

FROM :Town of Lake Park

FAX NO. :561-981-3349

Nov. 04 2003 01:03PM P2

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: November 19, 2003

Agenda Item No. 7

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                |
| <input type="checkbox"/> Ordinance on Second Reading | <input type="checkbox"/> DISCUSSION                |
| <input type="checkbox"/> Public Hearing              |  |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD             |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                      |  |

**SUBJECT:** Community Development Block Grant (CDBG) -- 2003/2004 Drainage Improvements in the Neighborhood Target Area (NTA)

**RECOMMENDED MOTION/ACTION:** That the Commission make a motion to authorize the Town Manager to execute a Contract for Engineering Services for Drainage Improvements in the NTA with LBFH, Inc. in the amount of \$11,580 to be reimbursed to the Town from CDBG grant, non-matching funds 2003/2004.

Approved by Town Manager *Paula Lopez* Date: 11/13/03

Originating Department: Public Works	Costs: \$ Funding Source: Acct. #	\$11,580 Palm Beach County CDBG Grant Funds
Department Review: <input checked="" type="checkbox"/> City Attorney <u><i>DAB</i></u> <input type="checkbox"/> Community Affairs <input type="checkbox"/> Community Development	<input type="checkbox"/> Finance <input type="checkbox"/> Fire Department <input type="checkbox"/> Library <input type="checkbox"/> PBSO	<input type="checkbox"/> Personnel <input checked="" type="checkbox"/> Public Works <u><i>PC 11/4/03</i></u> <input type="checkbox"/> Town Clerk <input type="checkbox"/> Town Manager
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	<b>Finance Director Approval:</b>	<b>Attachments:</b> Proposal for Engineering Services, Letter of approval from Palm Beach County

**Summary Explanation/Background:**

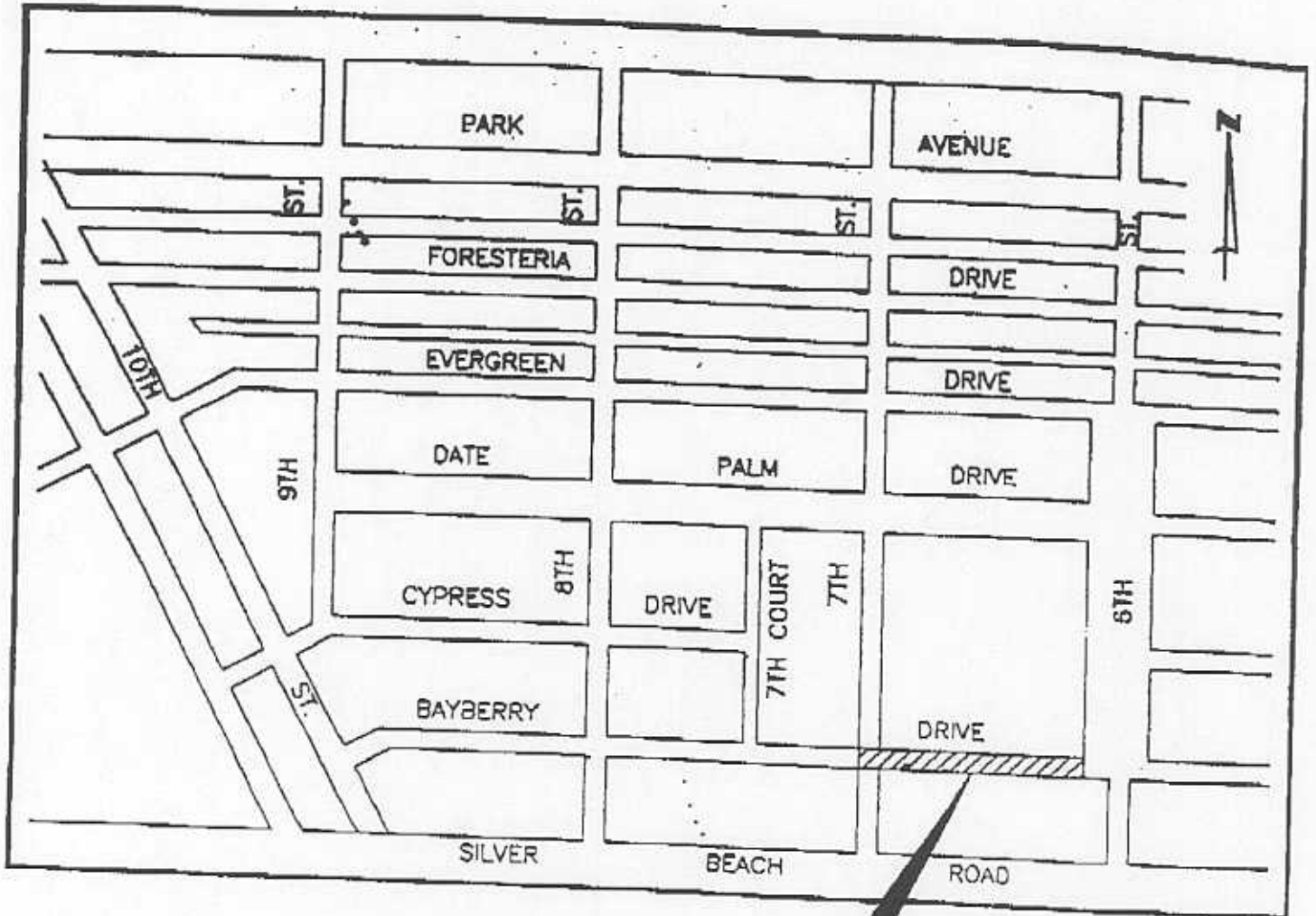
Phase II E Drainage Improvements for Bayberry Drive from Sixth Street to Seventh Street. This is 3<sup>rd</sup> year of engineering services for CDBG with LBFH, Inc.

