

**BOARD OF COUNTY COMMISSIONERS  
LAKE COUNTY, FLORIDA  
OFFICE OF THE COUNTY MANAGER  
AGENDA ITEM COVER SHEET**

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**DATE:** 03/28/2024

**TO:** Jennifer Barker, County Manager

**THRU:**

**BY:** Niki Booth, Executive Office Manager

**SUBJECT:** Supervisor of Elections New Facility

**MEETING DATE:** 4/9/2024

**ITEM TYPE:** Consent Item

**ITEM ID:** 30571

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**RECOMMENDATION/REQUIRED ACTION:**

Recommend approval of an agreement with Forefront Architecture & Engineering, LLC (Clemont, FL) for Architectural Services and Charles Perry Partners, Inc. (Gainesville, FL) for Construction Manager At Risk Services for the design and construction of the new Supervisor of Elections Facility.

The estimated fiscal impact is not to exceed \$882,000 for Architectural Services and \$96,000 for Construction Manager at Risk Pre-Construction Services (expenditure) and is included, and will not exceed, the Fiscal Year 2024 Budget.

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**BACKGROUND SUMMARY:** On July 12, 2022, staff presented information to the Board of County Commissioners (Board) on construction options for a new facility for the Supervisor of Elections (SOE). After the presentation, the Board directed staff to look for climate-controlled warehouse space in lieu of building a new facility.

On July 26, 2022, staff presented several options to the Board, including leasing the former Sears Building at the Lake Square Mall (Sears Building).

On September 6, 2022, the Board approved entering into a Lease Agreement with Lake Square Mall for the Sears Building commencing December 1, 2022, with an initial monthly rate of \$43,922.08 per month starting June 1, 2023, and 3% annual increases. The Board also approved continuing to use Charles Perry Partners, Inc. (CPPI) as the Construction Manager and to continue working with Song & Associates on the architectural design to renovate the Sears Building to meet the SOE specifications. The project budget was established at \$3.5 million.

In March 2023, the County was notified by the consultants that the project budget, based upon 50% design plans, was estimated to be at \$8.3 million, which substantially exceeded the approved budget. Additionally, it was discovered that the Sears Building contained asbestos in the flooring, ceiling, and piping insulation which would need to be remediated. After discussions with the SOE and Chairman, staff was directed to explore other options regarding the facility.

On June 13, 2023, the Board was presented with seven different options, which the Board narrowed down to three options. Staff was directed to bring back more information on the following three options:

1. Utilize the leased Sears Building for other County purposes;
2. Purchase the existing SOE leased facility in Tavares; and
3. Move forward with development and construction of the Lane Park Road location.

On June 27, 2023, the Board was provided additional information regarding three of the seven options previously presented to include:

1. Use of the Sears Building for other County purposes;
2. Purchase of the existing SOE leased facility in Tavares; and
3. Construction of a new facility on Lane Park Road.

The SOE presented two additional options to include Public-Private Partnership and financing through the Florida Association of Counties. The Board requested staff to bring back more information on the two new options, to consider along with the three options previously selected by the Board for consideration.

On July 25, 2023, the Board gave consensus to pursue leasing temporary administrative space from SouthState Bank, which is a portion of the same building currently being leased for the SOE by Zellwin Farms, and on August 29, 2023, the Board approved a 24-month lease beginning September 1, 2023, for approximately 782 sq. ft for \$22.00 per sq. ft (\$1,433.67 per month/\$17,204.00 per year).

On August 8, 2023, the Board approved the following items:

1. Negotiate termination of the lease for Sears Building;
2. Purchase of the existing SOE leased facility in Tavares;
3. Have staff evaluate the former Crossroads Bar (which was subsequently rented by a third party and no longer available), and the Eustis Shopping Plaza (Unit 276A Ardice Avenue, Eustis) and bring back proposed lease documents with costs.

On October 10, 2023, the Board approved the following items, and Supervisor Hays opined that he would return to the Board with a guaranteed maximum price for the project. A Request for Proposal was issued for both the architectural services and the construction manager services. A selection committee consisting of Commissioner Smith, Supervisor Hays, and a representative from the Tax Collector's Office reviewed the proposals and opted to move forward with negotiating a contract with Forefront Architecture & Engineering LLC and Engineering and with Charles Perry Partners, Inc. The contracts establish a Total Project Budget of \$14 million. The Architect's Fee is calculated at 6.3% of the Final Construction Cost, not to exceed \$882,000. The Construction Manager at Risk Pre-Construction Services Fee is set at \$96,000. If approved, the Construction Manager at Risk will bring back for Board approval the Guaranteed Maximum Price for consideration before any construction activities commence.

To date, the County has expended \$1,214,793.41 on design, construction management services, asbestos abatement, demolition costs, and monthly rent which began in June 2023, exclusive of any additional fees associated with termination if the Board moves

forward with that process.

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Fiscal Impact: \$978,000 (expenditure)

Account No.:

Fund Name	Fund Number	Org Code	Object Code	Project Number	Amount
General Fund	0010	7074100	860625		\$978,000

Advertised Date:

Paper:

Attachments:

1.	Architect Agreement
2.	Construction Manager At Risk Agreement

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**STAFF APPROVALS AND DATES:**

Niki Booth	Created/Initiated - 3/28/2024
Ron Falanga	Approved - 3/28/2024
Allison Teslia	Approved - 4/5/2024
Miranda Lanoue	Approved - 4/5/2024
Melanie Marsh	Approved - 4/5/2024
Jennifer Barker	Approved - 4/5/2024
Misty Spahn	Final Approval - 4/5/2024

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**ACTION TAKEN BY BOARD:**

Action: New

Continued/Deferred Until:

Other: