

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency
Board Meeting
Wednesday, June 3, 2015, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, June 3, 2015 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Christina Francois, Michael O'Rourke, Kathleen Rapoza, Executive Director John D'Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez.

Agency Clerk Mendez performed the roll call and Chair DuBois led the pledge of allegiance.

Special Presentation/Report:

None

Public Comment:

None

Consent Agenda:

1. Approval of Special Call CRA Board Meeting Minutes of April 1, 2015.

Motion: Board Member Francois moved to approve the consent agenda; Board Member Flaherty made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

NEW BUSINESS:

2. Award of Contract for CRA Landscape Maintenance, Town Bid 102-2015 to Terracon Services, Inc. in the amount of \$97,104.40.

Public Works Director Dave Hunt explained the item (see Exhibit "A"). He requested an additional \$600 be budgeted immediately to cover the contractor's expense to conduct an inventory of the planted material and other tasks initially. Board Member Francois had difficulty comparing the two bids. Public Works Director Dave Hunt explained how the

bid document was established using the high standard of service the CRA currently receives by CWA & Associates. He stated that although CWA & Associates bid for the first year contract was lower than Terracon Services, the overall bid cost over the course of the three (3) year term would be less to the CRA. Vice-Chair Glas-Castro expressed concern with changing to a new contractor and the level of service that Terracon Services would provide to the CRA. Project Manager Richard Pittman explained that he spoke with the two (2) references (the Town of Jupiter and the Village of Tequesta) regarding the level of service performed by Terracon Services, Inc while contracted for those municipalities. He stated that both municipalities spoke highly of Terracon Services level of service. Board Member Flaherty asked why the fertilizer would be purchased by the Town but applied by the contractor. Public Works Director Hunt explained that they did not want the cost of the fertilizer to increase the cost of the bid throughout the next three (3) years. Board Member Rapoza asked who determines the daily tasks performed by the contractor. Public Works Director Hunt explained that the daily tasks are outlined in the bid documents along with eight (8) pages of specifications that the contractor would be responsible for performing. Board Member Flaherty asked why the landscaping of the CRA was outsourced instead of Public Works performing the landscaping for that area. Public Works Director Hunt explained that there was exceptional landscape material planted in the CRA. He stated that the current level of staffing he has in the Grounds Maintenance Department are a turf maintenance crew. He explained that he does not have the expertise on staff needed to maintain the planted material.

Motion: Board Member O’Rourke moved to award of contract for CRA landscape maintenance services to Terracon Services, Inc. in the amount of \$97,104.40; Board Member Flaherty made the second.

Chair DuBois expressed concern with changing to another contractor. He stated that he would support staying with the current contractor. Vice-Chair Glas-Castro asked under what findings does the CRA Board have to not award the contract to Terracon Services and not agree with staff’s recommendation. Agency Attorney Thomas Baird explained what the bid document states regarding responsible responsive bidder. Board Member Francois stated that she would be voting against awarding the contract to Terracon Services. Board Member Rapoza stated that she would be voting against awarding the contract to Terracon Services. Board Member O’Rourke reminded the Board that staff has followed the bid process and has offered a recommendation as a result of following that process. The Board would have to justify why they were not awarding the bid to Terracon Services. Discussion ensued regarding changing to another contractor and staff’s recommendation to the CRA Board.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois		X	
Board Member Michael O’Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois		X	

Motion passed 4-2.

EXECUTIVE DIRECTOR REPORT:

Executive Director D'Agostino explained the latest incentives to promote the businesses in the CRA area. He explained that a possible part-time Events Coordinator would help bring more events to the CRA area and help businesses.

BOARD MEMBERS COMMENTS:

Board Member Francois had no comments.

Board Member Rapoza had no comments.

Board Member Flaherty had no comments.

Board Member O'Rourke had no comments.

Vice-Chair Glas-Castro had no comments.