**EXHIBIT A  
STREET MAP SHOWING LOCATION  
OF ACTIVITY**

DEC. 2. 2002 9:04AM

LBFH WP8

NO. 772 P. 2



PROJECT SITE

### LOCATION MAP

NOT TO SCALE

# DRAINAGE IMPROVEMENTS IN THE NTA - PHASE II E TOWN OF LAKE PARK, FLORIDA



**Housing & Community  
Development Department**

3323 Belvedere Road  
Building #501  
West Palm Beach, FL 33406  
(561) 233-3601  
FAX: (561) 233-3651  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Karen T. Marcus, Chair  
Tony Masilotti, Vice Chairman

Jeff Koons  
Warren H. Newell  
Mary McCarty  
Burt Aaronson  
Addie L. Greene

**County Administrator**

Robert Weisman

October 31, 2003

Mr. Paul E. Carlisle  
Public Works Director  
Town of Lake Park  
650 Old Dixie Highway  
Lake Park, FL 33403

Re: Drainage Improvements Phase II-E  
Consultant Contract - HCD Approval

Dear Mr. Carlisle:

We are in receipt of your October 8, 2003, and October 29, 2003, letters requesting approval to award a consultant services contract for the referenced project. Approval is hereby granted to award a contract for these services to Lbfh, Inc., in an amount not to exceed \$11,580, provided that all applicable procurement requirements established in our agreement for this project have been followed. This approval is subject to the following:

1. Please provide HCD with a copy of the executed contract.
2. Attached is a federal requirements package which is to be made a part of the contract documents. Please return the three forms contained in the package after they are signed by the consultant.
3. Request HCD approval prior to awarding any change orders to this contract.
4. The Town shall pay the cost of laboratory testing associated with the project.
5. Advise HCD of your efforts to comply with the Section 3 requirements applicable to this project.

Should you require any further information on the above, please contact Amin Houry, Manager, Housing and Capital Improvements at 233-3625.

Sincerely,

Remar M. Harvin, Director  
Housing & Community Development

"An Equal Opportunity  
Affirmative Action Employer"

S:\CapImp\MUNICIPAL\LakePark\StrImp03-04\ConstApprvl.wpd



CONSULTING CIVIL ENGINEERS,  
SURVEYORS & MAPPERS

CIVIL  
AGRICULTURAL  
WATER RESOURCES  
WATER & WASTEWATER  
TRANSPORTATION  
SURVEYING & MAPPING  
GIS

"Partners for Results  
Value by Design"

August 29, 2003

Mr. Doug Drymon  
Town Manager  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403

Re: Proposal for Engineering Services, Drainage Improvements in the  
NTA - Phase IIE, Town of Lake Park

Dear Mr. Drymon:

LBFH, Inc. is pleased to provide the Town of Lake Park with this proposal  
for engineering services related to the above referenced project.

This project includes the construction of drainage improvements along  
Bayberry Drive from Sixth Street to Seventh Street. The project is being  
funded by a CDBG FY 2003-2004 grant (\$100,000) provided to the Town  
through the Palm Beach County Division of Housing and Community  
Development.

Attached you will find Exhibit A, our Scope of Services, Exhibit B, our  
Terms and General Conditions to Agreement and also Exhibit C, which is  
our Time and Expense Rates. The fee schedule is based on an estimated  
contract amount of \$87,920.00 and a construction time of 120 calendar days  
to final completion.

If this proposal is agreeable to you, please have both copies signed and  
dated and return a copy to us as our authorization to proceed.

Should you have any questions or wish to discuss this further, please  
contact me.

Very truly yours,

Approved: Town of Lake Park

LBFH, Inc.

Jeffrey D. Renault, P. E.  
Vice President

Mr. Doug Drymon  
Town Manager

Date: \_\_\_\_\_

Enclosures

cc: Paul Carlisle, PWD, Lake Park

2090 Palm Beach Lakes Blvd.  
Suite 600  
West Palm Beach, FL 33409  
(561) 684-3375  
Fax: (561) 689-8531  
www.lbfh.com

P:\02-0058\ltr to Lake Park Re Phase IIE.doc