

# TOWN OF PALM BEACH

Information for Town Council Meeting on: December 8, 2020

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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: Improvements to Town Marina Upland Amenities, Lake Drive Park and South Lake Drive  
– Approve Purchase Order Increase to W.F. Baird & Associates  
**Resolution No. 142-2020**

DATE: November 24, 2020

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## **STAFF RECOMMENDATION**

Town staff recommends that the Town Council approve Resolution No. 142-2020 to increase the purchase order to W.F. Baird & Associates by \$55,000 for consultant services associated with the approved Lake Drive Park Improvements project.

## **GENERAL INFORMATION**

The Town Council previously approved the establishment of a project budget for the Lake Drive Park Improvements. Included in that approval were additional consultant services to accomplish the design and bid documents for this work, estimated to be \$55,000. An increase to the existing Purchase Order #190332 to W.F. Baird & Associates has been prepared to accomplish those additional services. Staff recommends approval of Resolution No. 142-2020 to authorize that increase.

## **FUNDING/FISCAL IMPACT**

The funding for this task was included in the previously approved concept project budget, established to be \$1,030,000 and a future budget amendment will be required. In the interim, funding from the Town Marina project will be used to allow the purchase order to be increased. When the budget amendment is approved, a journal adjustment will be processed to allocate these costs to the Lake Drive Park Improvements project.

## **PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division 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.

cc: Jay Boodheshwar, Deputy Town Manager  
Carolyn Stone, Director of Business Development & Operations  
Jane LeClainche, Finance Director  
Eric Brown, P.E., Assistant Director of Public Works  
Dean Mealy, Purchasing Manager  
Jason Debrincat, P.E., Senior Project Engineer  
Mike Horn, Town Dockmaster