

## TOWN COUNCIL

### STAFF REPORT

#### Projects and Watershed Resilience Department



<b>MEETING DATE:</b>	March 11, 2025
<b>PROJECT:</b>	Approval to Authorize a Construction Contract with Hilton Head Landscapes LLC for Site Development Construction of Buckwalter Place Park (Fiscal Impact: \$648,848.30)
<b>PROJECT MANAGER:</b>	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** Town Staff requests Town Council authorize the Town Manager to execute a contract (Attachment 2) with Hilton Head Landscape LLC for \$589,862.30 to complete construction of the Buckwalter Place Park Phase 2 improvements. Additionally, Staff requests a 10% contingency allowance of \$58,986.00 to cover any unforeseen changes that may arise during construction.

The total fiscal impact is \$648,848.30 and is within the approved budget established for Fiscal Year 2025 and illustrated on the attached Project Data Sheet (Attachment 3).

**BACKGROUND:** With the approval of the Fiscal Year 2023-2024 Strategic Plan and Fiscal year 2025 Consolidated Budget, Town staff completed the design and construction documents for the Buckwalter Place Park pursuant to Town Council's direction at the 10/15/24 Town Council workshop.

The bidding process was performed in accordance with the Town's Purchasing Ordinance including required public notice, a formal Invitation For Bid (IFB) posted on the Town's Vendor Registry, a sealed bid opening and bid evaluations process.

The bid opening was held 1/30/25 with the results listed in the attached Bid Results (Attachment 4). The Town received one bid and three notifications of "no bids." Hilton Head Landscapes was the only responsive and responsible bidder. The bid comparison for the scope of work listed above is as follows:

- Atlantic Asphalt, LLC: No Bid
- Hilton Head Landscapes: \$638,325.30
- Nix Construction: No Bid
- Preferred Construction: No Bid

Value engineering was performed by staff removing the installation of three light poles and evaluating a product which was misinterpreted during the bid and resulting in a savings of \$48,463.

**NEXT STEPS:** Upon approval of this contract, Staff will initiate a pre-construction meeting and commence construction on 3/24/25.

**SUMMARY:** This project originated from the 2023-2024 Strategic Plan and 2014 Comprehensive Plan, Public Recreation Facility Needs. It is supportive of the following guiding principles of the Town:

Community Quality of Life Guiding Principle #4. Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.

Town Staff is requesting Town Council to authorize the Town Manager to execute the proposed contract with Hilton Head Landscapes.

**ATTACHMENTS:**

1. Presentation
2. Draft Contract
3. Project Data Sheet
4. Bid Results
5. Proposed Motion