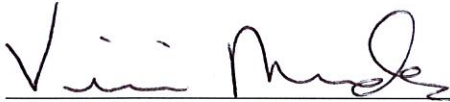
Chair DuBois responded to the Executive Director's report as it relates to the budget and supporting businesses in the CRA. Finance Director Blake Rane explained that a 15 percent preliminary taxable value in the CRA was provided by Palm Beach County. He explained that staff would be looking for direction from the Board as to how those funds should be spent. Chair DuBois stated that he would make a decision on how the funds should be spent if the Taxable Increment Financing (TIF) would be able to carry the cost of the CRA out of the pocket of the Town. Finance Director Rane explained that the Town provides many services to the CRA, so in the current fiscal year there was a modest amount that the CRA was paying back to the Town for those services. He explained that the information would be brought forward with the budget. Chair DuBois stated that there has been success in having other organizations put on events in the Town and Park Avenue. He suggested that the businesses in the CRA could contribute towards a festival. Executive Director D'Agostino explained that the Town could make In-Kind contributions to facilitate festivals. Vice-Chair Glas-Castro expressed concern that events in the CRA have not been successful in the past and the CRA could be supportive if a business wants to sponsor or hold an event. Commissioner O'Rourke stated that it would be a good idea to have events held in the CRA, but it should be up to the businesses to coordinate the event. The Board discuss the vacant buildings in the CRA and how those businesses could be anchors to reviving the area.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 7:26 p.m.



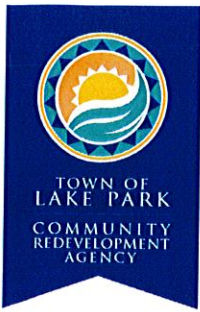
Chair, James DuBois



Agency Clerk, Vivian Mendez, CME



Approved on this 19 of August, 2015



CRA
Agenda Request Form

Exhibit "A"

Meeting Date: June 1, 2015

Agenda Item No.

Agenda Title: Approve Award of Contract for CRA Landscape Maintenance, Town Bid No. 102-2015 "A", to Terracon Services, Inc. in the Amount of \$97,104.40 for the First Year of the Three Year Contract

- SPECIAL PRESENTATION/REPORT
- OLD BUSINESS
- DISCUSSION FOR FUTURE ACTION
- CONSENT AGENDA
- NEW BUSINESS**
- OTHER

Approved by Executive Director:

Date:

5-26-15

Richard Pittman/Project Manager
Name/Title

RP

Originating Department: Public Works	Costs: \$ \$97,104.40 Funding Source: CRA FY2015/16 Acct. # 520-34000 [X] Finance <i>BKR</i>	Attachments: Advertisement Bid Tabulation Bid Submittals Bid Document
------------------------------------------------	-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------

Summary Explanation/Background: The landscape maintenance in the CRA downtown areas is performed by an outside vendor. The landscape maintenance services are currently being performed by Chris Wayne & Associates, Incorporated (CWA). The agreement with CWA is for continued landscape maintenance through September, 2015.

On April 12, 2015 the Town advertised Bid No.102-2015, Landscape Maintenance Services, Contract "A", CRA Downtown Landscape Maintenance and Contract "B", Lake Park Harbor Marina Landscape Maintenance. The advertisement and bid document are included as attachments.

The bid process resulted in five firms requesting bid documents and four (4) landscape maintenance companies attending the mandatory pre-bid meeting. Two bids were received for Contract "A" CRA Downtown Landscape Maintenance. One bid was received for Contract "B" which will be on a future Town Commission meeting agenda.

The CRA Downtown landscape maintenance contract includes maintenance of turf, shrubs, trees, hedges, ground cover, weeding, mulch, irrigation system maintenance and spraying for White Fly. Fertilization is included with the Town providing the fertilizer.

The locations include: Park Avenue, 7th to 10th Street; 10th Street, Park Ave. to Northlake Boulevard; the Town Green, the alleyway south of Park Avenue; the alleyway north of Park Avenue between 9th and 10th Streets; the alleyway east of 10th Street. The contract maintenance requirements are more extensive than currently being performed by CWA.

