



**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 Party-Applicants for Town Bids  
From: James S Titcomb, Town Manager  
Date: November 16, 2023  
Subject: QUESTIONS - Requested on Town RFQ 10-10-23-Q or & RFP 10-10-23-P  
Re: **RFP 10-10-2023-P (pending) Questions - Addendum # 3**

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*Applicant Question(s): (Answers in RED)*

*I am putting together a response to RFQ NO. 10-10-2023-Q for the Town Hall Design Services and here are some questions that have come up as we've gone through it.*

- 1) *What is the expected time duration under the contract for the services rendered under this RFQ once the final contract is approved by town council?*

The final timeline is yet to be determined, dependent upon the content and scope of the successfully selected architectural/engineering firm by the town council. While our aim is to "break ground" in this fiscal year, there are variables that are embedded in the negotiations and implementation phases of the town working with the selected design firm.

- 2) *There is mention of services "as needed" in the qualifications request. Will the determined services be defined prior to contract execution? Or will it be an "open ended" contract where it is expected for the contracted firm to provide?*

A legal term to accommodate other services that may be requested or unforeseen. It is recommended that bidding firms/applicants contemplate rate schedules for add-on services as may be contemplated from time to time. As these questions pertain to the RFQ, service costs and project budgets are part of the subsequent negotiation phase with the selected firm(s) to be retained.

- 3) *If more than one firm is contracted for services defined under this RFQ, how will the coordination between multiple firms be handled and who will be responsible for that coordination?*

If that occurs (more than one firm selected for subsections of the scope of work) town administration, working within direction of town council actions and town policies will manage and mitigate whatever issues in real time, working in conjunction with the successfully selected "owners rep" candidate/firm selected via the parallel running RFP for same, running on a concurrent selection timeline.

- 4) *As far as grant writing, are there specific grants that the town knows that is available for this project? Or will the contracted firm be expected to research and pursue grants available for the project?*

Grant familiarity and fluency will be an asset to bidding firms. If State or Federal grants come into play, it will predicate compliance, procedural and auditing components as may be embedded in the rules. Town staff, elected officials and our local legislative delegation members and other intergovernmental partners are all involved in identifying and assisting in the pursuit of possible additional (grant/appropriation) funding resources. The successfully selected firm will be obligated to operate within the parameters of any governmental funding rules, as well have requirements for Florida's public records laws disclosure, information relevant to provisions within the contract and jurisdictional requirements in place.

- 5) *With this RFQ due immediately after the Thanksgiving weekend, is there any consideration to extend the deadline to allow for some final coordination of the submission package for after the holiday? Some consulting firms are closed for the extended weekend leading up to the deadline.*

As yet, the town has not made specific accommodations for this request; however, the town/town council has the ability to modify or extend the timelines of the call for applicants should they see fit. As the town has pursued previous attempts to select firms and spent time on this phase more than once, they are motivated to move this forward in an expeditious manner. If the town receives official notification of and at least the electronic copy of a submitted proposal by the deadline, we may be able to accommodate a little flexibility on receipt of the hard copies package delivery.

- 6) *Is there a "Contract Number" associated for this project to include in the exhibit forms?*

Please use the titled "RFQ 10-10-23-Q" or "RFP 10-10-23-P" number/letter designation as appropriate.

- 7) *Are there any "Financial Project Number(s)" (if applicable) to include in the exhibit forms?*

No contract or GL numbers are assigned specifically at this time.

- 8) *Is there a Project Description of what the final construction project is, outside of it being a "Town Hall"?*

Unofficially it's the "Town Hall & Community Center" development project. Note the current town hall plot, is the only public property within the town limits, except for some utility infrastructure footprints. As such this project is a total "campus" design/redevelopment fully contained on this property under one property control number.

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*Additional Applicant Question(s): (Answers in RED)*

*If you haven't already, please check earlier answers as supplied and are posted online to another interested applicant (at this link: <https://www.southpalmbeach.com/rfps> ref: Addendum 2) for some of the information that may be relevant to your inquiry. Within that response there are references to some of the earlier attempts or design starts previously pursued and posted on our site. Meanwhile, here's some preliminary responses to your inquiry. In brief:*

1. *Is there a project schedule defined for the Design and Construction durations, so each bidder can provide you with a fee that ties into this?*

This will be determined and negotiated between the town and successful awardee for the RFQ Architectural/Engineering piece. The town may well wish the "Owners Rep" firm selected to

assist in these timelines and requirements, thus likely selected before the final negotiations with the RFQ applicants are concluded.

2. *Have any other consultants been engaged on the project already and if so, are you able to disclose which ones?*

Previous engagements with design and technical consultants have all been “retired” or discontinued over time. These two calls for applicants (the RFQ & RFP) aim to restart the process anew. Note that the Town Council has indicated a strong preference for utilization of SIPS building technologies (Structured Insolated Panel Systems) in the design and construction criteria. Sea level/Coastal issues and green energy criteria are also often referenced and may become elements of grant funding toward the project in its fruition.

3. *Is there a detailed description for the scope of the project or a program that shows the gross areas of the new town hall?*

In the previous design concept inventories on our website there are schedules of square footage allocations and uses provided by earlier contracted firms, likely somewhere in the 7500-10,000 square foot range. (<https://www.southpalmbeach.com/community/page/srs-architects-powerpoint-presentation>) I addressed some of that in commentary from the last set of questions answered and posted as addendum to the call for bids. Note that the town no longer houses or intends to house garage operations for Fire-Rescue equipment, nor inhouse law enforcement other than administrative office requirements.

4. *Is there an approved construction budget that can be provided?*

Not at this time, to be determined through the process. The town has a building fund (invested) and has had conversations of bringing to bare state and federal grant monies potentially, though also specific to process of design and application to town facility needs.

Thank you for your interest and attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Titcomb". The signature is stylized and written in a cursive-like font.

Jamie Titcomb  
Town Manager