

Information for Town Council Meeting on April 3, 2023

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA, Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II CPPO Town Procurement and Contract Manager

RE: Resolution No. 030-2023, Approving Site Civil Review Assistance for Planning, Zoning, and Building to Kimley-Horn and Associates, Inc. in the Amount of \$65,000, Chen Moore and Associates in the Amount of \$65,000 and Mock-Roos in the Amount of \$65,000

DATE: 22 March 2023

STAFF RECOMMENDATION

Staff recommends Town Council approve Resolution No. 030-2023, Approving Site Civil Review Assistance for Planning, Zoning, and Building (PZB) to Kimley-Horn and Associates, Inc. in the Amount of \$65,000, Chen Moore and Associates in the Amount of \$65,000 and Mock-Roos in the Amount of \$65,000.

SUMMARY EXPLANATION/BACKGROUND

Procurement and Contract Management awarded Professional Engineering Continuing Services with Kimley-Horn and Associates, Inc., Chen Moore and Associates and Mock-Roos through RFQ No. 2018-47.

PZB has had a continued requirement for Site Civil Review Assistance. Each of the firms shall provide a staff member or members to work under the direction of Building Department staff for the specific purpose of reviewing site civil improvement plan applications and right of way permit applications received by the Building Department for the purpose of determining whether the improvements are in accordance with the Town's Code of Ordinances.

All review of proposed construction documents will take place using Town computers and files, on premises at the Town of Palm Beach Town Hall. Written comments will be provided in the manner preferred by the Town, which are expected to be direct input into a computer permit tracking system.

FUNDING IMPACT/FUDNING SOURCE

The funding for this project is from the Building Enterprise Fund.

USER DEPARTMENT CONCURRENCE

The Planning, Zoning, and Building Department is in full concurrence with this recommendation.

TOWN ATTORNEY REVIEW

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