

TOWN OF PALM BEACH

Information for Town Council Meeting on: October 13, 2020

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA Finance Director

FROM: Dean Mealy, CPPO Town Purchasing Manager

RE: Resolution to Approve the Award of RFQ. No. 2020-20, Pre-Construction Services for Phase 5 in the Amount of \$118,200 to Burkhardt Construction, Inc.
Resolution No. 111-2020

DATE: October 4, 2020

STAFF RECOMMENDATION

Town staff recommends that Town Council approve the Resolution No. 111-2020 to approve the award of RFQ No. 2020-20 for the Pre-Construction Services for Phase 5 in the amount of \$118,200 to Burkhardt Construction, Inc.

GENERAL INFORMATION

Phase 5 North and South were awarded funding through the Hazard Mitigation Grant Program by the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA) in the amount of approximately \$8.5 million. This grant is based on a percentage of the overall construction cost and is reimbursable based on following the Federal Requirements for construction contracts. Working with FDEM, Town staff confirmed that the standard Construction Management at Risk contracting that has been used for all previous phases would not meet the required contracting procedures to receive the grant reimbursements. Therefore, the Town advertised for a Construction Manager for Phase 5 North and South which included the expertise of a FEMA Grants Coordinator. The Town received one (1) response to this solicitation. After meeting with the Selection Committee and the Purchasing staff, Burkhardt Construction, Inc. (Burkhardt) was recommended for award. Subsequently, a scoping meeting was held between Town staff and Burkhardt.

The RFQ was for services that begin prior to and in preparation of construction documents and extends through the construction of Phase 5. During the initial scoping meeting, staff and Burkhardt agreed to break the scope into two (2) separate phases: Pre-Construction Services and Construction Management Services. The Pre-Construction Services will assist the Town up to and through the bidding process to ensure that the project is bid consistent with FDEM and FEMA requirements along with the best construction management practices. On September 22nd, Burkhardt submitted a proposal for Pre-Construction Services. Subsequently, a meeting to finalize negotiations took place September 25th. Per staff comments and discussions during the negotiations meeting, Burkhardt submitted a revised proposal on September 30th.

The Pre-Construction Services shall include the following four (4) tasks:

- Task 1 – Pre-Construction Progress Meeting
- Task 2 – Pre-Construction and Construction Phase Scheduling
- Task 3 – Plan Review/Constructability Review
- Task 4 – Final Construction Management Plan – 90% Plans/Specifications

METHOD OF PROCUREMENT

Town's Purchasing Department issued RFQ No. 2020-20 for Construction Manager (CM) for Town-wide Overhead Utility Undergrounding Program for Phase 5 North and South. While the historical method of the undergrounding projects has been Construction Manager at Risk, Purchasing worked with Steven Stern, Underground Utility Project Manager; Patricia Strayer, P.E., Town Engineer; and Paul Brazil, P.E., Public Works Director, to determine an approach to address the associated FEMA requirements related to the grant.

A business decision was made to issue a RFQ for a Construction Manager.

The RFQ was issued on August 11, 2020 with a closing date of August 28, 2020. The Town's Purchasing Department reached out to twenty-two (22) firms notifying them of the upcoming solicitation on June 26, 2020. In addition, the solicitation was published on DemandStar to 321 potential suppliers and to 533 on Public Purchase. The Town only received one (1) responsive, responsible proposer.

Negotiations with Burkhardt were held on two (2) separate occasions, September 8, 2020 and September 25, 2020.

REVIEW AND APPROVAL OF PHASE 5 NORTH AND SOUTH PROPOSAL

Public Works completed a full review of the proposal submitted by Burkhardt Construction Inc. which is attached for review.

FUNDING/FISCAL IMPACT

Funding for the award will be from the Underground Utility Fund.

PUBLIC WORKS REVIEW

This item has been reviewed by Public Works and approved as recommended.

TOWN ATTORNEY REVIEW

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

Attachments

cc: Paul Brazil, Public Works Director
Patricia Strayer, P.E., Town Engineer
Steven Stern, Underground Utilities Project Manager
Duke Basha, Assistant Purchasing Manager
Eric Shibley, CPPB, Senior Buyer