

MEMORANDUM

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: Amendment Number 4 to Scope-of-Services with Chastain-Skillman, Inc. (CSI) for Professional Engineering Services related to Park Avenue Streetscape Design.

SYNOPSIS: *Staff is requesting CRA Board approval to amend the Agreement between the City and Chastain-Skillman, Inc. regarding professional engineering services related to the Park Avenue Streetscape design in accordance with the Lake Wales Connected Plan.*

RECOMMENDATION

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

1. Approve Addendum Number 4 with Chastain-Skillman, Inc. for Professional Engineering Services related to the Park Avenue Streetscape.
2. Authorize the Executive Director of the CRA to execute the appropriate documents on the CRA's behalf.
3. Authorize a budget amendment in the amount of \$86,425.
4. Authorize an expenditure in the amount of \$154,555

BACKGROUND

Pursuant to FS 287.055 (C.C.N.A), the CRA via the City of Lake Wales solicited statements of qualifications (RFQ #20-467) from firms qualified to provide expertise related to the public improvements outlined within the "Lake Wales Connected" downtown revitalization plan, including design and construction drawings for Phase 1 of the Park Avenue Streetscape project. The services requested in the RFQ included, at a minimum, civil engineering and landscape architecture. At its regularly scheduled meeting on February 18, 2020 the CRA approved the proposal submitted by Chastain-Skillman, Inc. to provide professional engineering & survey services related to Lake Wales Connected Phase I – Park Avenue Streetscape.

Chastain-Skillman Inc. is requesting an amendment to the original Scope-of-Services in order to produce Market Plaza Construction Documents based upon the Conceptual Design developed by S&ME.

It is in the CRA's interest to accelerate the preparation of construction documents for Market Plaza in order to time the construction of Market Plaza with the construction of Park Avenue.

LAKE WALES CONNECTED PLAN ACTION STEPS

Action steps addressed in this proposal include:

Step Number	Description
5	Improve Market Place Plaza in coordination with Park Avenue street design

OTHER OPTIONS

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

FISCAL IMPACT

Chastain-Skillman, Inc. will be compensated an additional fixed fee of \$154,555. \$80,000 has been allocated in the FY'21 budget (105-559-600-663-701) with \$11,870 already encumbered requiring a budget amendment in the amount of \$86,425 to make up the difference.

The original agreement for the Park Avenue Streetscape Design with Chastain-Skillman, Inc. was \$365,631.

ATTACHMENTS

CSI Addendum No. 4 – Market Plaza Proposal

CSI Addendum No. 4 – Exhibit A

Lake Wales Connected Plan Pages 52, 53, 54, 66, 67

Selected S&ME Conceptual Design

Park Avenue Streetscape Dashboard 01.08.21