

TOWN OF PALM BEACH

Information for Town Council Meeting on: November 14, 2023

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution approving a Purchase Order to Chen Moore and Associates for Phase 5S, 4S, and 3S Paving Bidding Exhibits in the amount \$198,620 and establishing a project budget of \$218,620

DATE: October 27, 2023

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 145-2023, approving a Purchase Order to Chen Moore and Associates for Phase 5S, 4S, and 3S Paving Bidding Exhibits in the amount \$198,620 and establishing a project budget of \$218,620.

SUMMARY EXPLANATION/BACKGROUND

Prior to the TOWN entering a contract with a paving contractor to perform the roadway restoration for Phase 5S, 4S, and 3S, Chen Moore and Associates (CMA) will review existing site conditions and provide the TOWN with an inventory of locations where additional repairs may be required or adjustments in the paving approach may be warranted. This information will be prepared in the format of a Paving Bidding Exhibits Plan that can be included in the Invitation to Bid package.

The initial data collection effort will focus on identifying up to four hundred (400) locations where there are issues identified such as manholes, drainage inlets, valve boxes, AT&T, and FPL boxes that are not flush with the existing pavement, or ponding at driveways that can be corrected with paving profile improvements, or existing curb or gutter that is broken and requires repair. During the field visits CMA staff will look for cracked and uneven sidewalk flags. This data will be gathered over as many as eight (8) full-day site visits by CMA staff. The site visits will focus on times after rain events to identify ponding and will utilize ArcGIS online as the framework for data collection.

Once the data has been collected, a letter-sized worksheet will be prepared for each problem location. The worksheet will include a street address, a plan view figure with aerial imagery, and at least one photo of the existing condition. The worksheet will also include notes that describe the issue, and a suggestion of the recommended repair. Each worksheet will have an index number that can be referenced by the TOWN and will be documented on a series of street specific exhibits.

CMA will prepare a tabloid sized exhibit for each street in the Phase 5S, Ph 4S, Ph 3S area, up to forty (40), that will include points identifying the problem locations referenced to each applicable worksheet. In addition to the street level, and location specific exhibits, CMA will use FDOT and TOWN standard details for specific repairs.

To support the TOWN's bidding process, CMA will attend the Pre-Bid Meeting to provide a description of potential paving issues and will be available to respond to RFIs prior to submission of bids by Contractors. Upon closing of the bid process CMA will review the information provided by the TOWN submitted by the contractors. CMA will summarize the findings of this review and provide a recommendation for the award.

FUNDING/FISCAL IMPACT

Funding for this contract will be from the undergrounding project budget.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.