

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	December 9, 2025
PROJECT:	Approval to Authorize a Construction Contract with Hilton Head Landscapes for Construction of the Buckwalter Place Park, Phases 3 and 4 (Fiscal Impact: \$1,071,496.54)
PROJECT MANAGER:	Pat Rooney, Manager Capital Improvements Program

REQUEST: Staff requests Town Council authorize the Town Manager to execute a contract (Attachment 2) with Hilton Head Landscapes for \$974,087.77 for construction of the Buckwalter Place Park, Phases 3 and 4. Additionally, Staff requests a 10% contingency allowance of \$97,408.77 to cover any unforeseen changes that may arise during construction.

The total fiscal impact for the park construction is \$1,071,496.54 and is within budget for Fiscal Year (FY) 2026 as illustrated on the attached Project Data Sheet (Attachment 3).

BACKGROUND: With the approval of Fiscal Year 2025-2026 Strategic Plan and FY 2026 Budget, Staff completed the design and construction documents for Buckwalter Place Park, Phases 3 and 4 to include three shade sails, two pavilions, fitness area, art area, misting station, a retractable awning for the amphitheater, electrical pedestals for public events, trellis swings and trellis benches.

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 Bidnet Direct account, bid opening and bid review for the lowest priced, qualified, responsive and responsible offeror.

The bid opening was held on 10/30/2025 with two submissions. Hilton Head Landscapes was the only bidder to provide a complete and responsive bid. Post bid communications with Charter Vista confirmed they were missing information, unable to complete the bid sheet and provide other required documents, thus disqualifying their bid.

- Hilton Head Landscapes \$974,087.77
- Charter Vista (*incomplete submittal*) \$807,959.85

NEXT STEPS: Upon approval of this contract, Staff will initiate a pre-construction meeting and plan to commence construction in December 2025, with an approximate 150-day construction period, subject to inclement weather and site furnishing lead times.

SUMMARY: This project originated from the Town of Bluffton's 2025-2026 Strategic Plan. It is supportive of the following Strategic Plan Guiding Principles:

- *Community Quality of Life Guiding Principle #5.* Foster and support place-based initiatives and evaluate community policies, programs, gathering spaces, and events that promote

healthy and quality lifestyles for our diverse citizenry.

Staff requests Town Council authorize the Town Manager to execute the proposed contract with Hilton Head Landscapes for a total fiscal impact of \$1,071,496.54 which includes a 10% contingency and is within FY26 budget.

ATTACHMENTS:

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