

TOWN OF PALM BEACH

Information for Town Council Meeting on: November 9, 2021

TO: Mayor and Town Council

VIA: Kirk Blouin, Town Manager

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

RE: Approve a Change Order for Engineering Services for the Root Trail Beach Access Gate
Resolution No. 129-2021

DATE: October 27, 2021

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 129-2021 approving a purchase order to Chen Moore and Associates, (CMA), for Design, Bid, and Construction Phase Engineering Services in the amount of \$59,779 for the Root Trail Beach Access Gate, and establishing a Design, Bid, and Construction Phase Engineering budget of \$68,500, including contingency.

GENERAL INFORMATION

Public Works has been asked by Town Council to install an Access Gate at Root Trail. To complete this task staff solicited a proposal from one of the three continuing services engineering firms the Town has under contract. Chen Moore and Associates provided a proposal which includes preparing design plans, ARCOM submittal, resident coordination, and construction bid documents. Below is the anticipated process and schedule for review and approval of the Root Trail Beach Access Gate:

September 2021	Town Council directed staff to take the Root Trail Beach Access Gate to Architectural Review Commission (ARCOM). There were only two weeks between the meeting and when backup was due and we could not present the attached architect/engineering proposal at the October Town Council meeting. Therefore we are presenting the requested proposal at this meeting in November.	Start
November 2021	Town Council authorizes the proposed scope and purchase order for the architect/engineer for the design of the Root Trail Beach Access Gate.	2 months
December 2021	Staff and Consultant will meet with PZB for a pre-submittal meeting for the ARCOM submittal.	3 months
January 2022	Architect/Engineer Consultant will prepare ARCOM submittal package and in anticipation of Town Council approval will submit to PZB on January 3, 2022. Concurrently they will meet with the adjacent residents for review and finalize design. This is with the intent of presenting the design to Town Council at the January 11, 2022 meeting.	4 months
February 2022	Consultant will meet with PZB staff and ARCOM members to review proposed plans.	5 months

March 2022	Root Trail Beach Access Gate plans to be presented at March 23 ARCOM. This schedule assumes only one ARCOM meeting to achieve approval. Assuming ARCOM approves the same plans that TC approved in January, staff will submit the plans to Purchasing for bid. A specialized fence and gate will take longer to fabricate and will require at least 6 weeks once bids are awarded.	6 months
April 2022	ARCOM approval will be presented to TC for approval.	7 months
June 2022	Earliest possible installation.	10 months

The above schedule assumes best case scenarios in getting approvals, bids and materials. Any one of these can push the schedule out by months.

FUNDING/FISCAL IMPACT

Funding for the Root Trail Beach Gate Access Design, Permitting, and Construction Phase Engineering Services will be funded from the Town's Capital Fund contingency.

PURCHASING REVIEW

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

TOWN ATTORNEY REVIEW

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

Attachment

cc: Jane LeClainche, Director of Finance
Patricia Strayer, P.E., Town Engineer
Jason Debrincat, P.E., Senior Project Engineer
Dean Mealy, Purchasing Manager