



# TOWN OF SOUTH PALM BEACH

## Office of the Town Manager

(561) 588-8889 - Ext 108 • Email: [jtitcomb@southpalmbeach.com](mailto:jtitcomb@southpalmbeach.com)

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To: Interested parties/applicants for Town Bids  
From: James S Titcomb, Town Manager  
Date: November 8, 2023  
Subject: QUESTIONS - Requested for Proposals Owner's Representative  
Re: **RFP 10-10-2023-P (pending) Questions - Addendum # 2**

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Good afternoon Interested Parties,

Thank you for your inquiry, interest, and questions of town issued **RFP 10-10-2023-P** for "Owners Rep" on a (pending) Town Hall redesign and redevelopment project. Per town protocol, submitted questions will be answered and posted as addendum to the RFP on our town website and by other means so all applicants benefit from any submitted clarification questions.

**1. Has the Town Hall project been designed? If so, who is the Architect of Record?**

*The Town engaged process issuing an RFQ several times previously and engaged in some design services to explore conceptual submittals. The Town Council did not approve any of those previous versions to date. (Note, there are links on our town website to some presentations considered in prior attempts.) They are located on the navigation bar at this page: <https://www.southpalmbeach.com/town-council>.*

*Our separate RFQ 10-20-23-Q is soliciting for Architectural/Engineering Design Services (with a focus on utilizing SIPS technologies) for this purpose. The two open requests for applicants, the RFP & RFQ running concurrently, have the same timelines and deadlines for selection.*

**2. Has the Program been developed? Could you provide an idea of the square footage, the types of rooms, accommodations that will be included in your new building?**

*On the town website link mentioned above, there are references to space allocations of the existing town hall and usages, as well as proposals of design concepts as previously submitted. A significant change/departure from that data is that garage and utility space for Law Enforcement and Fire Rescue Operations, which are now contracted out to county agencies, are not anticipated in future designs for new proposed configurations. Main issues will be topographical environmental and sea level impacts, normal town hall operations and importantly a town community center functionality (flex space usability). Estimation of square footage configuration may fall within 7,500-10,000 sq. ft. However, the successfully awarded firm will be expected to make design and construction recommendations that fit within Town Code parameters (metrics), usage priorities and compatibility with surrounding properties and site conditions appropriate. "Working within the box, while creatively thinking outside the box."*

**3. What are your project milestone dates? Date for selecting an Owner's Representative? Date for putting the project out to bid for selecting a General Contractor to build your facility?**

*The town is very interested in moving forward expeditiously initiating and implementing this redevelopment for the betterment of the town governance operations and community usage and events functionalities. The shortened deadlines are articulated in each document for the tasks at hand. Once a design firm is selected, a negotiation phase will commence to cost and award the designing and engineering process under the issued RFQ. Separately, the council has expressed landing an "owners' representative" more quickly to better assist in the role out of services awarded under the vetting of the concurrently issued RFQ.*

**4. What is the scheduled date for starting construction of the project?**

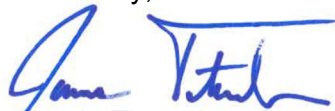
*The dates and timelines are yet to be determined and are dependent upon the awarding, scheduling and roll out of tasks managed by the successful design and engineering firm selected in conjunction with town direction. It is our hope that the initiation of the town site design and redevelopment can get underway in earnest within the town's current fiscal year.*

**5. If the project has been designed, has it been submitted for Permit Review? Anticipated date to receive a permit to start construction?**

*The town regulates and administers processes within the Town Code of Ordinances, FL Statutes and the building permitting process therein. There should be no delay or complications in the timeline due to the regulatory permitting process.*

Thank you for your interest and attention to this matter.

Sincerely,



Jamie Titcomb  
Town Manager