

Board of County Commissioners

Agenda Request

Date of Meeting: December 19, 2023

Date Submitted: December 5, 2023

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon County Administrator
Justin Stiell, Growth Management Director

Subject: Consideration of approval of Task Order for the Design of the Emergency Medical Services Facility on Joe Adams Road

Statement of Issue:

This item is presented to the Board for approval of a Task Order with Clemmons Rutherford and Associates (CRA) under the County CCNA RFQ 23-01 Professional Architectural Services contract for the design for the Gadsden County Emergency Services Facility.

Background:

Gadsden County was awarded \$2,500,000.00 of CDBG-DR funds to design and construct a new EMS facility on Joe Adams Road from Florida Commerce as part of Agreement M0026. This project will provide ambulance/EMT, fire, biohazard disposal services, and emergency shelter services, all of which will benefit the entirety of Gadsden County. The county currently has an option contract pending environmental clearance on approximately 27 acres of property on Parcel ID 3-24-2N-4W0000-00410-0000, located off Joe Adamas Road, and will use 4 acres of the 27 acres to build the main EMS facility in Quincy.

In accordance with section 287.055, Florida Statutes, known as the Consultants Competitive Negotiation Act (CCNA), Gadsden County advertised architectural consulting services for county projects. The BOCC selected and entered into an agreement with CRA for architectural services.

Analysis:

The approval of this task order will provide the design and bid documents for the EMS Facility. While the county currently has an option contract pending environmental clearance on approximately 27 acres of property on Parcel ID 3-24-2N-4W0000-00410-0000, located off Joe Adamas Road. On November 30, 2023, a notice of no finding was published in the Gadsden County times along with a notification that the County would be requesting the

release of funds on or soon after December 18, 2023. The approval will allow the architectural firm CRA to begin the design process in anticipation of Gadsden County receiving the property from the City of Quincy.

Fiscal Impact:

The Fiscal Impact for the design will be up to three hundred forty-seven thousand five hundred sixty-seven dollars and eight cents (\$347,567.08) and will be paid from CDBG-DR M0026 Grant.

Options:

1. Approve Task Order and allow the Chairman to sign all related documents.
2. Disapprove.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

CRA Task Order

TASK ORDER #001

Consultant Name: Clemons, Rutherford, & Associates, Inc.

RFQ #__23-01

Project Title: CDBG-DR Agreement #M0026 Gadsden County EMS Facility

Project Location: Joe Adams Road, Quincy, FL

Is project grant funded in part or whole? __X_Yes or ___No (If yes, attach grant agreement and note any special conditions or provisions.)

Task Order is entered into pursuant to the terms and conditions of the Consultant’s contract entered into pursuant to RFQ 23-01. All terms of the Contract, this task order, and the grant agreement M0026 shall apply to this project.

Section I. BACKGROUND

Project Description: Gadsden County was awarded \$2,500,000.00 of CDBG-DR funds to design and construct a new EMS facility on Joe Adams Road. This project will provide ambulatory/EMT, fire, biohazard disposal services, and emergency shelter services, all of which will benefit the entirety of Gadsden County pursuant to Attachment A of the Agreement M0026, Amendment #1. The county currently has an option contract pending environmental clearance on approximately 27 acres of property on Parcel ID 3-24-2N-4W-0000-00410-0000, located off Joe Adamas Road, and will use 4 acres of the 27 acres to build the main EMS facility in Quincy.

The new constructed EMS facility will include, pursuant to Attachment A of the Agreement M0026, Amendment #1:

- (a) an administrative headquarters;
- (b) training and education room(s);
- (c) housing for the EMS response staff including showers, a kitchen, and dining area;
- (d) storage rooms for medical and fire equipment;
- (e) storage room(s) for biological hazard waste;
- (f) facilities for the emergency sheltering of fire, medical, and DOH strike teams; and
- (g) an EMS/Fire Emergency Command Center.

II. SCOPE OF SERVICES – ARCHICTURAL

A. Preliminary Design Services

B. Final Design Services, including preparing and submitting documents for required state permits

C. Procurement assistance to include, but not limited to review of construction ITB documents and review of proposals and selection of ITB awards.

D. LIST ALL ARCHICTURAL SERVICES REQUIRED FOR THE PROJECT

- Architectural Design
- Mechanical, Electrical, and Plumbing Design and Engineering.
- Structural Design
- Civil Engineering and Design

E. Limited Site Survey, Landscape Design, Geotechnical Soil Borings, 3D Rendering, (Physical model is available as an add service),

F. Services listed in the Contract for Professional Architectural Services, sections 2.1, and 2.6 through 2.19 are excluded from this Task Order unless specifically listed in above scope of services.

