

## TOWN COUNCIL

### STAFF REPORT

#### Projects and Watershed Resilience Department



<b>MEETING DATE:</b>	April 11, 2023
<b>PROJECT:</b>	Approval to Authorize a Construction Contract to Hilton Head Landscapes for Hardscape and Landscape Development adjacent to the Rotary Community Center (Fiscal Impact - \$129,702.54)
<b>PROJECT MANAGER:</b>	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** Town Staff requests that Town Council authorize the Town Manager to execute a construction contract (Attachment 2) with Hilton Head Landscapes for the hardscape and landscape development adjacent to the Rotary Community Center. The scope of work includes limited clearing, grading, rain garden, walkways, concrete paver seating area, landscape, irrigation, site furnishings and other miscellaneous site development items needed for the project.

The proposed contract amount for this work is \$129,702.54 and is within the approved budget limits established with the Adopted Consolidated Municipal Budget for Fiscal Year 2023 and illustrated on the attached FY 23 CIP Data Sheet (Attachment 3). In addition, Staff is requesting that Town Council authorize a contingency up to 15% of the contract amount to address any unforeseen changes that may arise during construction.

**BACKGROUND:** The Master Plan for Oscar Frazier Park was originally approved in 2001 and amended in 2018 (Attachment 4). The Rotary Community Center and the adjacent Field of Dreams are Town-owned and maintained facilities located within Oscar Frazier Park and several improvements have been implemented over the years according to the approved 2018 Master Plan and a Conceptual Master Plan for the Field of Dreams area (Attachment 5). Some of the more recent improvements included a playground, pavilion and perimeter walkways. With the approval of the FY 21-22 Strategic Plan, Town Council authorized Town Staff to proceed with construction documents for the additional walkway and related improvements adjacent to the Rotary Center. These improvements will improve drainage and provide connectivity from the Rotary Center to the existing Field of Dreams and Bluffton Park sidewalk network. The Scope of Work generally includes the following:

- Mobilization, clearing and grubbing
- Earthwork, excavation, and grading
- Sidewalk and seating area paving
- Rain Garden and Storm Drainage
- Landscape and Irrigation
- Site Furnishings and arbor/swings

Future phases of the park will include a Splash Pad, and Sport Courts. These future improvements are currently in the design phase and are planned to be constructed in FY 24.

Witmer, Jones, Keefer, Ltd and Sturre Engineering prepared the Construction Documents for the Hardscape and Landscape improvements, and an Invitation for Bid was posted in early March.

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

The bid opening was held on Tuesday 3/28/2023, with the results listed in the attached Bid Summary (Attachment 6). Bids were reviewed for accuracy and completeness with Hilton Head Landscapes determined to be the lowest responsive and responsible bidder. The bid comparison for the scope of work listed above is as follows:

- Hilton Head Landscapes                 \$ 129,702.54
- Southern Palmetto Landscapes     \$ 203,860.00
- Pacific Contractors, LLC             \$ 235,021.00

**NEXT STEPS:** Upon approval of this Contract, Staff will schedule a Project Kick off meeting and Notice to Proceed in May, 2023. Construction for this project would normally take 90 days to complete, however implementation for the walkway areas immediately adjacent to the Rotary Center will have to be coordinated with the Town of Bluffton Special Events Coordinator to avoid any conflicts or disruptions with events already planned for the area.

**SUMMARY:** The implementation of this project is consistent with the Town of Bluffton's Comprehensive Plan and FY 2021-2022 Strategic Plan to support Infrastructure and Community Quality of Life Strategic Focus Areas. Town Staff requests approval of the attached Contract to proceed with the work described above.

**ATTACHMENTS:**

1. Presentation
2. Draft Contract
3. Project Data Sheet
4. Oscar Frazier Park Master Plan
5. Field of Dreams Concept Plan
6. Bid Summary
7. Recommended Motion