

TECHNICAL MEMORANDUM

207-17 – WSSC New Administrative and Warehouse Space

PREPARED FOR: Capital Planning and Budgeting

PREPARED BY: Jennifer L. Stokes

DATE: December 3, 2018

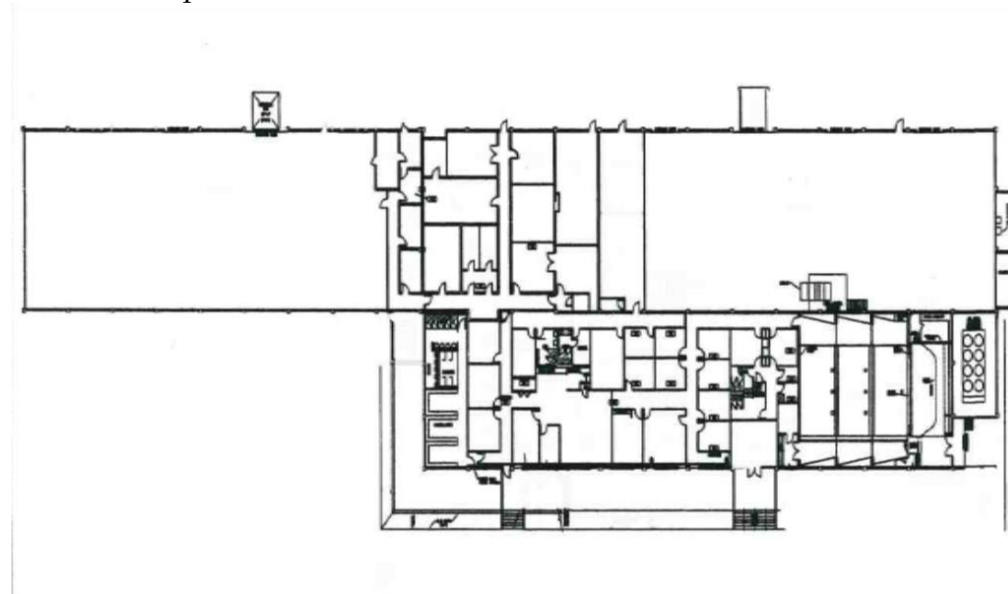
Introduction & Background

The Westside Service Center structure was built in 1969 and is in serious need of infrastructure upgrades to meet current needs and industry standards. The administrative office layout is chopped up and in need of upgrading to meet changing organizational needs. The main lobby of the building is dated and does not provide sufficient wayfinding for visitors. The ceiling height of this lobby entrance was lowered with a dropped ceiling at one point. The glass windows above this ceiling have a southern exposure and add to the heat load of the lobby.

Warehouse space has been subdivided multiple times to attempt to accommodate the number of separate users and their individual security requirements. Crew rooms in the warehouse section of the building do not provide the necessary work environments for the crew leaders or members. Little to no individual storage space is available. The loading dock area, where the service trucks park, does not provide adequate protection from the elements, and is not comparable to the working conditions found in JEA's competition. FM Global (JEA's insurance underwriter) recommends that the loading dock doors be upgraded to accommodate anticipated wind loading during storm conditions.

In addition, the men's and women's restrooms near the auditorium have the original late 1960's configuration. Beyond the obvious wear and tear on the outdated finishes, the restrooms do not meet current ADA requirements for access. More recently updated restrooms in the building do not meet current accessibility code, and are also in need of finish upgrades.

Current floorplan:



Justification

The following list of infrastructure upgrades is required to meet minimal needs.

- Administrative areas must be upgraded to attract and retain the best qualified employees.
- Warehouse storage areas must be upgraded to provide adequate storage and security for all users.
- Warehouse doors must be replaced with Miami-Dade rated doors and frames.
- Crew rooms must be installed to provide adequate space for management activities, time sheet entry, training, equipment and personal storage facilities.
- Parking around this facility is limited and traffic in the mornings/late afternoon is very congested.
- Existing water supply, waste, and vent lines must be replaced along with plumbing fixtures.
- The bathrooms do not meet current code.
 - The doors into the existing restrooms are too restrictive.
 - Bathroom stalls are extremely small and do not comply with current accessibility requirements.
- Exterior doors and windows should be upgraded for general security and storm resistance.
- The low ceiling in the service center main entrance lobby must be upgraded.

We have been evaluating various options to provide these much needed and in some cases required improvements to the administrative and warehouse structures.

Scope

The overall scope for this project has changed substantially since FY16. The original mission was to improve the linemen's and foremen's areas, and upgrade the plumbing. During the process of performing user reviews of proposed designs, several key personnel in the department had the opportunity to visit another local utility. This visit spawned a requested expansion of the scope. Further review by Facilities and the architect led to confirmation that the expanded scope would be the most cost effective way to overcome the current limitations of the building.

