

# TOWN OF PALM BEACH

Information for Town Council Meeting on: August 8, 2023

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

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

FROM: Dean Mealy, NIGP-CPP, CPPO, Town Procurement and Contract Manager

RE: Resolution to Approve a Purchase Order to Kimley-Horn and Associates, Inc. for the Town-wide Undergrounding of Utilities Project, Phase 7 North Construction Phase Services in the Amount of \$354,458 and Establish a Project Budget of \$395,800.  
**Resolution No. 098-2023**

DATE: July 26, 2023

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution 098-2023, approving a purchase order to Kimley-Horn and Associates, Inc. for the Town-wide Undergrounding of Utilities Project, Phase 7 North Construction Phase Services in the amount of \$354,458 and establish a project budget of \$395,800.

## **GENERAL INFORMATION**

Construction Phase Services provide the necessary engineering oversight of the construction to ensure the work is performed and completed according to design. These services not only include weekly site inspections, but also review of all invoices, review of request for change orders, review of shop drawings, testing reports, and other tasks associated with engineering interpretation of construction plans. Finally, these services review and approve as-built plans, along with substantial completion request, and final walk through of the construction project. These services provide Town staff with the necessary expertise and staffing to ensure that the final construction project meets the needs and standards of the Town.

## **PROCUREMENT METHODOLOGY**

Town Purchasing secured the Kimley-Horn and Associates, Inc. proposal for Phase 7 North construction which was vetted by Town staff.

## **FUNDING/FISCAL IMPACT**

Funding for this award will be from the Town-wide 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., Director of Public  
Works  
Patricia Strayer, P.E., Town Engineer  
Duke Basha, Assistant Purchasing  
Manager  
Ryan Canterbury, Senior Buyer