

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

DATE: June 19, 2024

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Phase II Agreements for Emergency Operations Center Expansion
(RFQ 2022062)

BACKGROUND:

On November 1, 2022, the Board approved the final ranking of firms developed in response to RFQ 2022062 for architectural design services for the expansion of current Emergency Operations Center (EOC), and the adjacent warehouse. The Board approved an agreement for master planning services with the top ranked firm, Donadio and Associates Architects, PA, A Spiezle Group Inc., on January 17, 2023. Amendment 1 to that agreement was approved by the Board on May 16, 2023, and included additional survey and subsurface studies to complete the plan. Amendment 2 to the master plan agreement, reducing the scope and size of the expansion to the EOC, was approved by the Board on January 23, 2024. The Master Plan was approved at a total design cost of \$84,475.

ANALYSIS:

Master planning is now complete, and staff and Spiezle are ready to commence design activities for the expansions to both the EOC and the facility's existing warehouse. To facilitate the earliest completion of the warehouse expansion, separate agreements for the work are proposed. Both agreements include design development, construction documents, bidding assistance and construction administration services, with a total cost of \$699,253.

The EOC expansion will include a 10,000 square foot building with private and open office space, restrooms with showers, computer and mechanical rooms, dining/multi-purpose room with warming kitchen and storage, enclosed generator yard, and additional parking. A floor plan is provided as Exhibit B to the EOC Agreement. Estimated construction cost, including furnishings and fixtures, is \$7,122,500. The design services will cost \$551,615.

The warehouse expansion is approximately 8,350 square feet, and includes private and open office space, restrooms with showers, interior medical storage room, and secured storage space. A floor plan is provided as Exhibit B to the Warehouse Agreement. Estimated construction cost, including furnishings and fixtures, is \$2.2 million. The design services will cost \$147,638.

Preliminary scheduling for the projects, is shown below:

Event	EOC	Warehouse
Site Approval	December 2024	December 2024
Construction Documents and Permitting	June 2025	February 2025
Bids Received	August 2025	March 2025
Award	September 2025	April 2025
Contract Execution	October 2025	April 2025
Construction Commences	December 2025	May 2025

FUNDING:

Funds, in the amount of \$699,253 (\$551,615 for the EOC Expansion and \$147,638 for the Warehouse Expansion), are budgeted and available in the Impact Fees/Fire Services/Construction in Progress/Emergency Operations Center Expansion account, number 10312022-066510-20037.

Account Name	Account Number	Amount
Impact Fees/Fire Services/Construction in Progress/Emergency Operations Center Expansion	10312022-066510-20037	\$699,253

RECOMMENDATION:

Staff recommends the Board approve the Phase II – EOC and Phase II - Warehouse Agreements with Spiezle, and authorize the Chairman to execute them after review and approval by the County Attorney as to form and legal sufficiency.

Attachment

Phase II – EOC Agreement
Phase II – Warehouse Agreement