

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: 1st Street Streetscape Contract Award – Chastain-Skillman, Inc. (CSI)

SYNOPSIS: *Staff is requesting CRA Board approval to enter into a Consulting Agreement with Chastain-Skillman, Inc. that will provide professional services related to the 1st Street Streetscape design in accordance with the Lake Wales Connected Plan.*

RECOMMENDATION

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

1. Approve the consulting agreement with Chastain-Skillman, Inc.
2. Authorize the Executive Director of the CRA to execute the agreement on behalf of the CRA
3. Authorize the expenditure of \$514,827

BACKGROUND

Pursuant to FS 287.055 (C.C.N.A), the CRA via the City of Lake Wales solicited statements of qualifications (RFQ #21-479) 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 the 1st Street Streetscape project. The services requested in the RFQ included, at a minimum, civil engineering and landscape architecture.

Five firms submitted statements of qualifications in response to RFQ# 21-479. Each firm was evaluated against the following criteria in accordance with the Consultants Competitive Negotiation Act:

- Adequacy of Personnel
- Experience and Past Performance
- Project Approach
- References
- Certified Minority/Small Business Enterprise
- Geographic location of firm in relation to Lake Wales

Independent evaluations of each firm's qualifications were conducted by City staff members, the firms were ranked as follows:

Ranking	Firm	Score	Maximum Score
1	Chastain-Skillman, Inc.	335	400
2	Patel, Green & Associates	334	400
3	Michael Baker International	310	400
4	EDSA	298	400
5	KCI Technologies, Inc.	289	400

The primary tasks provided by Chastain-Skillman through the proposed agreement are:

1. Preliminary Planning & Design
2. Final Design & Construction Drawings
3. Site Work Permitting
4. Bid Support
5. Limited Construction Observation & Certification

LAKE WALES CONNECTED PLAN ACTION STEPS

Action steps addressed in this proposal include:

Step Number	Description
2	Survey and produce construction ready design drawings for 1 st Street, from Central Avenue to Wiltshire Avenue (including plantings, lighting, sidewalks, parking, plaza, and street furniture)

OTHER OPTIONS

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

FISCAL IMPACT

The fiscal impact is \$514,827. \$350,000 is appropriated in the CRA FY'21 operating budget with an additional \$150,000 allocated in the 5-year CRA Work Plan for FY'22. An increase of \$14,827 will be needed in the FY'22 allocation to make up the difference.

ATTACHMENTS

CSI Agreement – 1st Street Streetscape Project
Lake Wales Connected Plan Pages 24, 25, 34, 42, 43, 45, 66, 67, 80, 81
CSI Addendum Exhibit A – North
CSI Addendum Exhibit A – North Middle
CSI Addendum Exhibit A – Middle
CSI Addendum Exhibit A – South