Facilities and the architecture team held numerous meetings with the end-users, their management, and other key stakeholders. The end result is a 10% plan that meets the current needs of the building occupants, Facilities personnel, and management, and also positions the facility to be a valuable asset into the foreseeable future.

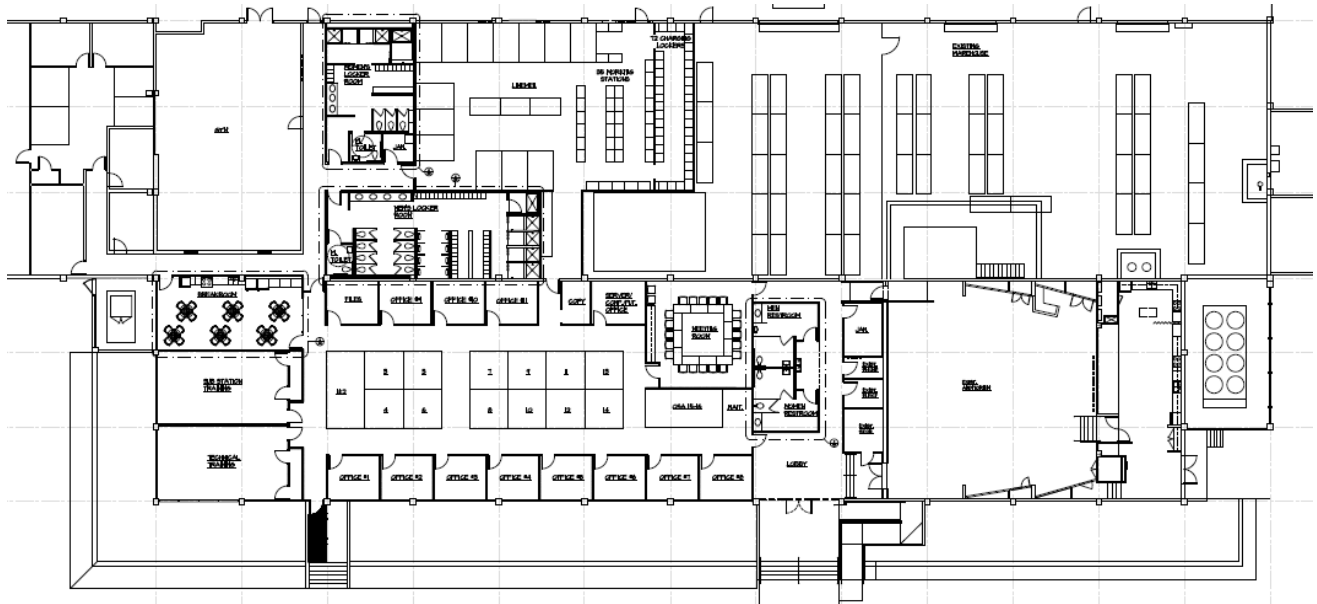
This project will proceed as follows:

- **Procurement Phase:** Issuance of RFP for design-build contractor and completion of contract negotiations with winning proposer
- **Pre-construction activities:** As design work begins, permitting will begin concurrently to ensure the most efficient use of design time. Occupant relocation and demolition operations begin during design and permitting processes to further minimize the project timeline.
- **Construction Phase:** Work shifts from demolition to installation of new work as soon as design and permitting is complete.

The scope of work for the construction project includes:

- Installation of new roof (completed in FY16)
- Complete reformatting and upgrading of all occupied spaces, including offices, class room, conference rooms, open areas, break rooms and restrooms; includes finishes, furniture and fixtures.
- Construction of new support and storage spaces, including server room, copy room, and closets/lockable storage.
- Upgrade of all operating systems (HVAC, plumbing, electrical) and related fixtures (toilets, sinks, light fixtures, etc.) HVAC work includes controls; plumbing includes supply and drain/waste/vent lines.
- Relocation of gym (currently in adjacent building)
- Upgrade of warehouse doors and storefront systems to Miami-Dade standards
- Asbestos abatement: floor tile is only identified material at this time.
- Upgrade of keying system.

