

# TOWN OF PALM BEACH

Information for Town Council Meeting on: August 10, 2021

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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 a Purchase Order to Burkhardt Construction, Inc. for Construction Management Services for Phase 5 North and South in the Amount of \$1,919,800 and Establish a Project Budget of \$2,158,800  
**Resolution No. 091-2021**

DATE: July 29, 2021

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution No. 091-2021 awarding of a purchase order to Burkhardt Construction, Inc. for Construction Management Services for Phase 5 North and South in the amount of \$1,919,800, and establishing a project budget of \$2,158,800.

## **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 initial scope of work was issued in November 2020 and was extremely valuable in ensuring that the Town is meeting the FEMA requirements for the advertising and award of the Phase 5 North and South construction contracts. This award provides the staffing and management to keep the construction on budget and on schedule. This contract also provides the FEMA expertise to assist the Town in receiving the maximum reimbursement through the FEMA grant.

## **PROCUREMENT METHODOLOGY**

Town Purchasing issued RFQ No. 2020-20 for Construction Manager (CM) for Town-wide Overhead Utility Undergrounding Phase 5, North and South on June 26, 2020.

Town Purchasing sent twenty-three (23) email invitations to potential contractors. In addition, the RFQ was broadcast to 321 potential contractors.

Three (3) contractors reviewed the RFQ through the Town's online e-bidding platform. Only Burkhardt Construction, Inc. responded to the RFQ.

**FUNDING/FISCAL IMPACT**

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

**PUBLIC WORKS REVIEW**

This item has been reviewed by the 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.

cc: Paul Brazil, P.E. Public Works Director  
Patricia Strayer, P.E., Town Engineer