



Town of Lake Park Community Redevelopment Agency (CRA)

Agenda Request Form

Meeting Date: November 15, 2023

Originating Department: Public Works

Agenda Title: Request for Authorization for the Community Redevelopment Agency (CRA) Executive Director to Encumber and Expend Funds from the CRA Budget and Accept Two Proposals for ACME Barricades to Provide Maintenance of Traffic Services During the 2023 Holiday Display.

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake
Park, ou=Town Manager,
email=jdagostino@lakeparkflorida.gov,
c=US
Date: 2023.11.10 16:00:09 -05'00' **Date:** _____

Cost of Item: \$19,000.00 **Funding Source:** Contractual Services

Account Number: 110-55-552 **Finance Signature:** Jeffrey P. Duvall Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou,
email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.11.09 11:24:44 -05'00'

520-34000

Advertised:

Date: October 24, 2023 **Newspaper:** Town Website

Attachments:

1. Agenda Request Form
2. ACME Barricades Quote
3. ACME Barricades Quote (for 12/31/23 and 1/1/24)
4. Maintenance of Traffic Plan
5. Notice of Intent to Award Letter

Please initial one:

 X Yes, I have notified everyone

 Not applicable in this case

Summary Explanation/Background:

The Board of Commissioners of the Town of Lake Park Community Redevelopment Agency (CRA) is committed to creating an outstanding and welcoming atmosphere in its Downtown District. Additionally, the CRA recognizes the need to implement initiatives that would boost business activity and attract visitors to its Downtown District.

This strategy is consistent with Lake Park's Redevelopment Goal No. 1-1.F. of the CRA's Master Plan, which permits the Agency to "*Create signature events that encourage residents and visitors to shop, live, work and play in Lake Park.*"

It is with that understanding, that the CRA Executive Director earlier engaged Agency staff to prepare and publish a Request for Proposal (RFP 116-2023) seeking contractors to provide additional holiday lighting and decorating services on the 700, 800, and 900 blocks of Park Avenue.

To maximize the public's enjoyment of the Holiday Display, business activity, and the safety of pedestrians and motorists, Agency staff published an RFQ for contractors to provide Maintenance of Traffic (MOT) during the event. RFQ 123-2023 was advertised from October 24 to November 1, 2023.

On October 25, 2023, Agency staff received one (1) fully responsive submittal from ACME Barricades, LC (the "Contractor"). The Contractor's cost for providing the services from December 1, 2024, through December 30, 2023, is \$15,000.00.

Subsequently, Agency staff recommended to the Executive Director extending the final weekend of the Holiday Display to include Sunday, December 31, 2023, and January 1, 2024 (New Year's Day). ACME has provided an estimate in the amount of \$4,000.00 to provide the services on the two additional evenings.

The total cost for the provision of MOT services is **\$19,000.00**.

The contractor is prepared to perform the services specified in the RFQ, which will facilitate an on-schedule start for holiday celebrations in the Town.

Finally, the CRA Executive Director recommends approval.

Recommended Motion:

I move to authorize the Executive Director to Encumber and Expend \$19,000.00 from the CRA Fund Budget and Accept Two Proposals for ACME Barricades to Provide Maintenance of Traffic Services During the 2023 Holiday Display.