



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 2, 2026

Originating Department: Public Works

Agenda Title: Resolution 75-09-26 – Agreement (RFP#122-2026) Kelsey Park Fitness Trail Exercise Equipment Replacement Project (Phase 2 – South-Side of Kelsey Park) – Reshaping - Allgrade, Inc. - \$12,000

Approved by Town Manager: _____ **Date:** _____

Cost of Item:	<u>\$12,000</u>	Funding Source:	<u>Public Improvement Fund</u>
Account Number:	<u>160-559-160-63000</u>	Finance Signature:	<u>Barbara A. Gould</u>

Advertised:

Date: July 14, 2026 **Newspaper:** Town Website

Attachments:

Resolution 75-09-26

Agreement with Allgrade, Inc.

Allgrade, Inc. Proposal

Request for Proposals No. 122-2026, Kelsey Park Fitness Trail Reshaping – Phase 2 – South-Side of Kelsey Park

Submitted Price Proposals

Please initial one:

_____ Yes, I have notified everyone.

JM Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified the need to enter into an agreement with Allgrade, Inc. for the excavation, reshaping, grading and preparation of the existing fitness trail pathway at Kelsey Park (Phase 2 – South Side of Park).

Note: The excavation, reshaping, grading and preparation of the existing fitness trail pathway at Kelsey Park (Phase 1 – North-Side of Kelsey Park), in the amount of \$15,600, was approved by the Town Commission on June 3, 2026 (Resolution 44-06-26). At that time, staff did not notify the Town Commission that this was a multi-phase project where both phases were/would be competitive bid/solicited by the Town individually. Thus, if Phase 2 is approved, both Phases would total \$27,600

with Allgrade, Inc. serving as the contractor for both Phases.

The proposed project is planned to include the replacement of existing fitness equipment and additional site preparation activities necessary on the south side of Kelsey Park to complete the project. However, before the new exercise equipment can be installed, the existing walk-and-run pathway must be reshaped to provide a safer, more uniform trail surface and to accommodate the required clear use zones for the new equipment.

Note: The proposed scope of work, if approved, would include the following: recutting walking paths on the south side of the park, creating new and existing workout areas, stockpiling vegetation and old mulch, spreading excess vegetation and mulch, loading material for haul-away, and spreading new mulch within the walking paths and workout areas. Further, the Town would be responsible for providing the mulch and for hauling vegetation, if necessary.

As a result of the need to complete the pathway work on the south side of the park before the new exercise equipment can be installed, the Town issued a Request for Proposals (RFP #122-2026 – July 14, 2026) in accordance with the Town's Procurement Policy. The intent of this RFP was to solicit competitive pricing from qualified contractors to provide labor, supervision, equipment, tools, materials, transportation, traffic control, and related services necessary to excavate, reshape, and grade the existing south-side fitness trail pathway and install new mulch to support the Kelsey Park Fitness Trail project. Following the completion of this work, the installation of the new equipment will then be completed (not included in the proposed cost and/or competitive bid outlined within this Agenda Item).

The Town received one (1) proposal in response to Request for Proposals No. 122-2026:

- Allgrade, Inc. - \$12,000

Note: This proposal has been reviewed and, according to the Public Works Department, is in accordance with the Town's procurement policy and the proposed scope of work and requirements established within the solicitation documents; thus, the Public Works Department has determined that Allgrade, Inc. provided a responsive proposal for Phase 2, in the amount \$12,000.

To ensure the lowest possible price, staff recommends that the Town enter into an Agreement with Allgrade, Inc., in the amount of for \$12,000. If approved, the Town Commission will accept Allgrade, Inc.'s bid including all terms, conditions and pricing contained in the existing agreement. The Town will not expend more than the amount within the approved budget as it may be adopted or amended each year for these goods and services over the term of the contract.

The proposed purchase follows the Town of Lake Park's Purchasing Code, Sec. 2-246, Thresholds for the Procurement of Goods and Services:

1. For goods and services with a value greater than \$10,000, but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods and the response forms to be used by Offerors in response to the request for quotation (RFQ).

Note: Various documents related to the original competitive process RFP #122-2026 are attached and/or available for review from the Town Clerk's Office, including but not limited to the solicitation notice, scoring matrix, proposal documents, and advertisement as required.

Funding to support the Kelsey Park Fitness Trail Exercise Equipment Replacement Project is available within the approved FY 2026 Budget utilizing various revenue sources [i.e., Community Development Block Grant (CDBG) funding (\$41,558) and the Town of Lake Park Public Improvement Fund (\$106,205.45)]. The total costs associated with this project are as follows:

- Kelsey Park Fitness Trail Equipment Replacement: \$92,155
- Phase 1 – North-Side trail reshaping (Completed): \$15,600
- Phase 1 – North-Side mulch (Completed): \$ 3,120
- Phase 2 – South-Side trail reshaping (Proposed Cost): \$12,000
- Phase 2 – South-Side mulch (Proposed Costs): \$ 3,120

Note: All work associated with Phase 1 – North-Side of Kelsey Park has been previously approved and completed. Additionally, the fitness equipment has been competitive bid and approved by the Town Commission (ITB #101-2026 – Kelsey Park Fitness Trail Equipment Replacement. Thus, if Phase 2 is approved, the total project cost (Phase 1 & Phase 2) is expected to be \$125,995 – resulting a total project savings of \$21,768.45 from the expected funding from the Town’s Public Improvement Fund.

The proposed Phase 2 Agreement with Allgrade, Inc., if approved, will be funded from the Town of Lake Park Public Improvement Fund.

If approved, the proposed project is expected to be completed within ten (10) days from the Notice To Proceed by the Public Works Department.

The proposed agreement was prepared by the Project Manager - Capital Projects and reviewed by the proposed vendor, Allgrade, Inc., as well as the Public Works Director, the Grant Writer/Chief Public Information Officer, the Special Events Director, the Finance Director and the Town Attorney.

The Town has previously worked with Allgrade, Inc. and they provided a good product and excellent customer service.

Recommended Motion:

I move to approve Resolution 75-09-26 and authorize an Agreement with Allgrade, Inc. to support the Kelsey Park Fitness Trail Exercise Equipment Replacement Project – Reshaping – Phase 2, in the total amount of \$12,000; and authorize the Mayor to execute the proposed Agreement.