



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 3, 2025

Originating Department: Community Redevelopment Agency (CRA)

Agenda Title: Resolution 53-09-25 - Phase 1 - Master Plan Agreement - Bert Bostrom Park - Wannamaker Jenson Architects - \$117,230

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

Agenda Category (i.e., Consent, New Business, etc.):

New Business

Cost of Item: \$117,230 **Funding Source:** Improvements Other Than Building

Account Number: 110-55-552-520-63000 **Finance Signature:** Barbara A. Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Resolution, Contract

Please initial one:

_____ Yes I have notified everyone

AJ _____ Not applicable in this case

Summary Explanation/Background:

On March 6, 2025, the Town issued a Request for Qualifications (RFQ #108-2025) for Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park. The intent of this RFQ was to select a team of design/engineering professionals to assist the CRA with developing a community-led design and improvements for Bert Bostrom Park (i.e., playground, sports and/or multi-purposed facilities/fields, Community Center, etc.).

An Evaluation Committee recommended Wannamaker Jenson Architects as the highest ranking team, which was later approved by the CRA Board on June 4, 2025. As a result, staff has been working with the proposed firm on a proposed schedule to complete the proposed work.

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 108-2025 and published addendums, RFQ Advertisement, Resolution to negotiate with top firm, etc.

Thus, the selected architectural firm is being recommended that this project be completed in four (4) phases:

Phase 1: Master Planning and Community Engagement
Phase 2: Design of Community Center and other park elements
Phase 3/4: Construction

The proposed total project cost for Phase 1 is \$117,230. Funding is available in the FY2025 and FY2026 CRA Budget. The remaining Phases will be proposed for consideration in future CRA budgets.

Note: Final design and construction funding is expected to be determined based on the amenities/facilities that are approved within the final (approved) Master Plan for Bert Bostrom Parks. This funding may include, but is not limited to CRA TIF funding, Town Funding, CRA Bond issuance, Federal, State or Local Grants, private contributions/sponsorships, etc.

The proposed Agreement for Master Planning Services was prepared by the CRA Administrator Director and reviewed by Town's proposed firm, Wannamaker Jenson Architects, the Finance Director, and the Town Attorney.

Recommended Motion:

I move to approve Resolution 53-09-25 to enter into a Phase 1 - Master Plan Agreement for Bert Bostrom Park with Wannamaker Jenson Architects in the amount of \$117,230; and to authorize the CRA Chair to execute the proposed Agreement.