



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 06, 2025

Originating Department: Public Works

Agenda Title: Resolution 47-08-25 – Agreement for Professional Architectural Services – Historic Town Hall Preservation Project – TFH Architectural Services, LLC.

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

Cost of Item: \$29,900.00 **Funding Source:** Grant – Historical Resources/PBC Discretionary Surtax

Account Number: 301-337.715/301-338.100 **Finance Signature:** Barbara A Gould

Advertised:
Date: June 01, 2025 **Newspaper:** Palm Beach Post

Attachments:
1) Resolution 47-08-25
2) Agreement – Professional Architectural Design Services – TFH Architectural Services

Please initial one:
____ Yes, I have notified everyone.
X Not applicable in this case

Summary Explanation/Background:

The Town of Lake Park has been awarded a FY 2025 Small Matching Grant from the Florida Division of Historical Resources (FDHR) to address preservation and code-compliance needs/improvements within the historic 1927 Town Hall in the amount of \$15,281 (design and engineering services). The grant requires a 50% local match (\$15,281), providing a total available design budget of \$30,562.

As a result, June 01, 2025, the Town issued a Request for Qualifications (RFQ) for Building Preservation and Compliance Improvements to Lake Park Town Hall (RFQ #114-2025). The intent of this RFQ was to select an engineering firm (or multiple firms) to assist the Town with the construction of various improvements to the Town's historic Town Hall building.

Following the closing of the RFQ on June 26, 2025, the Town received qualification packages from four (4) firms:

- 1) TFH Architectural Services, LLC
- 2) RJ Heisenbottle
- 3) GHP Architecture
- 4) WGI Inc

An Evaluation Committee met on July 16, 2025, and consisted of John Wille, Project Manager, Dwayne Bell, Sanitation Foreman, Paula LeBlanc, Executive Assistance, and Howard Butts, Infrastructure Foreman.

The evaluation committee reviewed all qualification packages and ranked all firms based on various evaluation criteria, including but not limited to Public Sector Experience and similar projects. As a result, the top three (3) firms are being recommended to the Town Commission to negotiate a Building Preservation and Compliance Improvements to Lake Park Town Hall Agreement with the top ranked firm.

The top three (3) firms recommended under the RFQ #114-2025 are as follows:

- 1) TFH Architectural Services, LLC
- 2) RJ Heisenbottle
- 3) GHP Architecture

A Notice to Negotiate with the TFH Architectural Services, LLC was prepared and published on July 22, 2025. As of this publishing, no protests have been filed.

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ #114-2025 and published addendums and the RFQ Advertisement.

If approved, the Town of Lake Park would accept TFH Architectural Services' approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

In an effort to begin the design phase, TFH Architectural Services, LLC submitted the highest ranked qualification package (RFQ #114-2025 – Building Preservation and Compliance Improvements to Lake Park Town Hall), offering the requisite experience to perform full architectural design, permitting and limited construction-administration services.

Key scope of work items include:

- Replacement of two (2) deteriorated exterior doors at the rear of Town Hall
- Installation of impact-rated glass in the prominent fixed window assembly on the south façade
- Addition of a protective awning over the west-side main public entrance

- Design of ADA-compliant sidewalks, landings and ramps to serve the Commission Chambers rear entrance

If approved, Town staff would recommend the Town Commission approve a proposed Professional Architectural Services Agreement with TFH Architectural Services, LLC, to complete various improvements within the Town's historic Town Hall building, in the amount of \$29,900.

The proposed Agreement was prepared utilizing the Town's standard template and reviewed by the Public Works Director, the Project Manager - Capital Projects, the Grant Writer/Chief Public Information Officer, the Finance Director and the Town Attorney.

If approved, the Town will issue a Notice to Proceed to the selected engineering firm, TFH Architectural Services, to begin the project design and development of the required construction bid-ready documents. The proposed engineering/design and project permitting is expected to be completed by January, 2026 (5 months).

Note: The intent of this RFQ and the selection of a firm to provide the Town with professional engineering services to complete the proposed improvements within the Town's historic 1927 Town Hall. Prior to commencing with any work under this Agreement, if approved, would require a work authorization/notice to proceed to be completed by both parties, which would include a scope of work, pricing, schedule to complete, etc.

Additional Note: During the design process, the Public Works Department is planning to work with the selected engineering firm, Town Staff and the Palm Beach Sheriff's Office (PBSO) to identify opportunities to ensure that the Commission Chambers provide for a safe and convenient environment for the Commission, staff and the community. This process may result in a change order and/or the need for additional funding depending on the design options that may be presented.

Recommendation

I move to approve Resolution 47-08-25 – Agreement for Professional Architectural Services with TFH Architectural Services, LLC. to provide design and permitting services to support the Historic Town Hall Preservation Project, in the amount of \$29,900; and to authorize the Mayor to execute the Agreement.