



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** December 20, 2023

**Originating Department:** Public Works

**Agenda Title:** Resolution of the Town Commission of the Town of Lake Park, Florida, Authorizing and Directing the Town Mayor to Execute a Professional Services Agreement between the Town of Lake Park and Cotleur & Hearing Landscape Architecture, LLC for the provision of Continuing Professional Services on an as-needed basis.

**Approved by Town Manager:** Bambi McKibbon-Turner

Digitally signed by Bambi McKibbon-Turner  
DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park,  
ou=Assistant Town Manager/Human Resources  
Director, email=btturner@lakeparkflorida.gov, c=US  
Date: 2023.12.08 15:49:19 -05'00'

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**Cost of Item:** N/A **Funding Source:** N/A

**Account Number:** N/A **Finance Signature:** N/A

**Advertised:** N/A  
**Date:** N/A **Newspaper:** N/A

**Attachments:** 1. Agenda Request Form (ARF)  
2. Resolution  
3. Professional Services Agreement – Cotleur & Hearing  
4. Maintenance of Traffic Plan – Cotleur & Hearing

**Please initial one:**

DB

Yes, I have notified everyone

Not applicable in this case

**Background\Summary Explanation:**

In the course of providing services to the Town of Lake Park residents, the Town requires and utilizes the services of Professional Consultants on an as-needed basis.

The Professional Consultants are contracted pursuant to the Consultants Competitive Negotiation Act (CCNA) as stipulated in Florida Statutes, Section 287.055. The Town's current CCNA Agreements expire at the end of November 2023.

The Town developed and advertised a Request for Qualifications of Professional Consultant Services (RFQ #107-2023) and on July 23, 2023 received bidder proposal packages. After review and analysis, the Town has selected responsive submitters to be awarded Continuing Contracts for Professional Services in accordance with Florida's Consultants Competitive Negotiations Act, and the terms and conditions and specifications contained in the Request for Qualifications.

The presented Consultant Services Agreement is for a 3-year period with two additional, two-year term extensions by mutual consent.

The Town Manager has recommended to the Town Commission of Lake Park that it is in the best interest of the Town to enter into an agreement with Cotleur & Hearing Landscape Architecture, LLC, for the awarded Professional Consulting Services.

**Recommended Motion:**

I move to adopt Resolution No.\_\_\_\_\_.