



**Minutes
Non-Mandatory Pre-Bid
Informational Meeting for
Request for Qualification (108-2021)
For Professional Planning and Design Services to
Develop a Unified, Phased Master Plan for
Kelsey Park and Lake Shore Park.**

Town of Lake Park, Florida
Commission Chamber, Town Hall, 535 Park Avenue
Thursday, October 14, 2021, 3:00 p.m.

The Non-Mandatory Pre-Bid Informational Meeting was conducted on Thursday, October 14, 2021 at 3:00 p.m. Present were Community Development Director Nadia DiTommaso, Special Events Director Riunite Franks, Events Coordinator Sara Notgarnie, Town Planner Karen Golonka, and Town Clerk Vivian Mendez.

Participants sign-in includes those that participated in-person and virtually (see Exhibit “A”).

Community Development Director DiTommaso explained that this meeting was a Non-Mandatory because no additional information was being provided, other than the questions that have been received and maybe some questions that come from this meeting. No additional new information would be provided. The purpose of the meeting was to offer clarifying information that may be required to respond to the RFQ.

She explained that the Town does not currently have a master plan for the parks. She reviewed the timeline schedule, scoring criteria, and the six forms included in the packet. She read and responded to the five questions received prior to this meeting as follows:

1) Does the Town currently have a parks master plan? No, the Town does not have a parks master plan. We are hopeful that the consultant hired would be able to develop the park master plan utilizing some of the input gathered from the community workshops that took place, which was included in the packet. She explained that, as part of Appendix A was a location map with existing conditions and followed up with Appendix B, which was a summary of all the information that came out of a public workshop series held earlier this year.

2) Is there a budget for the project? The Town does have a budget available, but prefer not to provide it at this time. The Town would like to see the responses in terms of the proposal, timeline, and the most complete pricing for this project.

3) Who is the consultant doing the drainage and roadway design work now along Lake Shore Drive against to Lake Shore Park? The name of the firm is Baxter & Woodman. The

lead contact at Baxter & Woodman is Richard Chipman – rchipman@baxterwoodman.com – 561-425-7708.

4) The schedule said the project to be completed by March 2021. That was a typo. The project-completed timeline is March 2022.

5) On page 13 – Bid Preferences – there is a 5% requirement to use local merchants. Is there a list available of local merchants with principal offices in the Town boundaries? There are two sets of information that can be made available through a public records request. The Town Clerk’s Office holds a vendor list that can be sorted and reviewed for vendors within the Town’s boundaries. The Town also has list of businesses that are registered, along with registered contractors. These list would be made available through a public records request for those that desire the list.

The next series of questions were asked during the meeting.

1) Tanya McCormick – Chen Moore & Associates (CMA) asked if the cost fee scheduled be submitted in a separate seal envelope or is that no longer a requirement. Community Development Director DiTommaso clarified that the fee schedule and cost shall be included with the proposal document. Ms. McCormick asked if a set number of pages in the submittal packet. Community Development Director DiTommaso explained that there was no limit set. The Town ask that the submittals be as concise as possible and not repetitive.

2) Kathie Brennan – Miller Lagg & Associates – pointed out that on the front cover of the RFQ packet states that a separate seal envelope is no longer required that it shall be included with the proposal. However, you just said it “may be included”, so if they wanted to keep it in a separate seal could they do that, so it would not be peeve to the public. Community Development Director DiTommaso requested that they follow the instructions in the packet, which states: “shall be included with the proposal document”.

Community Development Director DiTommaso thanked everyone for attending in-person and virtually.

ADJOURNMENT:

The non-mandatory pre-bid informational session adjourned at 3:13 p.m.

Town Clerk Vivian Mendez, MMC



Project # 108-2021

PROJECT: Shore Parks

Request for Qualification - Master Plan for Kelsey and Lake

Meeting DATE/TIME:

October 14, 2021 3:00 p.m.

MANDATORY Informational Meeting

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
1	Tanya McCormick CMA, Chen Moore & Associates	500 Australian Ave. South, Ste. 850 West Palm Beach, FL 33401	850-209-8569		tmccormick@chenmoore.com
2	Kathie Brennan Miller Legg + Associates	5747 N. Andrews Way Fort Lauderdale FL 33309	0(954) 436-7000 C(954) 260-9617	(954) 493-6539	Kbrennan@millerlegg.com
3	JANDENS Howen UNIVERSAL ENGINEERING SCIENCES	1215 WAMACE Dr Downy Bldg 33444	861 347 0020		SHOWBUD@UNIVERSALENGINEERINGSCIENCES.COM
4	AARON C. ELSWICK, PLA WGI	2035 VISTA PARKWAY, WPB FL 33411	561.268.5685 267 608 4570		aaron.elswick@wginc.com
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6	Virtual Participants				
7	Kristelle Boulos	Savino Miller Design Studio			
8	Tammy Cook	Calvin Giordano & Associates			
9	Jonathan Haigh	Kimley-Horn			
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