

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 receive and file: an emergency contract with Colomé & Associates, Inc. for the Melissa's Place Lake Village at the Glades (Melissa's Place) Moisture/Structural Crawl Space Project in the amount of \$108,917.83.

**Summary:** Melissa's Place is located at 1749 E. Main Street, Pahokee. On June 2, 2020, the BCC authorized the County Administrator or designee, which in this case was the Director of Facilities Development and Operations (FDO), to execute emergency design and construction contracts to renovate the Pahokee and Belle Glade Facilities as part of the County's Non-Congregate Sheltering Strategy for the Western Communities. The project received its Certificate of Substantial Completion on December 31, 2020 and residents occupied the facility shortly after. Recently the County was notified by staff responsible for managing the facility that they were experiencing flooring moisture issues in select areas of the facility. An initial investigation by the Capital Improvements Division (CID) and Colomé & Associates, Inc. deemed that further investigation in both the crawl space area and areas adjacent to the building perimeter are required in order to identify the cause of the grade settlement and water migration issues being experienced. Professional services for this project include, but are not limited to, performing moisture and structural crawl space studies, designing civil grading and drainage solutions to address roof downspouts and adjacent landscape areas identified as concerns due to grade settlement, providing construction details and drawings and construction administration services. This project was awarded as an emergency contract in accordance with the F.S. 287.055, Consultant's Competitive Negotiation Act and County PPM CW-O-048. The Director of the Facilities Development and Operations Department (FD&O) executed this emergency contract under its construction authority pursuant to the Purchasing Code Section 2-53(f). In accordance with PPM CW-F-050, staff is submitting this emergency contract to the Board of County Commissioners as a receive and file item for transparency and for informational purposes. Pursuant to section 2-80.22 of the Equal Business Opportunity (EBO) Ordinance and the County PPM CW-O-043, this emergency contract is exempt from the EBO requirements. Colomé & Associates, Inc. is a certified Small Business Enterprise (SBE) firm. Funding for this project is from the Public Building Improvement Fund. **(Capital Improvements Division) District 6 (MWJ)**

**Background and Justification:** This project was awarded as an emergency contract to perform moisture and structural crawl space studies to address and mitigate the moisture concerns being experienced in the flooring of the facility and to address the grading and drainage issues which have resulted from the grade settlement adjacent to the building.

**Attachments:**  
Emergency Contract - Colomé & Associates, Inc.

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Recommended by:  4/7/23  
Department Director Date

Approved by:  6/23/23  
County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	\$108,918	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<b>\$108,918</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
# 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 B702 Object 4907

PROFESSIONAL SERVICES	\$108,917.83
STAFF COSTS	\$ <u>  0.00  </u>
<b>TOTAL</b>	<b>\$108,917.83</b>

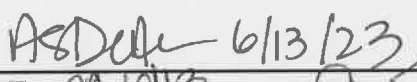
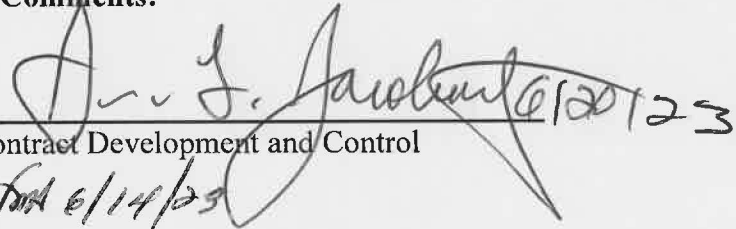
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Funding for this project is from the Public Building Improvement Fund.

**C. Departmental Fiscal Review:** 

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development Comments:**

<u></u> 6/13/23 OFMB QA 6/13/23	<u></u> 6/13/23 Contract Development and Control TAM 6/14/23
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**B. Legal Sufficiency:**

 6/21/23  
Assistant County Attorney RS for MJ

**C. Other Department Review:**

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Department Director

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