

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** September 28, 2020

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** Jason E. Brown, County Administrator  
Kristin Daniels, Director, Office of Management and Budget

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Award of Bid# 2020057 – Interior Renovation of the Indian River County Building and Fire Departments

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**BACKGROUND:**

On behalf of the Community Development Department, sealed bids were requested for the interior renovation of the Building and Fire Department areas of the Community Development office, including expansion into the former cafe.

The customer service areas in the Building and Fire Prevention Divisions on the first floor of County Administration Building “A” are functionally obsolete with respect to adequately serving the needs of the development community and the public in Indian River County. These areas have been in need of additional work areas and stations for some time, as evidenced by long lines, crowded waiting areas, internal work flow impedences, circuitous routing of plans and permits, and other barriers to efficiency. The proposed renovation takes into account the work flow of the permitting process which the original design did not accomplish very well.

The Building and Fire Prevention Divisions are also in need of reorganizing the operation and functions of their processes in order to prepare for moving forward into the electronic permitting age of conducting business and providing enhanced customer service. The County has recently undertaken a number of IT efficiency and security improvements and the current configuration lacks adequate IT infrastructure to accommodate these needs while also lacking sufficient space for information entry, download, and processing personnel and equipment.

The proposed renovation also takes into account addressing many security, health, and safety deficiencies, the demand for which is increasing as was evidenced during the recent COVID-19 pandemic.

**BID RESULTS:**

Advertising Date: August 23, 2020  
 Bid Opening Date: September 23, 2020  
 Broadcast to: 393 Vendors  
 Bid Documents Downloaded by: 31 Vendors  
 Replies: 4 Vendors

Firm	Location	Bid Price
Hedrick Brothers Construction Co., Inc.	Melbourne	\$694,038.00
Barth Construction, Inc.	Vero Beach	\$715,844.00
Bill Bryant & Associates, Inc.	Vero Beach	\$768,848.52
HDAI Construction, Inc.	Delray Beach	DQ*

HDAI Construction’s bid was determined non-responsive as no Power of Attorney was submitted with their bid security.

**ANALYSIS:**

The Project Architect, Donadio and Associates, Architects, PA (“Donadio”), and the Building Official have reviewed the bids received and determined Hedrick Brothers Construction Co., Inc. (“Hedrick”) to be the lowest, responsive and responsible bidder. The Building Official contacted the municipal references provided by Hedrick and received highly favorable reviews.

In addition to the bid renovation costs, additional expenditures are required for modular furnishings (both new and breakdown and relocation of existing). American Business Interiors (“ABI”) is anticipated to provide these services, including new furnishings, under a State of Florida Alternate Contract. ABI was the original contractor for the furnishings when the Administration Buildings were constructed, and has continued to provide services as upgrades and moves have taken place. Their staff has taken detailed inventory of furnishings currently in the project areas to determine what can be reused to save costs.

As the work will be completed in phases, storage for temporarily removed as well as new furniture must be provided. The department anticipates the rental of three storage containers will most appropriately facilitate this storage. ABI has provided a quote for budgetary purposes, which is not part of the State of Florida Contract.

Finally, tie ins to the existing security and fiber systems were excluded from the bid and will need to be completed by vendors familiar with our specific systems. Completion of work under both of these systems will be coordinated thorough the Public Works Department, but funded from this project account.

Due to the many divisions of the project, staff recommends the addition of a 10% contingency for these expenses to ensure full funding is available. Contingency will only be authorized by the Building Official after confirmation by the architect and the Public Works Director that additional work is necessary for successful completion of the project.

Item	Bid / Estimate	Total Budget (including 10% contingency)
Construction - Hedrick Brothers Construction Co., Inc.	\$694,038	\$763,442
Furnishings/Materials/Installation (ABI)	\$191,962	\$211,158
Storage Container Rental	\$8,000	\$8,800
Security	\$1,200	\$1,320
Fiber	\$2,500	\$2,750
<b>Total</b>	<b>\$897,700</b>	<b>\$987,470</b>

**SOURCE OF FUNDS:**

Funding for the renovation was approved in the FY 19/20 CIE in the amount of \$1,000,000. Costs were to be split, with the Building Division funding 75% or \$750,000 and Optional Sales Tax funding the remaining 25% or \$250,000 in costs. The Optional Sales Tax allocation was intended to cover the portion of the renovation benefiting Community Development and Fire Prevention. However, the final renovation plans to do not include additional square footage for Community Development or Fire Prevention, but do include plans to redesign the space and improve the layout of office furniture to encourage better workflow. The amount of the project to be funded from Optional Sales Tax is \$60,216 with the remaining \$927,254 being charged to the Building Division. Funding for the additional Building Division costs totaling \$177,254 will be derived from Building Division fund balance.

Account Description	Amount
Optional Sales Tax/Facilities Management/Building Division Expansion 31522019-066510-20019	\$62,216
County Building Division/Building Division Expansion 441-169000-20019	\$927,254

**RECOMMENDATION:**

Staff recommends that the Board award bid 2020057 to Hedrick Brothers Construction Co., Inc. in the amount of \$763,442, with all change orders to be presented to the Board prior to final payment. Staff also recommends the Board approve the sample agreement and authorize the Chairman to execute said agreement after the County Attorney has approved the agreement as to form and legal sufficiency, receipt and approval of the required insurance and bond, and after the contractor has become registered with the Building Division.

**Attachment:**

Sample Agreement