

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	April 11, 2023
PROJECT:	Approval to Authorize a Construction Contract with Southern Palmetto Landscapes Inc. for Landscape Improvements at the Oyster Factory Park Parking Lot (Fiscal Impact - \$106,030.47)
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

RECOMMENDATION: Town Staff recommends that Town Council authorize the Town Manager to execute a Contract (Attachment 2) with Southern Palmetto Landscaping Landscapes Inc. for the Oyster Factory Park Landscape Improvements Project. The scope of services includes Planting, Irrigation, Grading, Hardscape, Low Voltage Lighting, Sodding, and other Miscellaneous items needed for the project.

The proposed Contract amount for this work is \$106,030.47 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/DISCUSSION: Oyster Factory Park includes a boat ramp and courtesy dock, boat parking, cookout pavilion, walkways and two historic structures. Oyster Factory Park is home to the Garvin Garvey House as well as the Bluffton Oyster Company, the only hand shucking oyster facility in South Carolina. The Park is comprised of several parcels with some owned by Beaufort County and one co-owned with the Town of Bluffton. The Park is operated through an Intergovernmental Agreement with Beaufort County, with the Town designated to manage all Capital Improvements and maintenance.

A 2015 Master Plan was prepared by Witmer Jones Keefer and approved by Town Council. The Master Plan was updated in 2020 and presented to Town Council at the January 2021 Quarterly Workshop for review and approval. At the workshop, Staff was directed to proceed with the design of the parking area and pedestrian pathways located north of the existing pavilion. Witmer Jones Keefer prepared the Construction Documents for the landscape improvements and an Invitation for Bid was posted in February 2023.

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 3/14/2023, with the results listed in the attached Bid Summary (Attachment 4). Bids were reviewed for accuracy and completeness. Southern Palmetto Landscapes Inc. was determined to be the lowest responsive and responsible bidder. The bid comparison for the scope of work listed above is as follows:

• Southern Palmetto Landscapes Inc	\$ 106,030.47
• The Greenery Inc	\$ 129,969.28
• Hilton Head Landscapes LLC	\$ 130,485.95
• Davis Landscaping LLC	\$ 272,372.00

NEXT STEPS: Upon approval of this Contract, Staff will schedule a Project Kick off meeting in May 2023 with the construction planned to commence in June 2023.

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. Bid Summary
5. Recommended Motion