

TOWN OF PALM BEACH

Information for Town Council Meeting on: May 13, 2025

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 No. 045-2025, authorizing a retroactive purchase order to Chen Moore and Associates for Construction Phase Services for N. County Rd. Drainage – Phase 1 in the amount of \$187,080, approving a contingency in the amount of \$28,062 and approving a project budget in the amount of \$215,142

DATE: May 1, 2025

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 045-2025, authorizing a retroactive purchase order to Chen Moore and Associates for Construction Phase Services for N. County Rd. Drainage – Phase 1 in the amount of \$187,080, approving a contingency in the amount of \$28,062 and approving a project budget in the amount of \$215,142

SUMMARY EXPLANATION/BACKGROUND

Procurement and Contract Management issued ITB No. 2025-11 for North County Road Drainage Improvements. Town Council approved the award at the April 7, 2025, meeting. To get the contractor on board and complete all the required backup for the contract and payment and performance bonds, Construction Phase Services were pushed to the May 13, 2025, Town Council Meeting.

Construction Phase Services are required for oversight of the project. Chen Moore and Associates was the design engineer for the project and has provided below for construction phase services of the project:

- Review and approval of shop drawings and technical submittals
- Respond to contractor requests for information
- Pre-construction and Progress Meetings
- Onsite Inspections and Oversight
- As-built Review
- Material Testing Review
- Certification

FUNDING/FISCAL IMPACT

Funding for this award will be from the Capital Improvement Fund.

TOWN ATTORNEY REVIEW

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