Proposed new layout, including furniture (Investment Recovery Warehouse not shown)



Implementation Schedule

WSSC New Administrative and Warehouse Space	FY 2019												FY 2020											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Procurement Phase - 90 DAYS			X	X	X																			
Design Phase - 120 DAYS						X	X	X	X															
Permitting - 120 DAYS							X	X	X	X	X													
Temp Space/Occupant Moves						X	X																	
Asbestos Abatement								X	X															
Demolition Operations									X	X														
Construction - 50 WEEKS											X	X	X	X	X	X	X	X	X	X				
Punch List - 30 DAYS																					X			
Project Closeout - 30 DAYS																						X		
Duration = 576 DAYS																								

Project Management & Delivery

Stage	Project Definition	10% Schematic Design	30% Conceptual Design	90% Detail Design	100% Final Design	Bid	Construction
To Project Delivery	Facilities	Facilities	Facilities	Facilities	Facilities	Facilities	Facilities
	Established		Trend		Trend		Trend

Cost Estimate and Expenditure Forecast (Current \$)

PROJECTED EXPENDITURE FORECAST BY FISCAL YEAR									
ACTIVITY	FY 2019				FY 2020				TOTAL
QUARTER	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH	
Design/Build Contractor		67	137	565	890	992	567	95	\$3,313
Project Administration		6	9	22.5	25.5	24	18	15	\$120
TOTAL	\$0	\$73	\$146	\$588	\$916	\$1,016	\$585	\$110	\$3,433

Risks

The following is a listing of the potential risks to the success of this project:

- Availability of a design/build company able to meet the desired quality standards and production schedules
- Delivery delay of long lead-time items
- Availability of project approval and associated capital funding within the specified timeframe
- Extended duration of contract negotiations
- Permitting delays

Revision History

Name	Date	Version	Revision Notes
Jennifer L. Stokes	11/3/16	1.1	Clarified scope, revised budget
Jennifer L. Stokes	1/29/18	1.2	Expanded scope, revised budget & schedule
Jennifer L. Stokes	12/3/18	1.3	Changed Procurement method & schedule

Appendix B - Proposal Form

039-19 Progressive Design-Build Services for the Westside Service Center (WSSC) Renovation Project

COMPANY INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

EMAIL OF CONTACT: _____

FLORIDA LICENSE NUMBER: _____

PROJECT MANAGER PROXIMITY

In order to receive points for this criterion, Company's office must be occupied and staffed with at least three (3) employees for a duration of six (6) months prior to the Proposal Due Date stated in the RFP.

Check the box to confirm Company meets criterion ☐ YES ☐ NO

The Company shall submit one (1) original Proposal, five (5) duplicates (hardcopies), and six (6) CDs or USB drives. If there is a discrepancy between the electronic copy and hard copy, the hard copy will prevail. JEA will not accept Proposals transmitted via email.

____ (Initials) I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".

Company's Certification

By submitting this Proposal, the Proposer certifies that it has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, that the person signing below is an authorized representative of the company, that the company is legally authorized to do business in the State of Florida, and that the company maintains in active status an appropriate license for the work. The company certifies that its recent, current, and projected workload will not interfere with the company's ability to Work in a professional, diligent and timely manner.

The Proposer certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Company shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorize Officer of Company or Agent

Date

Printed Name & Title

Phone Number

Appendix B - Minimum Qualifications Form
039-19 Progressive Design-Build Services for the Westside Service Center (WSSC) Renovation Project

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED IN THE FORMAT ATTACHED. THE REPORT SHALL BE PRESENTED IN THE ORDER DESCRIBED BELOW. IN ORDER TO BE CONSIDERED A QUALIFIED SUPPLIER BY JEA YOU MUST MEET ALL THE CRITERIA LISTED AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SPECIFICATION.

THE PROPOSER MUST COMPLETE THE FOLLOWING INFORMATION AND ANY OTHER INFORMATION OR ATTACHMENTS.

PROPOSER INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: _____

- The Proposer shall have performed the majority of the work and completed at least two (2) similar Design-Build projects.
 - A similar project is defined as the renovation of an office environment of at least 30,000 square feet; incorporating the same elements as the proposed project: construction/relocation of offices, conference rooms, restrooms/locker rooms, class rooms/training spaces, and break rooms; including HVAC, plumbing, and electrical work. Construction value of the similar projects must be \$2 million or more.
 - One (1) of the similar projects shall have been a Design-Build project in the State of Florida.
- The Proposer or Partner for the engineering services shall have a State of Florida Certificate of Authorization for Engineering.
- The Proposer or Partner for the construction shall have a State of Florida General Contractors License.

REFERENCE 1

Reference Name _____

Reference Phone Number_____

Reference E-Mail Address _____

Contract Year/Amount _____

Project Title _____

Address of Work _____

Description of Project _____

REFERENCE 2

Reference Name _____

Reference Phone Number_____

Reference E-Mail Address _____

Contract Year/Amount _____

Project Title _____

Address of Work _____

Description of Project _____
