

**RESOLUTION 97-12-23**

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A CONTRACT BETWEEN THE TOWN OF LAKE PARK AND WATER RESOURCES MANAGEMENT SERVICES, INC., TO PROVIDE POST DESIGN SUPPORT AND PROJECT MANAGEMENT SERVICES FOR THE SECOND STREET RESURFACING AND GREEN INFRASTRUCTURE PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town is a municipality with such powers and authority as is enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

**WHEREAS**, the Town Manager previously determined a need for improving the stormwater drainage system along Second Street, between Foresteria Drive and Evergreen Drive (the "Project"); and

**WHEREAS**, the Town staff prepared an Invitation to Bid Number 108-2023 (ITB) to solicit bids from qualified bidders for the Project; and

**WHEREAS**, on June 8, 2023, Town staff received three (3) bids and following their evaluation, it was determined that the bid provided by Sunshine Land Development, Inc., (the "Contractor"), in an amount of \$526,513.12, was the lowest responsive and responsible bid; and

**WHEREAS**, in its response to the ITB, the Contractor represented that it is qualified, able, and willing to satisfactorily provide the work requirements and services associated with the Project; and

**WHEREAS**, project construction activities will require post design support and project management services from the projects engineer of record, and

**WHEREAS**, town staff has solicited a price proposal from the project engineer of record, Water Resources Management Services, Inc. (WRMA) to provide the post design support and project management services, and

**WHEREAS**, WRMA has submitted a fair and appropriate price proposal for said services in the amount of \$23,445.00, and

**WHEREAS**, the Town Manager has recommended to the Town Commission that the Town enter into a contract with Water Resources Management Services, Inc., for the provision of post design support and project management services related to Second Street resurfacing and green infrastructure construction work.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:**

**Section 1.** The whereas clauses are hereby incorporated herein.

**Section 2.** The Mayor is hereby authorized and directed to execute the contract between the Town and Water Resources Management Services, Inc., to provide post design support and project management services. A copy of the contract is attached hereto and incorporated herein as Exhibit A.

**Section 3.** This Resolution shall take effect immediately upon its execution.



**PROPOSED SCOPE OF SERVICES FOR  
TOWN OF LAKE PARK  
SECOND STREET GI EOR POST DESIGN SUPPORT**

**TASK 1.0 ENGINEER OF RECORD POST-DESIGN SUPPORT SERVICES**

**1.1 Provide Post-Design Engineering Support for Questions**

ENGINEER shall provide TOWN with prepared responses to questions pertaining to engineering plans interpretations during the pre-construction and construction phases.

**1.2 Shop Drawing Review**

ENGINEER shall provide review of shop drawings from the selected contractor during the submittals process. Shop drawings deemed to be in accordance with the engineering plans shall be digitally stamped 'Approved'. Otherwise, ENGINEER shall provide formal letter responses for any rejected shop drawings.

**1.3 Monitoring & Site Visits**

The ENGINEER shall provide on-site monitoring site visits at the following milestones, including the pre-construction meeting, 30/60/90 milestones, as well as additional site visits during the construction phase, up to a maximum of three times per week, or to resolve questions from the TOWN which are specifically related to design elements on the construction plans.

**1.4 Review As-Built Record Drawings and Engineer's Final Certification Letter**

ENGINEER shall review As-Built Records and participate in on-site "final walkthroughs" once the TOWN has deemed the Contractor has reached Final Completion. Upon ENGINEER's recommendation, and final acceptance by the TOWN, ENGINEER shall provide a final sealed certification letter confirming the completion of the work as specified in the construction plans and specifications.

*Handwritten signature and "1 of 3"*

The foregoing Resolution was offered by Vice-Mayor Glas-Castro who moved its adoption. The motion was seconded by Commissioner Linden and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR ROGER D. MICHAUD	/	—
VICE-MAYOR KIMBERLY GLAS-CASTRO	/	—
COMMISSIONER JOHN LINDEN	/	—
COMMISSIONER MARY BETH TAYLOR	<u>Absent</u>	—
COMMISSIONER JUDITH E. THOMAS	/	—

The Town Commission thereupon declared the foregoing Resolution 97-12-23 duly passed and adopted this 20 day of December, 2023.

TOWN OF LAKE PARK, FLORIDA

BY: Roger D. Michaud  
ROGER D. MICHAUD  
MAYOR

ATTEST:

Vivian Mendez  
VIVIAN MENDEZ  
TOWN CLERK  
  
TOWN OF LAKE PARK  
(TOWN SEAL)  
SEAL  
FLORIDA

Approved as to form and legal sufficiency:

BY: Thomas J. Baird  
THOMAS J. BAIRD  
TOWN ATTORNEY

## DELIVERABLES

### Task 1 Deliverables

- During the post-design support phase, ENGINEER shall provide the TOWN with written responses (in PDF format) to questions relating to interpretations of the plans and provide general support to the TOWN in regard to the engineering design or estimated quantities.
- ENGINEER to provide copies of stamped approved shop drawings, and/or rejection letters when necessary.
- ENGINEER to provide photo documentation of on-site EOR monitoring visits.
- ENGINEER to provide written ENGINEER's final sealed certification letter upon final completion and TOWN's acceptance of the work.

Exclusions: This Scope of Work specifically excludes work not mentioned above, including, but not limited to, the following:

- a) Construction Management Services, Testing Services and Regular (daily) Inspections
- b) Biological/ecological evaluation assistance, including wetlands (delineation), threatened and endangered species and seagrasses
- c) Water sampling and testing
- d) Easement/property acquisition
- e) Distribution of bid packages to potential bidders.
- f) Traffic Studies

## END OF SCOPE OF SERVICES

### FEES

The Not-to-Exceed fee for this project is \$23,445.00. This fee includes all time and materials, and lump sum subconsultant fees.

Note that monthly progress billings are not tied to deliverables. Some tasks will require multiple billing periods prior to provision of 100% complete deliverables. Progress billings will be allowed prior to submission of completed deliverables.

A task-by-task breakdown of fees is provided for services.

TASK ITEM AND DESCRIPTION	Senior Engineer	Associate Engineer	Total Hours (hrs)	Subconsultant Lump Sum Fees (Not to Exceed)	T&M Fees (Not to Exceed)	Task Total
	\$	\$				
<b>L.0 ENGINEER OF RECORD POST-DESIGN SUPPORT SERVICES</b>						
L.1 Provide Post-Design Engineering Support for Questions	1	8	9		\$ 995.00	
L.2 Shop Drawing Review	1	4	5		\$ 555.00	
L.3 Monitoring & Site Visits	24	144	168	\$ 2,750.00	\$ 18,600.00	
L.4 Review As-Built Record Drawings and Engineer's Final Certification Letter	1	4	5		\$ 555.00	
<b>SUBTOTAL DIRECT LABOR HOURS</b>	<b>27</b>	<b>160</b>				
<b>GRAND TOTAL FEE</b>						<b>\$ 23,455.00</b>

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