

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Steven Stern, Project Manager

Re: Selection Committee Recommendation, American Acquisition Group, LLC for Utility Easement Acquisition Services

Date: February 6, 2018

STAFF RECOMMENDATION

Staff recommends that Town Council approve the Selection Committee's recommendation of American Acquisition Group, LLC, for Utility Easement Acquisition Services.

GENERAL INFORMATION

On November 12, 2017, RFP No. 2018-08 was issued for Utility Easement Acquisition Services. Proposals were received by the three following companies:

1. American Acquisition Group, LLC
2. Paragon Partners Ltd
3. Keith & Schnars

The Selection Committee consisted of the following members: Karen Temme - Risk Manager; Patricia Strayer, P.E. - Town Engineer; Amy Wood - Accounting Supervisor; Steven Stern - Underground Utilities Project Manager and non-voting members, Duke Basha, Assistant Purchasing Manager and John Cmar, Purchasing Coordinator.

Selection Committee unanimously voted to recommend selection of American Acquisition Group, LLC. Pursuant to the recommendation of the Undergrounding Task Force, in-house easement acquisition would be the preferred methodology. In the event that additional resources were required, the outside firm would be utilized at a not to exceed price of \$800 per easement.

cc: Selection Committee Members
Dean Mealy, Purchasing Manager