Section III. SUB-CONSULTANTS/CONTRACTORS

1. FSM / JAMAA – MEP
2. JAE – Structural
3. G&A - Civil
4. SESI – Geotechnical Services – Not a certified minority firm.

Section IV. COUNTY’S RESPONSIBILITY

1. Provide construction documents of existing and near future structures on site requiring coordination.
2. Provide fire flow test as required by engineers.
3. Permitting and Permitting application fees.
4. Telecommunication/Cabling, A/V, Security and Access Control design.
5. Interior design/color selection, FF&E selection
6. Allow access to site as needed by A/E Team.

Section V. DELIVERABLES

1. Electronic copy and two hard copies of design documents (plans and specifications) at each of the milestones listed in Section VI, Schedule below, Schematic Design (SD), Design Development (DD), and Construction Documents (CD).
2. Copies of all contractor submittals/warranties/closeout documents at Final completion.

Section VI. SCHEDULE

1. Notice to Proceed to SD, 45 days
2. From SD approval to DD, 30 days
3. From DD approval to CD, 30 days
4. Bidding/Pricing and Award for Construction, 45 days
5. Construction NTP to Substantial Completion, 12 months

Section VII. METHOD OF COMPENSATION This section will include any allowances (surveying, geotech, permitting, etc.) set aside for work not covered under the actual services previously described.

Allowance for Geotechnical: \$12,000.00

Total to be paid to consultant will not exceed **\$345,387.08**, based on rates listed in Consultant’s cost proposal to RFQ 23-01, and Attachment A to this Task Order.

Billing Schedule

Milestone		Milestone Fee
Preliminary/SD	Monthly for 25% completed	\$ 83,891.77
DD's	Monthly for 25% completed	\$ 90,603.11
CD's	Monthly for 25% completed	\$ 90,603.11
Bidding	Monthly for 25% completed	\$ 10,067.01
Contract Admin	Monthly for 25% completed	\$ 60,402.07
Total less allowance		\$ 335,567.08
Allowance for Geotechnical	As Accrued	\$ 12,000.00
Total		\$ 347,567.08

Attachments:

- A. Project Tasks/Personnel/labor-hour Estimation
- B. Grant Agreement #_FloridaCommerce M0026, as amended (to be attached if project is funded in whole or in part with grant funds)

Clemons, Rutherford & Associates Inc.

James Lewis, Production Manager

GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS

Ronterious “Ron” Green

Chairman of Board

ATTACHMENT A TO THE TASKORDER: Gadsden County Cost Summary for Negotiated Task Order

ATTACHMENT 'A' TO THE TASKORDER: Gadsden County Cost Summary for Negotiated Task Order

Part 1 – General Information				
1. Project Name: Gadsden Co BoCC – EMS Facility		2. Grant Information if applicable (awarding agency/number DEO #M0026)		
3. RFQ Number: 23-01				
3. Contractor's Name: Clemons, Rutherford & Associates, Inc.		4. Date of Proposal: 9-21-23		
5. Contractor's Address: 2027 Thomasville Rd Tallahassee, FL 32308		6. Type of Service to Be Provided: A/E Design and Contract Administrative Services		
Part 2 – Cost Summary				
7. Direct Labor (Specify labor categories.)		Hourly Rate	Estimated Hours	Totals
Principal-in-Charge		180	10	\$ 1,800.00
PM/PA		180	240	\$ 43,200.00
Asst. PM		140	70	\$ 9,800.00
Project Designer		125	0	\$ -
Interior Designer		150	65	\$ 9,750.00
Construction Admin.		135	165	\$ 22,275.00
Plans Reviewer		150	24	\$ 3,600.00
Estimator		145	16	\$ 2,320.00
Specification Writer		125	40	\$ 5,000.00
BIM/3D		100	40	\$ 4,000.00
Drafter, Sr.		100	80	\$ 8,000.00
Drafter, Jr.		75	80	\$ 6,000.00
Clerical/Support		50	40	\$ 2,000.00
Direct Labor Total			870	\$ 117,745.00
8. Indirect Costs (Specify indirect costs.) N/A		Base	Estimated Cost	
Indirect Costs Total				
9. Other Direct Costs				
a. Travel			Estimated Cost	
1) Transportation				\$ -
2) Per Diem				\$ -

Travel Subtotal				\$ -
b. Equipment, Materials & Supplies (List items.)		Cost	Estimated Cost	
Printing				\$ -
Equipment Subtotal				\$ -
c. Subcontracts		Cost	OH&P	
MEP		\$ 92,880.00	\$ 11,145.60	\$ 104,025.60
Commissioning		\$ 15,000.00	\$ 1,800.00	\$ 16,800.00
Structural		\$ 17,500.00	\$ 2,100.00	\$ 19,600.00
Civil		\$ 69,104.00	\$ 8,292.48	\$ 77,396.48
Geotechnical (Allowance)				\$ 12,000.00
Subcontracts Total				\$ 229,822.08
d. Other			Estimated Cost	
			Other Subtotal	
			Other Direct Costs Total	
10. Total Estimated Cost				
11. Profit (N/A Included in hourly rates and OH&P on Subcontracts)				
12. Total Price				\$ 347,567.08