

Information for Town Council Meeting on July 9, 2024

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 Approving a Change Order to Earth Balance Corporation of Phase 2 Invasive Plant Removal at Phipps Ocean Park in the Amount of \$32,500 and Establishing a new award amount of \$141,950.

DATE: June 28, 2024

STAFF RECOMMENDATION

Town Staff recommends approval of Resolution No. 062-2024 approving a Change Order to Earth Balance Corporation for Phase 2 Invasive Plant Removal at Phipps Ocean Park in the Amount of \$32,500 and Establishing a new award amount of \$141,950.

SUMMARY EXPLANATION/BACKGROUND

Town Council approved Resolution No. 018-2023 approving the Award of RFP No. 2023-10 and approving a Purchase Order for Invasive Plant Removal Phipps Ocean Park to Earth Balance Corporation in the Amount of \$99,500 and Establishing a Project Budget of \$109,450.

The plan was for three phases of invasive plant removal. This change order will enable the second phase to be completed.

Additional information of how the bid was originally solicited and awarded is noted below.

The Procurement and Contract Management Division issued an RFP for Invasive Plant Removal at the Phipps Ocean Park.

The Town received four submissions as follows:

- All Florida Tree
- Earth Balance Corporation
- Enviroscapes Plus, Inc.
- The Brothers Tree and Landscape

The Selection Committee for this RFP consisted of the following members:

- Bob Miracle, CPA
- Mike Roach, P.E.
- Paul Colby
- Rob Weber
- Ryan Canterbury – Facilitator
- Eric Brown, P.E. – Non-Voting

The Selection Committee ranked Earth Balance Corporation with the highest ranked score with an overall quality score of 74.16%. None of the other firms reached a quality score of 70% which is the designated score for a proposer to be considered for award. Oral presentations were not held for this RFP.

FUNDING IMPACT/FUNDING SOURCE

The funding for this project is from Coastal Program Fund.

USER DEPARTMENT CONCURRENCE

The Public Works 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.