



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 17, 2025

Originating Department: Public Works

Agenda Title: Resolution 102-12-25 – Agreement - Kelsey Park Splash Pad. (RFQ #121-2025) - Professional Architectural Design and Consulting Services - Kimley-Horn and Associates, Inc. - \$123,125.65

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

Cost of Item:	<u>\$123,125.65</u>	Funding Source:	<u>Special Project Fund/Public Improvement Fund</u>
	<u>301-572-301-63808 - \$25,000</u>		
	<u>160-559-160-63808 - \$98,125.65</u>	Finance Signature:	<u>Barbara A. Gould</u>

Advertised:

Date: 08/24/2025 **Newspaper:** Palm Beach Post

Attachments: 1) Resolution to Execute an Agreement with Kimley-Horn Associates

2) Architectural Services Proposal from Kimley-Horn Associates

Please initial one:

XX Yes, I have notified everyone.

_____ Not applicable in this case

Summary Explanation/Background:

On August 19, 2025, the Town issued Request for Qualifications (RFQ #121-2025) for Professional Architectural Design and Consulting Services for the Kelsey Park Splash Pad Project, in accordance with the Town's Purchasing Code and Florida's Consultants' Competitive Negotiation Act (CCNA), Chapter 287.055, Florida Statutes.

An Evaluation Committee recommended Kimley-Horn and Associates as the highest ranked firm. As a result, staff has been working on a proposed Agreement to complete the outlined scope of work for the proposed Kelsey Park Splash Pad Project.

The scoring results were as follows:

1. Kimley-Horn and Associates – 482 points
2. Cotleur & Hearing – 392 points
3. Hi Q Designs – 384 points

On October 22, 2025, the Town Commission approved the evaluation committee's ranking for RFQ #121-2025 and authorized the Public Works Director to negotiate with the top-ranked firm, Kimley-Horn and Associates (Resolution #83-10-25).

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 121-2025 and published addendums, RFQ Advertisement, Resolution to negotiate with top firm, etc.

As a result, negotiations with Kimley-Horn and Associates have been completed, and staff is requesting the Town Commission to consider a proposed Professional Architectural Design and Consulting Services for the proposed Kelsey Park Splash Pad Project in the amount of \$123,125.65. The proposed Agreement, if approved, would include scope definition, design development, construction document preparation, permitting coordination, and engineering support services necessary for the completion of the proposed Kelsey Park Splash Pad Project.

Funding for this project is being provided by the Town of Lake Park, \$123,125.65, and a Community Development Block Grant (CDBG – Sub-Recipient - \$400,916) through the Palm Beach County Department of Housing and Economic Development (DHED).

The proposed Agreement was prepared by the proposed firm, Kimley-Horn and Associates, and reviewed the PBC DHED, the Public Works Director, the Project Manager - Capital Projects, the Grant Writer/Chief Public Information Officer, the Special Events Director, the Finance Director, and the Town Attorney.

The Town has previously worked with Kimley-Horn and Associates, Inc. on multiple projects, including the Street Light Study, and they have consistently provided quality work and responsive customer service.

Recommendation:

I move to approve Resolution 102-12-25 and approve an Agreement with Kimley-Horn and Associates for Professional Architectural Design and Consulting Services to support the Kelsey Park Splash Pad Project, in the amount of \$123,125.65; and authorize the Mayor to execute the proposed Agreement.