

RESOLUTION 21-04-24

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE TOWN MANAGER TO SIGN AN ADDITIONAL SERVICES PROPOSAL WITH WATER RESOURCES MANAGEMENT SERVICES TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES IN THE FORM OF CONSTRUCTION PROJECT ADMINISTRATION FOR THE BERT BOSTROM GREEN INFRASTRUCTURE PROEJCT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (hereinafter "Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission has committed to the implementation of sustainable strategies to improve the quality of life and safety of residents and visitors in the town; and

WHEREAS, the Town Commission has previously determined that its stormwater infrastructure lacks capacity and that there is a need to implement drainage system improvements at Bert Bostrom Park; and

WHEREAS, on February 8, 2022, Florida Governor Ron DeSantis announced that the Town was awarded a Rebuild Florida Mitigation General Infrastructure Program Grant by the State of Florida, in an amount of \$11,434,755.00 to retrofit storm sewer systems using low-impact green infrastructure; and

WHEREAS, the Town has previously solicited stormwater engineering services pursuant to the Consultants Competitive Negotiation Act (CCNA) for a continuing services contract; and Department of Economic Opportunity

WHEREAS, on November 7, 2018, the Town Commission voted to enter a five-year continuing services contract for stormwater engineering services with Water Resources Management Associates, Inc., (WRMA); and

WHEREAS, WRMA has provided the Town with Engineering and Design Services for the Bert Bostrom Green Infrastructure; with the design work complete and the project ready for construction, additional Professional Services are required from WRMA in the form of Construction Administration Services, and

WHEREAS, town staff solicited and received a work proposal from WRMA for the additional Professional Services in the amount of \$ 89,857.20, and

WHEREAS, the Town Manager has recommended that it is in the best interest of the Town to accept WRMA's proposal for the additional professional services related to the construction work of the Bert Bostrom Green Infrastructure project.

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Commission hereby authorizes the Town Manager to execute this Additional Services Proposal with Water Resource Management Associates for it to perform the construction administration service required for the Town to comply with the requirements of the grant awarded to the Town by the Florida Commerce.

Section 3. This Resolution shall be effective upon its execution.

The foregoing Resolution was offered by Commissioner Thomas, who moved its adoption. The motion was seconded by Commissioner Taylor, and upon being put to a roll call vote, the vote was as follows:

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

The Town Commission thereupon declared the foregoing Resolution 21-04-24 duly passed and adopted this 17 day of April, 2024.

TOWN OF LAKE PARK, FLORIDA

BY: [Signature]
ROGER D. MICHAUD
MAYOR

ATTEST:

[Signature]
VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK
(TOWN SEAL)
SEAL
FLORIDA

Approved as to form and legal sufficiency:

BY: [Signature]
THOMAS J. BAIRD
TOWN ATTORNEY

**PROPOSED SCOPE OF SERVICES FOR
TOWN OF LAKE PARK
BOSTROM PARK GI EOR & CONSTRUCTION PHASE SERVICES**

TASK 1.2 ENGINEERING CONSTRUCTION PHASE SERVICES

2.1A Preconstruction Conference

Engineer (WRMA) shall attend the Project Preconstruction meeting with the Town and contractor.

2.1B Response and Support Services

Engineer (WRMA) will respond to inquiries from the Contractor with regard to interpretations of the construction documents and technical questions in relation to the project design drawings.

2.1C Construction Clarifications

The Engineer (WRMA) shall respond in writing to contractor requests for information (RFI) regarding design documents.

2.1D Shop Drawing Submittal Review

The Engineer (WRMA) shall receive and review Shop Drawings and Product Submittals for general conformance with the design intent and provisions of the contract documents. Engineer will return submittals to Town and Contractor with engineer's analysis, comments, concerns and or approval or rejection.

2.1E Progress Meetings

The Project Engineer (WRMA) shall attend monthly construction progress meetings with the Town and the construction contractor. The Town's Project Manager shall conduct the project progress meetings. Meetings will be held at Town Facilities, or on-site or via Virtual connection. A minimum of 12 progress meetings are included in this Task.

2.1F Field Visit Inspections / Observations

The Engineer, (WRMA), shall be available for site visits and field meetings to observe construction and to respond to questions received from Town staff, which may require field investigation by the engineering design team resulting in a written response to the Town.

Engineer (WRMA) shall provide field observations during on-going construction activities and provide a written report to the Town. Field Observation Reports shall be performed at minimum on a monthly basis.

2.1G Review of Record Drawings

The Engineer, (WRMA) shall review the contractor's record drawings during the closeout period and provide comment related to the development of a Final Set of As-Built Record Drawings. Upon receipt of final set of As-Built Record Drawings consultant shall review and certify as accurate and correct.

2.1H Substantial Completion Services

The Engineer, (WRMA), shall perform a field visit to inspect completed work at substantial completion for identifying elements of work that may not be in conformance with the contract documents.

2.1I Punch List

Engineer will participate in the generation of a contractor punch-list at substantial completion to identify any items not in conformance with the contract documents.

2.1J Final Completion and Project Closeout

The Engineer, (WRMA), shall perform a field visit to inspect completed work at completion for identifying elements of work that may not be in conformance with the contract documents. WRMA shall notify the Town and Contractor in writing once the project is determined to be complete.

The Engineer (WRMA) as part of project close-out shall provide the Town with a "Certification of Completion Letter" and project acceptance letters as required by the Grant Funding Agency.

2.1K Deliverables

Engineer shall provide the following deliverables:

- Field Observation Reports
- Engineer of Record Responses to contractor inquiries, RFI's and/or clarification requests
- Record Drawing Review Statements
- Substantial Completion Letter
- Punch-list letter
- Certification of Completion and Acceptance Letter
- Grant Agency Close Out Letter(s)

END OF SCOPE OF SERVICES



FEES

TASK / DELIVERABLE No. 1 – Project Implementation
TASK 1.2 ENGINEERING CONSTRUCTION PHASE

****Total not to Exceed \$ 89,857.20**

Engineering Consultant to provide fee breakdown of services:

Consultant Direct Labor	\$ 61,747.20
Materials / Equipment / Other	\$ 0.00
Coteleur & Hearing (Landscape Architect)	\$ 7,150.00
Smith Engineering, Inc. (Electrical Engineer)	\$ 8,000.00
WGI, Inc. (Structural Engineer)	\$ 12,960.00

****Total not to Exceed \$ 89,857.20**

Qualifications / Clarifications

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.

