

## MEMORANDUM

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**DATE:** January 8, 2021

**TO:** Chairman and Members of the Community Redevelopment Agency Board

**VIA:** James Slaton, Executive Director

**FROM:** Michael Manning, Management Analyst

**SUBJECT:** Agreement to Scope-of-Services with Chastain-Skillman, Inc. related to Year 1 of the Northwest Sidewalks & Street Trees Improvement Plan.

**SYNOPSIS:** *Staff is requesting CRA Board approval to enter into an Agreement with Chastain-Skillman, Inc. that will provide construction documents and construction phase services related to Year 1 of the Northwest Sidewalks & Street Trees Improvement Plan.*

### RECOMMENDATION

It is recommended the CRA Board take the following action(s):

1. Approve the Agreement with Chastain-Skillman, Inc. for Services related to the implementation of Northwest Sidewalks & Street Trees Improvement Plan - Year 1.
2. Authorize the Executive Director of the CRA to execute the appropriate documents on the CRA's behalf.
3. Authorize an expenditure in the amount of \$23,100.

### BACKGROUND

In accordance with the Lake Wales Connected Plan, City Staff engaged Chastain-Skillman, Inc. to develop a Scope-of-Services to produce construction documents and construction phase services for Year-1 of the Northwest Sidewalks & Street Trees 5-year plan. This agreement addresses each of the Year-1 priority streets and will be influential in establishing Lake Wales as a "City in a Garden".

Staff, in coordination with S&ME, Chastain-Skillman and Dover, Kohl and Partners presented the 5-year implementation plan at a virtual public open house on January 6, 2021 as well as to two different stakeholder groups. Reactions to the plan were positive and the City is prepared to move forward with design work to ensure construction begins on schedule in FY'22.

This agreement was competitively bid through RFQ 20-471 (Professional Engineering and Related Services).

### LAKE WALES CONNECTED PLAN ACTION STEPS

Action steps addressed in this proposal include:

Step Number	Description
11	Construct missing sidewalks in Northwest Neighborhood: include a sidewalk on at least one side of each street; key connectors should have sidewalks on both sides

### OTHER OPTIONS

The CRA Board may direct staff to reject the agreement proposal submitted by Chastain-Skillman, Inc.

**FISCAL IMPACT**

Chastain-Skillman, Inc. will be compensated a fixed fee of \$23,100, excluding reimbursable expenses. \$40,000 has been allocated in the FY'21 budget (105-559-600-663-707).

**ATTACHMENTS**

CSI Agreement – NW Sidewalks & Street Trees Y1

NW Sidewalks & Street Trees – Y1 Priority Streets and Phasing Plan

NW Sidewalks & Street Trees – Tree Palette

Lake Wales Connected Plan Pages 21, 24, 26, 38, 39, 60, 61