



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 3, 2026

Originating Department: Public Works

Agenda Title: Resolution 44-06-26 – Agreement (RFP#114-2026) Kelsey Park Fitness Trail Exercise Equipment Replacement Project – Reshaping - Allgrade, Inc. - \$15,600

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

Cost of Item: \$15,600 **Funding Source:** Public Improvement Fund

Account Number: 160-559-160-63000 **Finance Signature:** Barbara A. Gould

Advertised:

Date: April 15, 2026 **Newspaper:** Town Website

Attachments: Resolution 44-06-26

Agreement with Allgrade, Inc.

Allgrade, Inc. Proposal

Request for Proposals No. 114-2026, Kelsey Park Fitness Trail Reshaping

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.

The proposed project is planned to include replacement of existing fitness equipment and additional site preparation activities necessary 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, 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 before the new exercise equipment can be installed, the Town issued a Request for Proposals (RFP #114-2026 –10/30/2025) in accordance with the Town’s Procurement Policy. The intent of this RFP is to solicit competitive pricing from qualified contractors to provide labor, supervision, equipment, tools, materials, transportation, traffic control, and related services necessary to reshape and widen the existing fitness trail pathway and construct the new exercise equipment clear use zones 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 two (2) proposals in response to Request for Proposals No. 114-2026:

- Allgrade, Inc. - \$15,600
- Sunshine Land Design - \$54,880

Note: All proposals were reviewed in accordance with the proposed scope of work and requirements established within the solicitation documents and it was determined that Allgrade, Inc. was the most responsive, low-price proposal in the amount \$15,600.

To ensure the lowest possible price, staff recommends that the Town enter into an Agreement with Allgrade, Inc., in the amount of for \$15,600. 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 #114-2026 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 total project cost (including the proposed pathway work and the purchase and installation of the new fitness equipment) is expected to be approximately \$131,755 and is available within the approved FY 2026 Budget (utilizing various revenue sources):

- Community Development Block Grant (CDBG) Sub-Recipient Funding \$41,558
- Town of Lake Park Public Improvement Fund – FY 2026 Budget \$90,197

Note: The remaining cost for this project (\$116,155) will be competitively bid and will be brought to the Town Commission for consideration and approval in accordance with the Town’s procurement policy and state and federal purchasing requirements. The proposed fitness equipment for this project has been competitive bid as an Invitation to Bid (ITB #101-2026 – March 25, 2026) and approved by the Town Commission in the amount of (\$92,155). Thus, the remaining funding for this project (\$24,000) is expected to support the cost to install and complete the project as required by CDBG and Palm Beach County.

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.

Although the Town has not previously worked directly with Allgrade, Inc., staff confirmed that the vendor has performed work for local government agencies (i.e., Palm Beach County) and has received positive feedback.

Recommended Motion:

I move to approve Resolution 44-06-26 and authorize an Agreement with Allgrade, Inc. to support the Kelsey Park Fitness Trail Exercise Equipment Replacement Project - Reshaping, in the total amount of \$15,600; and authorize the Mayor to execute the proposed Agreement.