial terms are included within. This Proposal Letter in combination with its Exhibits represents our entire agreement.

Again, we would like to thank you for this opportunity and look forward to your favorable response to our proposal and are ready to get started.

Very Truly Yours,

JEZERINAC GROUP, PLLC

Accepted by: Netta Architects



Ronald M. Jezerinac, P.E., S.E.
President

(signature)

(printed)

(date)





EXHIBIT A

Basic Scope of Services – Structural Design

In general, our Basic Scope of Services includes the analysis and design of the primary structural frame and the secondary framing that supports the building enclosure. Documentation will include general notes, plans, sections, details, and specifications. The documentation will be generated using the Revit Structure platform with a Level of Detail 300 Building Information Model. The design of select systems will be delegated to the general contractor or subcontractor's engineer. In these cases, our documents will include adequate performance criteria and we will review their work to ensure that all loads are delivered to the primary structural frame as intended. We will attend periodic design, coordination, and construction meetings in which the primary focus is the building structure. Meetings will be attended in person or via teleconference depending on the subject matter and availability of technology. During construction, we will review submittals and respond to inquiries related to the structure and will visit the site periodically to observe construction. See sections below for further explanation of activities per phase. Note that the Consultant will not proceed into any subsequent phase without written direction to do so.

Design

- Present viable framing schema for Architect and Construction Professionals to evaluate. Depending on project size and complexity, this may include preliminary general notes, design load maps, complete or partial foundation, and framing plans, identification of lateral load resisting system, conceptual sections, special detailing integral to the system, and outline specifications.
- Select and further develop the chosen structural scheme.
- Perform structural analysis on new and existing elements affected by the newly imposed loads.
- Design connections of unit to pad and any retrofits required for existing structure.
- Issue drawings to the Building Department for Permit including General Notes, Wind Pressure Diagrams, full and partial Framing Plans, Framing Elevations, Building Sections, Member Schedules, and Details.
- Building Information Modeling Level of Detail 300:
 - Provide final location, elevation, and sizes of structural grids (but defer grid ownership to the architect), walls, columns, foundations, and major framing elements. Framing members shall be sloped as required, excluding floors.
 - Openings in structural walls and roofs will be modeled with a tolerance of (+/- 1/8") from the architectural locations. Final locations will not be defined in the structural model.
 - The structural model may be shared with the Client for clash detection.
 - Examples of minor framing elements include, but are not limited to: miscellaneous steel, joist bridging, curbs, sump pits, parapets, non-load-bearing partitions, pipe & sleeve penetrations, and any plan elements that are not visible at 1/8" scale. These elements will be depicted in 2-D details.
 - Elements of the building design which will be delegated to a specialty engineer will be modeled for general location purposes but shall be superseded by the specialty engineer's signed drawings. Delegate engineered roof trusses will not be modeled. They shall be depicted as line work in plan and in 2-D details.
 - Concrete reinforcing and structural steel connections will be depicted in schedules and details.
- Provide up to three signed and sealed copies of the drawings to the Building Department.
- Respond to and revise documents as required for up to two rounds of comments by the Building Department.

Construction Administration

- Assist Construction Professionals in evaluating bids and proposals.
- Respond to written and verbal requests for clarification. When in writing, responses are to be transmitted electronically.





EXHIBIT A

Basic Scope of Services – Structural Design

- Review submittals required by Construction Documents. All reviewed drawings are to be marked up and transmitted electronically.
- Review Testing and Special Inspection Reports. Testing and Inspection services to be procured by the Owner under a separate contract.
- Provide Record Set of structural drawings. This includes compiling all changes and additions made to Construction Documents during construction.

Further Clarifications to Scope

The following items are specifically excluded from our Scope of Services:

- Attendance of meetings in which the building structure is not the primary focus of the meeting. This includes multi-disciplinary meetings where discussion of the structure is limited.
- Opinions and estimates of Cost of Work. the Owner shall retain a qualified Construction Professional to perform such services.
- Design of structural elements outside of the building footprint. This is including but not limited to site retaining walls, planter walls, spa and pool structures, signage walls, signage support, sidewalks, flag, and light poles and their supports.
- Design and detailing of non-structural elements including waterproofing systems, ceiling framing, non-load-bearing partitions, and MEP supports including ceiling hangars and rooftop curbs.
- Surveying and documenting existing conditions.
- Revisions to work that has already been completed and approved.
- Services made necessary by deficient construction or by default of any contractor.
- Issuance of drawing to the owner, architect, contractor, or building department in excess of the issuances described in the preceding sections (one only).
- Requests for substitutions that were not directed by the Architect or Owner during the design phase or were initiated by the Contractor for their convenience or their economic or schedule benefit.



OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Governmental Center Renewal/Replacement

SOLICITATION/PROJECT/BID NO.: PN 2021-013514

SOLICITATION OPENING/SUBMITTAL DATE: 01/06/2023

COUNTY DEPARTMENT: Capital Improvements Division

Section A PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT* ON THE PROJECT:

NAME OF PRIME RESPONDENT/BIDDER: Netta Architects, LLC

ADDRESS: 621 NW 53rd Street, Suite 270, Boca Raton, FL 33487

CONTACT PERSON: Francisco Melendez

PHONE NO.: 561-295-4500

E-MAIL: fmelendez@nettaarchitects.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$166,825.00

*SMWBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE
 MBE
 WBE
 SBE

Section B PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

Subcontractor/Sub consultant Name	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	MBE Minority Business	WBE Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Asian	Other
	1. Jezerinac Group, PLLC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$3,121.00	_____
2. TLC Engineering Solutions, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	\$38,450.00	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____

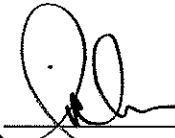
(Please use additional sheets if necessary)

Total _____ \$41,571.00

Total Bid/Offer Price \$ 208,396.00

Total Certified S/M/WBE Participation \$ 3,121.00

I hereby certify that the above information is accurate to the best of my knowledge:



 Name & Authorized Signature

Nicholas J. Netta, AIA, NCARB
 President & CEO

 Title

- Note:**
- The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OEBO Affirmative Procurement Initiative (API). Please check the applicable box and list the dollar amount or percentage under the appropriate demographic category.
 - Modification of this form is not permitted and will be rejected upon submittal.

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 2021-013514
 SOLICITATION/PROJECT NAME: Governmental Center R/R project

Prime Contractor: Netta Architects, LLC Subcontractor: TLC Engineering Solutions, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 04/17/2020

The undersigned affirms they are the following (select one from each column if applicable):

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input checked="" type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	


S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

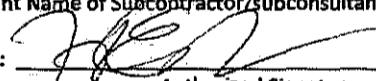
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	MEP				\$38,450.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$38,450.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant _____ Price or Percentage: _____

Netta Architects, LLC
 Print Name of Prime
 By: 
 Authorized Signature
Nicholas J. Netta, AIA, NCARB
 Print Name
President
 Title
 Date: 6/7/2023

TLC Engineering Solutions, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
Erick Gonzalez, PE
 Print Name
Principal/Regional Director
 Title
 Date: 01/26/2023

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 2021-013514

SOLICITATION/PROJECT NAME: GCC R&R 4th Floor ISS

Prime Contractor: Netta Architects, LLC Subcontractor: Jezerinac Group, PLLC

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): _____

The undersigned affirms they are the following (select one from each column if applicable):

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Structural				\$3,121.00

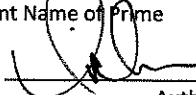
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$3,121.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: _____

Netta Architects, LLC
Print Name of Prime

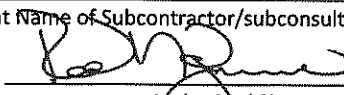
By: 
Authorized Signature

Nicholas J. Netta, AIA, NCARB
Print Name

President
Title

Date: 06/08/2023

Jezerinac Group, PLLC
Print Name of Subcontractor/subconsultant

By: 
Authorized Signature

Ronald Jezerinac
Print Name

President
Title

Date: 06/08/2023

ATTACHMENT E
CONFLICT OF INTEREST DISCLOSURE FORM
(Must be completed by Proposer and any subconsultants and returned with proposal)

PALM BEACH COUNTY CONFLICT OF INTEREST DISCLOSURE FORM

CONSULTANT/SUBCONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

Netta Architects, LLC has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County.

(Attach additional sheets as needed.)

CONSULTANT/SUBCONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT/SUBCONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT/SUBCONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT/SUBCONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT/SUBCONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT/SUBCONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT/SUBCONSULTANT shall not enter into said association, interest or circumstance.

This DISCLOSURE is submitted by (Name of Individual:) Nicholas J. Netta, AIA, NCARB as (Title/Position:) President & CEO of (Name of Firm:) Netta Architects, LLC who hereby certifies that any misrepresentation by the CONSULTANT/SUBCONSULTANT on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the CONSULTANT/SUBCONSULTANT.

