



## Legislation Text

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MOTION TO APPROVE THE FIRST AMENDMENT TO THE "DESIGN CRITERIA PROFESSIONAL - TO PREPARE THE DESIGN CRITERIA PACKAGE (DCP) FOR A NEW POLICE DEPARTMENT HQ" AGREEMENT WITH ARCHITECTS DESIGN GROUP (ADG), AND APPROVE A CHANGE ORDER FOR AN AMOUNT NOT TO EXCEED \$24,880, TO ALLOW FOR THE COMPLETION OF PHASE ONE OF THE CONCEPTUAL DESIGN.

***- Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."***

***- Chapter 35.28 of the City's Code of Ordinances is titled "CHANGE ORDERS."***

***- Chapter 35.28(B) states that "Notwithstanding the provisions of division (A), the City Manager is not authorized to approve a change order without authorization of the City Commission where the initial purchase required the City Commission's approval and where the sum of all change orders issued under the contract exceeds 5% of the original contract amount or \$25,000."***

***- Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."***

***- Section 35.21(A) of the City's Code of Ordinances is titled "City Commission approval."***

***- Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."***

### **SUMMARY EXPLANATION AND BACKGROUND:**

1. On October 18, 2017, the City Commission approved an agreement with Architects Design Group for \$87,520 to hire a firm to prepare the Design Criteria Package (DCP) for the construction of a Police Department Headquarters that would replace the existing headquarters located at 9500 Pines Boulevard, Pembroke Pines, FL 33024.

2. The Police Department and Architects Design Group have outlined additional specific tasks which will be required to complete Phase I of the Conceptual Design Package.

3. When the original agreement was approved, Phase I consisted of:

Phase I-A: Detailed Spatial Needs Assessment  
Phase I-B: Site Analysis & Master Planning  
Phase 1-C: Conceptual Design

4. The proposed First Amendment describes the revised Conceptual Design Package for the Pembroke Pines Police Department, which includes the services which the City will need to provide, the information that ADG will require from the City, and the fees for performing the work. Phase I is proposed to be revised as follows:

- Phase I-A: Detailed Spatial Needs Assessment
- Phase I-B: Site Analysis & Master Planning
- Phase I-C: Conceptual Architectural Site Master Planning Update
- Phase I-D: Conceptual Building Design Update
- Phase I-E: Geotechnical Engineering
- Phase I-F: Site Surveying
- Phase I-G: Subsurface Existing Utility Locations

5. As a result, the City's Administration has drafted the First Amendment which includes the revised Conceptual Design Package for the Pembroke Pines Police Department.

6. Request City Commission to approve the First Amendment to the "Design Criteria Professional - To Prepare the Design Criteria Package (DCP) for a New Police Department HQ" agreement with Architects Design Group (ADG), and approve a for an amount not to exceed \$24,880, to allow for the completion of Phase I of the Conceptual Design.

#### **FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** \$24,880. (The total compensation on the agreement will now be \$112,400)
- b) **Amount budgeted for this item in Account No:** Not Applicable.
- c) **Source of funding for difference, if not fully budgeted:** Upon Commission's approval, a budget adjustment will be made to move \$24,880 from account # 001-521-3001-664214-0000-000-0000 (Truck) to account # 001-521-3001-662000-0000-000-0000 (Building).
- d) **5 year projection of the operational cost of the project:** Not Applicable.
- e) **Detail of additional staff requirements:** None.

#### **FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.