



Public Works  
Department

November 30, 2022

Mr. Jonathan Brown  
Director  
Department of Housing and Economic Development  
100 Australian Avenue – 5<sup>th</sup> Floor  
West Palm Beach, Florida

**RE: REQUEST FOR PERFORMANCE DATE TIME EXTENSION**  
**Grant #: CDBG R2022 1211**  
**West Ilex Park Playground Equipment Replacement**

Mr. Brown,

Please allow this letter to serve as our formal request for a time extension of the “Award Construction Contract by” date of December 31, 2022 as outlined in the CBDG Grant #R2022 1211 agreement with the Town of Lake Park.

We are requesting an extension of this date to January 18, 2023.

Our proposed Playground Equipment Replacement project is in-progress and we issued an invitation to bid (ITB) with price proposal submittals due on December 13, 2022. Our proposed award date was December 21, 2022.

Due to the proximity to the Christmas holiday season, the Town management team has decided to cancel the Town Commission meeting that was scheduled for December 21, 2022; the result of this cancellation means that the project award date will be pushed to January 18, 2022 Town Commission meeting.

This eighteen (18) day time extension is not expected to impact any of the other project performance requirements or the overall project schedule.

Once the project is awarded we will look to get the play equipment materials ordered and we fully expect to meet **the July 15, 2023 - 50% Expenditures Reimbursement Requirement** and we are committed to the completion of this project well before the November 2023 Performance Requirement date.

Based on the delay referenced above, we ask for your favorable consideration of our request for a time extension to the “Award Construction Contract by” Performance Requirement to the new date as identified below:

<b>Performance Requirements:</b>	<b>Current Schedule</b>	<b>Requested Schedule</b>
Award Construction Contract by:	December 31, 2022	<b>January 18, 2022</b>
Submit 50% Reimbursement Request by:	July 15, 2023	<b>No Change</b>
Complete Construction by:	November 2023	<b>No Change</b>
Submit 100% Final Reimbursement (no later than):	December 31, 2023	<b>No Change</b>

650 Old Dixie Highway  
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The Town is excited to deliver this new playground replacement project to our residents and we are motivated to proceed with the construction phase of this project as soon as possible.

Thank you for your consideration of our request for a time extension to the Performance Requirements deadlines.

Feel free to contact me with any questions.

Respectfully,

**Town of Lake Park**

ROBERTO F. TRAVIESO, MPA  
Director of Public Works

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