

# **TOWN OF PALM BEACH**

Information for Town Council Meeting on: April 10, 2018

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

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

RE: Authorization to Issue RFQ for Design Consultant Services –  
Town Docks Replacement Project

DATE: March 22, 2018

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council authorize the issuance of a Request for Qualifications (RFQ) to obtain design consultant services for the Town Docks Replacement project.

## **GENERAL INFORMATION**

The draft Master Plan for the Town Docks has been prepared by W.F. Baird & Associates as awarded by Resolution No. 162-2017 on September 19, 2017. That draft Master Plan is being presented at a Special Recreation Advisory Commission (RAC) meeting on April 4, 2018 and to the Town Council at their April 10, 2018 meeting. Pending input and comments from the RAC, the public and the Town Council, the final Master Plan is anticipated to be presented at the May 8, 2018 Town Council meeting.

The environmental permitting process is anticipated to be challenging and time-consuming and should be closely coordinated with the preliminary design work for the project. For that reason and due to the desire to begin construction in 2019, the selection of a design consultant is recommended to be done as soon as possible. The design consultant services will follow the established Consultants Competitive Negotiation Act (CCNA) process, since the design involves professional engineering services. The project delivery method has not yet been chosen, so the recommendation by Town staff is to structure the RFQ to allow for the permitting and preliminary (30%) design to be accomplished, and if a final design is required that could be negotiated at a future date.

In order to expedite the process as much as possible, the approval of a Selection Committee to review and rank the RFQ submittals is also requested at this time. It is recommended that the following individuals be included on that committee:

- Jay Boodheshwar, Deputy Town Manager
- Paul Brazil, P.E., Director of Public Works (non-voting)
- Beth Zickar, Recreation Director (non-voting)
- Jane Le Clainche, Finance Director
- Jason Debrincat, Senior Project Engineer
- Carlos Vidueira
- Bobbie Lindsey (non-voting)
- Eric Brown, Assistant Public Works Director
- Mike Horn, Town Dockmaster

Upon receipt of the RFQ submittals, the Selection Committee will review and rank them, with a future recommendation for the Town Council to ratify that selection and allow for negotiations with the selected firm.

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

The funding for these design consultant services will be provided from the Recreation Enterprise Fund (Capital Program) and that approval will be sought from the Town Council at a future date.

#### **PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division and approved as recommended.

#### **TOWN ATTORNEY REVIEW**

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

cc: Jay Boodheshwar, Deputy Town Manger  
Beth Zickar, Recreation Director  
Jane La Clainche, Finance Director  
Eric Brown, P.E., Assistant Director of Public Works  
Mike Horn, Town Dockmaster  
Jason Debrincat, Senior Project Engineer  
Dean Mealy, Purchasing Manager