

Information for Town Council Meeting on June 13, 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 NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution No. 065-2023, Awarding ITB No. 2023-29, Parking Lot Expansion at Par 3 to R & D Paving in the Amount of \$129,203.60 and Establishing a Project Budget of \$142,123

DATE: 30 May 2023

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 065-2023, Awarding ITB No. 2023-29, Parking Lot Expansion at Par 3 to R & D Paving in the Amount of \$129,203.60 and Establishing a Project Budget of \$142,123.

SUMMARY EXPLANATION/BACKGROUND

The Procurement and Contract Management Division issued solicitation ITB No. 2023-29, Parking Lot Expansion at Par 3 on April 11th. The project consists of expanding the existing parking lot by eight (8) spots. The additional spots will be valet only as they will be configured to accommodate a double-depth configuration. The construction effort is expected to include some demolition of existing curbing and pavement, some clearing and grubbing, some grading, relocation of an existing light fixture, installation of new curbing, pavement, and markings, and installation restoration including installation of new vegetation.

Chen Moore and Associates prepared the drawings and specifications for the project.

The Town received three (3) submissions for the project. The solicitation had been broadcast to ninety-seven individuals and firms that identified with paving. The low bid was found to be non-responsive to the requirements of the bid package. The second lowest bid, R & D Paving, was found to be responsive to the bid requirements.

Reference checks were conducted and found to meet the requirements of the solicitation.

Procurement and Contract Management did request the best and final offer from R & D Paving. The firm lowered their mobilization cost by \$3,000.

The submission was reviewed by both Public Works and the Recreation Department.

FUNDING IMPACT/FUNDING SOURCE

The source of funding for this project will be the Recreation Enterprise Fund.

USER DEPARTMENT CONCURRENCE

The Public Works Department and the Recreation Department are 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.