The bid document, including the schedule of bid items, breaks down the maintenance requirements into three individual categories. Bid items 1 thru 15 are the routine maintenance items to be performed throughout each year of the three year contract.

Bid items 1A thru 5A provide unit prices for landscape maintenance to be performed at the Town Green which is located at the northeast corner of Park Avenue and 9th Street. This is the leased grassed area used for special events. The contract is structured so that this maintenance can be removed from the annual landscape services in the event the CRA wants to terminate the lease or the developer proceeds to construct on the property.

The bid document provides a means for the contractor to perform an "Initial Maintenance Event." This is essentially a cleanup, fix up and touch up of turf, shrubs, hedge and irrigation within the first month of the contract (see page 2 of bid tabulation).

The term of the contract is three (3) years with the option of two, one-year extensions. The contract provides that the contract may be terminated by the Town without cause upon providing the contractor with at least thirty (30) days prior written notice (contract page 23).

Terracon Services, Inc. submitted the lowest responsive, responsible bid for the CRA Downtown Landscape Maintenance. Their bid price for the first year will be \$97,104.40 and does not include an immediate \$600 cost for Terracon Services to inventory plants and palm trees and prepare estimated costs for budgeting and future resets (see bid item 3 on page 2 of bid tabulation). The second and third years of the contract will cost \$82,836.40.

Terracon Services, Inc. has been in business since 1997. The business is located in Jupiter Florida.

This contract will commence October 1, 2015. Therefore the budget for FY 2015/16 will need to include the recommended award amount plus funds to cover fertilizer, irrigation materials and some amount of plant replacement.

First Year Annual Contract Amount	\$97,104.40
Second Year Annual Contract Amount	\$82,836.40
Third Year Annual Contract Amount	<u>\$82,836.40</u>
TOTAL THREE YEAR CONTRACT AMOUNT	\$262,777.20

Recommended Motion: I move to approve a three year contract with Terracon Services, Inc. in the amount of \$97,104.40 for the first year to perform the requirements of Bid No.102-2015, CRA Downtown Landscape Maintenance.

**BID TABULATION-TOWN BID NO. 102-2015 CONTRACT "A"
CRA DOWNTOWN LANDSCAPE MAINTENANCE SERVICES**

ITEM #	DESCRIPTION OF BID ITEM	TERRACON SERVICES, INC.		CHRIS WAYNE & ASSOCIATES, INC.	
		QTY.	AMOUNT	QTY.	AMOUNT
1	Indemnification	L.S.	\$ 100.00	L.S.	\$ 100.00
2	Litter pick-up and disposal	52/\$57.69	\$ 3,000.00	52/\$30.00	\$ 1,560.00
3	Supply labor, equipment, and material to maintain truf areas and ornamental hedges	42/\$619.05	\$ 26,000.00	42/\$1,275.00	\$ 53,550.00
4	Operate and inspect irrigation system/repair damages.	42/\$190.48	\$ 8,000.00	42/\$140.00	\$ 5,880.00
5	Provide Maintenance of Traffic (10th St.)	42/\$47.62	\$ 2,000.00	42/\$28.57	\$ 1,200.00
6	Prune Ficus hedges	8/\$200.00	\$ 1,600.00	8/\$1,000.00	\$ 8,000.00
7	Ficus hedge granular, systemic White Fly pesticide	2/\$200.00	\$ 400.00	2/\$200.00	\$ 400.00
8	Ficus hedge spray, White Fly pesticide	1/\$600.00	\$ 600.00	1/\$200.00	\$ 200.00
9	Fertilize all turf areas with Town supplied fertilizer	2/\$280.00	\$ 560.00	2/\$200.00	\$ 400.00
10	Fertilize all ornamental hedges and ground cover with Town supplied fertilizer	2/\$300.00	\$ 600.00	2/\$500.00	\$ 1,000.00
11	Fertilize palm trees with micro-nutrient fertilizer spikes	2/\$2000.00	\$ 4,000.00	2/\$1,750.00	\$ 3,500.00
12	Place annuals and two inch of mulch in designated areas	2/\$4.40/s.f.	\$ 12,328.80	2/\$2.75/s.f.	\$ 7,705.50
13*	Place two inch of mulch in designated areas	1/\$1.40/s.f.	\$ 4,506.60	1/\$0.50/s.f.	\$ 1,609.50
14	Trim Palm tree or thin and lift deciduous tree less than 25'	33/\$45.00/tree	\$ 1,485.00	33/\$30.00/tree	\$ 990.00
15	Trim Palm tree or thin and lift deciduous tree greater than 25'.	33/\$65.00/tree	\$ 5,200.00	33/\$30.00/tree	\$ 2,400.00
	TOTAL ITEMS BASE BID ITEMS 1-15		\$ 70,380.40		\$ 88,495.00
	ALTERNATE I--TOWN GREENE				
1A	Litter pick-up and disposal	52/\$45.00	\$ 2,340.00	52/\$5.00	\$ 260.00
2A	Operate and inspect irrigation system/repair damages	52/\$70.00	\$ 3,640.00	52/\$15.00	\$ 780.00
3A	Maintain turf areas and ornamental hedges	30/\$200.00	\$ 6,000.00	30/\$25.00	\$ 750.00
4A	Fertilize all turf areas with Town supplied fertilizer	2/\$168.00	\$ 336.00	2/\$15.00	\$ 30.00
5A	Fertilize all ornamental hedges and ground cover with Town supplied fertilizer.	2/\$70.00	\$ 140.00	2/\$30.00	\$ 60.00
	TOTAL ITEMS ALTERNATE I ITEMS 1A-5A		\$ 12,456.00		\$ 1,880.00
	TOTAL BID ITEMS: BASE BID + ALTERNATE I		\$ 82,836.40		\$ 90,375.00

