

# TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

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TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

FROM: H. Paul Brazil, P. E., Director of Public Works

RE: Approve a Purchase Order for Phases 3, 4, and 5 Easement Assistance of the Town-Wide Undergrounding of Utilities Program  
**Resolution No. 18-2018**

DATE: January 31, 2018

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution No. 18-2018, approving a purchase order for Easement Assistance to Kimley-Horn and Associates, Inc. (KHA) for Phases 3, 4, and 5 of the Town-Wide Undergrounding Utilities Program for \$422,223.

## **GENERAL INFORMATION**

The Town Council approved the master contract and purchase order for Task Order 1 of the Town-Wide Undergrounding Utility Program at the May 10, 2016 meeting. The first task order included the design for undergrounding utilities from Onondaga Avenue to the northern limits of the Town, Sloan's Curve to the southern limits of the Town, and subsequently added the portion that extends through Lake Worth as Task Order 2. Phase 2 design is presently underway with construction scheduled to begin in September 2018. With the Commercial Paper issued on December 20<sup>th</sup> to finance, the initial phases of the Underground Utility Project funding is available to ensure the program remains on schedule.

To support an annual May construction start date, Phase 3 design will begin as soon as possible with the recent approval secured at the January 10, 2018 Town Council meeting. The Phase 3 project areas are from Osceola Way south to La Puerta Way and from the intersection of South Ocean Boulevard and South County Road to approximately Worth Avenue. It is anticipated that the design will be completed in time for a May 2019 start of construction.

Engineering assistance is required to help the Town facilitate the easement acquisition process for Phase 3 areas. KHA will coordinate with the Town Project Manager during the easement acquisition process for Phases 3 North and 3 South. KHA will research the online Palm Beach County Clerk's records for evidence of existing utility easements within the project area that can be reused for this project. Existing easements that are found in the public record will be plotted on the survey and utility base map. KHA will develop easement exhibits for use as discussion tools during meetings with property owners to discuss the easement request. KHA will conduct field meetings with those property owners where easements are being sought for the proposed electric and communications equipment.

Easements for equipment will be defined on the construction plans being developed and, once a verbal agreement is reached with a property owner, KHA will provide a separate basic sketch and legal description signed and sealed by a registered Florida surveyor for the proposed easement. The easement documents, follow up and acquisition of the executed easement documents, and recording of the final executed easements will be the responsibility of the Town Project Manager.

In addition to Phase 3, KHA will similarly support and coordinate with the Town Project Manager during the easement acquisition process for significant equipment identified during the master planning process in the Phase 4 and 5 areas. This will allow extra time for these easements to be procured in advance of the detailed design effort for these phases. Only easements for significant equipment (such as feeder tie switches) that are location dependent due to existing facilities (such as Intracoastal Waterway cable crossings) will be pursued under this task. Easements for other equipment such as transformers, load switches, and communications equipment, are not considered under this task because their exact locations cannot be determined until the detailed design phase of these Phase area.

This task order will be labeled as Work Order 4 of the Master Agreement. Town staff have negotiated the scope of work with KHA in the amount of \$422,223.

#### **FUNDING/FISCAL IMPACT**

Funding for these services is available in the Underground Utility Project Fund from the proceeds of the Commercial Paper program.

#### **PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division and approved as recommended. The proposed pricing is in accordance with the rates provided in the Master Agreement.

#### **TOWN ATTORNEY REVIEW**

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Struder, Director of Finance  
Patricia Strayer, P.E., Town Engineer  
Dean Mealy, Purchasing Manager  
Steven Stern, Project Manager