

## Board of County Commissioners Agenda Request 25

Date of Meeting: September 12, 2006

Date Submitted: September 6, 2006

To: Honorable Chairman and Members of the Board  
From: Parwez Alam, County Administrator  
Kim Dressel, Management Services Director  
Subject: Approval to Issue a Request for Proposals for Architecture, Engineering and Interior Design Services for Construction of the County's Emergency Medical Services Facility

### **Statement of Issue:**

This agenda item seeks Board approval to issue a Request for Proposals (RFP) for Architecture/ Engineering (A/E) and Interior Design services for the County's Emergency Medical Services (EMS) Facility (Attachment #1).

### **Background:**

On September 20, 2002, Tallahassee Memorial Health Care Inc. (TMH) announced that it would discontinue its ambulance and lifeflight services in Leon County no later than June 30, 2003. On October 22, 2002, the Board conducted a workshop to discuss TMH's announcement. On June 13, 2003, the County Administrator received a formal letter from TMH agreeing to extend the provision of TMH EMS through December 31, 2003.

On June 24, 2003, the Board voted unanimously to create a County-run Emergency Medical Services (EMS) Department, to provide emergency medical and transport services to the citizens of Leon County, and directing the EMS Communications and Dispatch to be operated by the Leon County Sheriff's Office. On July 8, 2003, the Board unanimously approved a County-run EMS Department Implementation Plan and preliminary budget.

The Board held a workshop on October 14, 2003, to inform the Board of the status of the County's EMS program and to conduct a tour of the EMS facilities. On December 31, 2003, Leon County EMS Division began providing Countywide emergency medical services. On July 13, 2004, the Board approved the purchase of a 2,880 square foot used modular office building at a cost of \$58,666 from Williams Scotsman, Inc., to house the EMS offices temporarily. A prevailing thought at this time, was that if the County later opted to pursue a stand-alone facility that the current building could be sold for approximately \$25,000.

Since late 2003, the administrative offices of the County EMS Division have operated from this modular office building, located on the Public Works grounds at the Miccosukee Road complex. This facility is supported by remote parking, fleet support and logistics functions that exist elsewhere upon this site.

### **Analysis:**

The County typically pursues its construction projects following what is known as a traditional design-bid-build process, with these activities occurring in a serial fashion. Following the traditional design-bid-build process, a building's use would first be programmed, construction plans developed, permitted, advertised and contractor's bids received, before proceeding forward with construction. Florida Statutes require a licensed professional architect to be involved in building design when the estimated costs of such exceeds \$10,000. However, whereas this project exceeds \$1,000,000 in estimated construction costs, it is too large for use of one of the

architectural firms currently under contract with Leon County continuing supply services. This is a provision of Florida Statutes, Section 287.055, otherwise know as the "Consultant's Competitive Negotiation Act" (CCNA). Therefore, it is staff's recommendation that an RFP (Attachment #1) be approved to recruit a project specific architect.

The eventual architectural firm selected shall be responsible for the coordination of any and all related sub-consulting professional services activities, such as architecture, engineering (civil, structural, mechanical, electrical, plumbing, sprinkler system, etc.), telecommunications, structured wiring, interior design and space planning. It is intended that these services would be provided by firms working as a team for the duration of the contract period, and would continue to work with the Construction Manager (or general contractor), which would be selected later through an upcoming RFP (or bid). Upon the selection of an architect, their fees would be negotiated by staff and returned to the Board for its approval.

It is noted that in anticipation of this project, staff has already made use of the architect's program to establish and review a number of candidate sites, for the possible location of this facility. These sites have included the County's Tom Brown Park property; the Public Works Complex PUD properties; neighboring City-owned properties; and a potential site offered by the Tallahassee Memorial Hospital from its 84-acre Master Plan. However, upon considering the various factors that are known to be associated with each site, staff's belief is that the current unused portion of Public Works Complex PUD property offers the best available siting option for the future location of a County EMS facility. This site consists of the 2.34-acres that are located on the opposite side of Blirstone Road (aka, the old County "Ballfield" property) (Attachment #2).

Funding has been budgeted for the design of the EMS facility and initial construction funding has been programmed.

**Options:**

1. Approve the issuance of the RFP for Architecture, Engineering and Interior Design services for the Emergency Medical Services (EMS) Facility (Note:  
a copy of the printed building program is available for review in the Leon County Purchasing Department).
2. Authorize the County's use of 2.34-acres, reserved within the Public Works Complex PUD for government operations, as future site of the County's new EMS facility.
3. Do not approve the issuance of the RFP for Architecture, Engineering and Interior Design services.
4. Board Direction.

**Recommendations:**

Options #1 and #2

**Attachments:**

1. RFP for A/E and Interior Design Services
2. Site location map

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**Board of County Commissioners**  
**Tuesday, September 12, 2006 Meeting - Follow-Up Memo**

Item 25 Approval to Issue a Request for Proposals for Architecture, Engineering, and Interior Design Services for Construction of the County's Emergency Medical Services Facility

(Management Services/Facilities Management – Kim Dressel/Tom Brantley)

**The Board approved Options #1 and #2:**

- 1. Approve the issuance of the RFP for Architecture, Engineering and Interior Design services for the Emergency Medical Services (EMS) Facility (Note: a copy of the printed building program is available for review in the Leon County Purchasing Department).**
- 2. Authorize the County's use of 2.34-acres, reserved within the Public Works Complex PUD for government operations, as future site of the County's new EMS facility.**