

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2022

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 a Purchase Order to W.F. Baird and Associates for Construction Administrative Services for Town Marina Project in the Amount of \$19,360 and Establish a Task Budget of \$28,000
Resolution No. 049-2022

DATE: March 29, 2022

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 049-2022 for a purchase order to W.F. Baird and Associates for Construction Administrative Services for Town Marina Project in the amount of \$19,360 and establish a task budget of \$28,000.

WHY THIS ACTION IS REQUIRED

The Town Marina Project included Construction Administration Services (CA) being provided by W.F. Baird & Associates, and the authorized budget is nearly 100% expended for those services. The close-out of the project is nearly complete, but a few remaining punch list and warranty items are ongoing and will continue. For instance, supply chain issues delayed the delivery of some camera equipment that is expected to arrive and be installed in the next month or so. There is a need for additional services from the consultant, for ongoing assistance beyond the original scope of services. The consultant provided a proposal for those extended scope of services in the amount of \$19,360. One of the important ongoing tasks will be the periodic monitoring of the floating docks, and addressing inspection and maintenance as part of an extended warranty that was negotiated with Bellingham Marine.

Town staff recommends that the Town Council approve Resolution No. 049-2022 to authorize the consultant's ongoing assistance. A small contingency is included in the task budget of \$28,000.

FUNDING/FISCAL IMPACT

Funding for this item will be from the Town Marina Project budget. Funds balance remaining after this task approval will be \$989,089.28.

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.

Attachment

cc: H. Paul Brazil, P.E., Public Works Director
Eric Brown, P.E., Assistant Public Works Director
Jason Debrincat, P.E., Senior Project Engineer