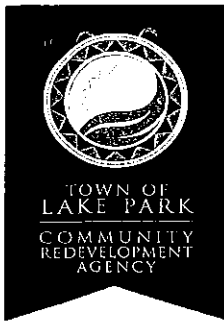
BID TABULATION-TOWN BID NO. 102-2015 CONTRACT "A"
CRA DOWNTOWN LANDSCAPE MAINTENANCE SERVICES (Cont.)

ITEM #	INITIAL MAINTENANCE EVENT DESCRIPTION	TERRACON SERVICES, INC.		CHRIS WAYNE & ASSOCIATES, INC.	
		QTY.	AMOUNT	QTY.	AMOUNT
1	Mobilization	L.S.	\$ 200.00	L.S.	Incl.
2	Initial litter collection & disposal, turf cut, string trimming, edging, and power blow; Wet check CRA and Town Greene irrigation systems; Prune/hedge all ornamentals; Edge, weed , and rake beds; Remove and dispose of all over-growth, dead vegetation and debris; Provide labor and materials to fertilize palm trees;Provide labor to place Town provided turf and ornamental fertilizer; Apply granular, systemic type White Fly insecticide to Ficus hedges; Mulch all beds.	Job	\$ 14,068.00	Job	\$ 6,600.00
3	Provide list of plant material and palm trees with est. costs for budgeting purposes for future resets.	Job	\$ 600.00	Job	\$ -
TOTAL INITIAL MAINTENANCE BID ITEMS 1-3			\$ 14,868.00		\$ 6,600.00

Recommended Award to Terracon Services, Inc.

*Error found in unit price extension and adjusted on Terracon Services bid.

Tabulated by Richard Pittman, Project Manager 5/18/2015



AGENDA

Community Redevelopment Agency Meeting
Wednesday, June 3, 2015, 6:30 pm
Lake Park, Town Hall
535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member
Vacant		
.....		
John O. D'Agostino	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, CMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. CALL TO ORDER/ ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATION/REPORT

None

D. PUBLIC COMMENT

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

F. NEW BUSINESS:

2. Award of Contract for CRA Landscape Maintenance, Town Bid 102-2015 to Terracon Services, Inc. in the amount of \$97,104.40

Tab

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on September 2, 2015