

DRAFT

Subject to modifications

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 4L

From: Staff

Date: August 18, 2006 Council Meeting

Subject: Negotiation, Preparation, and Contract Administration for the Design/Build Process Pertaining to Council's Office Building

Introduction

Council recently purchased an office building at 421 SW Camden Ave in Stuart, Florida to utilize as Council's office. The two story building that was purchased is essentially a building shell which Council will build out with all new electrical, plumbing, interior walls, etc. Council will also be building an addition onto the building of approximately 2,160 square feet and adding 9 parking spaces. Council will need to enter into a construction contract to complete the project.

Background

The contracting process could be done either by: 1) preparing the plans and having contractors bid on completing the work in accordance with the plans; or 2) using a design-build process where the contractor would be responsible for both the design and construction phases. One of the purposes of using a design-build approach is to avoid additional expense by minimizing the chance of having to do the plans more than once. Having the building contractor involved in designing what they will have to build reduces the chance that plans would be substantially revised or expensive change orders would be required during construction. Staff believes that design-build is the process that should be used in connection with the project.

Conclusion

Design-build contracting is a specialized legal service area. Council staff and Council attorney concur that Council's interests would be best served by retaining an attorney or firm with design build experience to assist with the negotiation and preparation of the contract(s) and to provide services related to contract administration and other matters pertaining to the completion of Council's project.

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Recommendation

Authorize the Executive Director in consultation with the Council attorney to retain the services of an attorney or law firm with design build experience to provide services in connection with the negotiation and preparation of the design-build contract(s) and to provide services related to contract administration and other matters pertaining to the completion of the project pertaining to Council's office building located at 421 SW Camden Ave., Stuart, Florida.