

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 11, 2020

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

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

RE: Town Marina Project Update

DATE: February 3, 2020

STAFF RECOMMENDATION

Town staff recommends that the Town Council review the summary provided regarding the status of the contractor selection process, which is provided for information purposes only.

Staff also recommends that the Town Council review the update on the process for reviewing conceptual alternatives developed for the parking associated with the Town Marina, as well as improvements to Lake Drive Park.

Staff also recommends that the Town Council review preliminary plans for community engagement/communication prior to the commencement of construction, as well as throughout the duration of the project.

GENERAL INFORMATION

Contractor Selection Process (Currently Under the Cone of Silence):

The proposal phase is currently in progress. Six (6) proposals were received by December 20, 2019 submittal date in response to RFP 2019-35. The Town engaged the services of Turrell, Hall and Associates, Inc. to assist in the overall review of the proposals, and to serve as a non-voting member of the Selection Committee. The proposals have been reviewed by the Selection Committee who met on January 22, 2020 to rank the proposals and determine which of those contractors would be invited for oral interviews/presentations on January 29, 2020. After the initial rankings by the Selection Committee, purchasing requested that each Selection Committee Member provide any questions or clarifications that would assist for subsequent oral interviews/presentations. These questions were directed to each of the two (2) short listed firms to be included as part of the responsiveness of the Selection Committee.

The Selection Committee ranked the six (6) proposals and short listed two (2) firms for oral interviews/presentations.

Based upon the previous approval of the Town Council, the Town Manager (along with the Purchasing Manager and other Town staff) was authorized to enter into negotiations with the top-ranked contractor. That negotiation is underway, and the resulting recommendation for a construction contract award will be made at a future Town Council meeting (March 10, 2020). **This procurement is still under the Cone of Silence per the Town's purchasing guidelines as well as County Statute.**

Conceptual Parking Alternatives:

Town staff will be receiving the conceptual alternatives for parking revisions from the consultant by mid-February. Those concepts will be distributed prior to the public meeting that is tentatively scheduled for February 24, 2020 at 10:00am in the Town Council Chambers to obtain community feedback on those conceptual alternatives. Presentation of the community feedback, along with the concepts (and the associated cost estimates), will be provided to the Town Council at the March 10, 2020 meeting. The selection of a preferred parking alternative by the Town Council at the April 14, 2020 meeting is anticipated, and will be followed by receipt of a cost proposal from the consultant for the final engineering design of that alternative, and to develop bid documents. During that design development, Town Council will be consulted regarding specific details to be incorporated such as the fencing, gates, security and access systems, etc. Those details and plans will be presented for Town Council approval at the May 12, 2020 meeting, and for referral to the Architectural Commission (ARCOM) for their consideration at their June 24, 2020 meeting. Upon final Town Council approval of the project, the construction timeline and cost to accomplish the approved alternative will be coordinated with the Town Marina Project work to be performed by the selected contractor.

Community Engagement/Communication:

As Town Council is aware, staff intends to deploy a variety of methods for engaging with and keeping the community informed, prior to, and throughout the duration of construction. More details will be provided in the months ahead once the contractor is selected, but some of the ways we will engage with the community include, but are not limited to:

1. Host a pre-construction community information meeting.
2. Develop a project website to include up-to-date schedule information and photos.
3. Provide a dedicated email address and phone number for questions and/or concerns.
4. Host periodic community update meetings.

cc: Jay Boodheshwar, Deputy Town Manager
Carolyn Stone, Director of Business Development & Operations
Eric Brown, P.E., Assistant Director of Public Works
Patricia Strayer, P.E., Town Engineer
Jason Debrincat, P.E. Senior Project Engineer
Dean Mealy, Purchasing Manager
Mike Horn, Town Dockmaster
Rob Weber, Coastal Program Manager