Signature Nicholas J. Netta, AIA, NCARB, President & CEO

August 16, 2021

Date

ATTACHMENT E
CONFLICT OF INTEREST DISCLOSURE FORM
(Must be completed by Proposer and any subconsultants and returned with proposal)

PALM BEACH COUNTY CONFLICT OF INTEREST DISCLOSURE FORM

CONSULTANT/SUBCONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

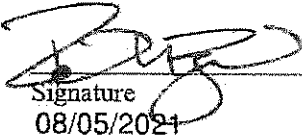
(Attach additional sheets as needed.)

CONSULTANT/SUBCONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT/SUBCONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT/SUBCONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT/SUBCONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT/SUBCONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT/SUBCONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT/SUBCONSULTANT shall not enter into said association, interest or circumstance.

This DISCLOSURE is submitted by (Name of Individual:) Ronald M. Jezerinac, as (Title/Position:) President of (Name of Firm:) Jezerinac Group, PLLC who hereby certifies that any misrepresentation by the CONSULTANT/SUBCONSULTANT on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the CONSULTANT/SUBCONSULTANT.



Signature
08/05/2021

Date

ATTACHMENT E
CONFLICT OF INTEREST DISCLOSURE FORM
(Must be completed by Proposer and any subconsultants and returned with proposal)

PALM BEACH COUNTY CONFLICT OF INTEREST DISCLOSURE FORM

CONSULTANT/SUBCONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

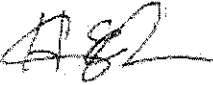
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This DISCLOSURE is submitted by (Name of Individual:) H. Erick Gonzalez, PE, as (Title/Position:) Principal of (Name of Firm:) TLC Engineering Solutions, Inc. who hereby certifies that any misrepresentation by the CONSULTANT/SUBCONSULTANT on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the CONSULTANT/SUBCONSULTANT.



Signature
August 17, 2021
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marquis Professional Risk 485A Route 1 South Suite 240 Iselin NJ 08830	CONTACT NAME: PHONE (A/C, No, Ext): 732-243-1300 FAX (A/C, No): 973-227-4026 E-MAIL ADDRESS: certificaterequest@marquispro.com		
	INSURER(S) AFFORDING COVERAGE		
INSURED Netta Architects, LLC 1084 Route 22 West Mountainside NJ 07092	NETTARC-01	INSURER A: Citizens Insurance Company of America	NAIC # 31534
		INSURER B: Massachusetts Bay Insurance Co	22306
		INSURER C: Allmerica Financial Benefit Ins Co	41840
		INSURER D: Arch Insurance Company	11150
		INSURER E:	
		INSURER F:	

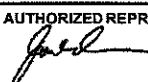
COVERAGES **CERTIFICATE NUMBER: 760677209** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSP	SUBR WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	OBY-H4947-01	1/31/2023	1/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	AWY9972885	5/15/2023	5/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	OBY-H494743-01	1/31/2023	1/31/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	WDYH416827	1/26/2023	1/26/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			PAAEP0097805	4/28/2023	4/28/2024	Per Claim/Aggregate \$2M/\$2M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Palm Beach County Government Complex project

Palm Beach County, a political subdivision of the State of Florida, its officers, agents and employees are included as additional insureds limited to General and Umbrella policies as required by written contract. Waiver of subrogation applies to the additional insureds where allowably by state law. 30 day written notice of cancellation and termination included under the above noted policies.

CERTIFICATE HOLDER Palm Beach County / FDO 2633 Vista Parkway West Palm Beach FL 33411-5604	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CSA History

Project Name: Design Services for the Governmental Center Renewal and Replacement (R/R) Project Number: 2021-013514 Consultant: Netta Architects, LLC Contract Date: July 12, 2022 Resolution Number: R2022-0744	Project Manager: Jeff Halverson Contract Amount: \$91,055.00 API SBE Goal: 20.0% Consultant SBE Commitment: 33.0% Consultant MBE (African American) Commitment: 21.0%
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CSA#	CSA Amount	SBE Amount	MBE Amount	Requested By	Request Date	Services	Approved	Appr'd By	SBE %	MBE %
	Total	299,451.00	70,720.23						23.62%	
	Orig.	\$91,055.00	\$67,599.23	\$0.00		ORIGINAL CONTRACT	12-Jul-22	BCC	74.24%	0.00%
1	208,396.00	\$3,121.00	\$0.00	Jeff Halverson	12-May-2023	4th Floor ISS - Design & CA Services			1.50%	0.00%
									#DIV/0!	#DIV/0!
									#DIV/0!	#DIV/0!
	Total	299,451.00	\$70,720.23	\$0.00					23.62%	0.00%