



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Community Redevelopment Agency (CRA)

Agenda Title: Resolution – Agreement - Specialized Landscaping Services – CRA District - Chris Wayne and Associates - \$188,250 annually (\$15,687.50 per month)

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

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

Cost of Item: \$188,250 **Funding Source:** Contractual Services

Account Number: 110-552-520-34000 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Resolution, Agreement, Pricing and Schedule

Please initial one:

_____ Yes I have notified everyone

AJ Not applicable in this case

Summary Explanation/Background:

On September 3, 2025, the Town Commission accepted the rankings of the Evaluation Committee for RFQ #116-2025 for Specialized Landscape Maintenance Services - Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA Parking Lot, and Bert Bostrom Park, which was issued on June 15, 2025, and closed on July 22, 2025. As a result, staff is requesting the CRA Board to consider an agreement between the CRA and Chris Wayne and Associates in the amount of \$188,250.

The proposed agreement would follow the Town of Lake Park's Procurement Policy - 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 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 116-2025 and published addendums and the RFQ Advertisement, as required.

To ensure the lowest possible price, staff is recommending that the Town enter into a three (3) year agreement with two (2) additional one-year extensions with Chris Wayne and Associates in the amount of \$188,250 annually (\$15,687.50 per month). If approved, the Town Commission would accept Chris Wayne and Associates' 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.

Funding to support this project is available within the FY 2026 Budget – CRA Fund. This funding is generally provided by the Town's Tax Increment Financing (TIF) revenues.

If approved, the new vendor is expected to begin providing landscaping services on October 9, 2025, through September 30, 2028.

The proposed Agreement was prepared by the Town's CRA Administrator and reviewed by the Public Works Director, the proposed vendor, Chris Wayne and Associates, the Finance Director and the Town Attorney.

The Town has previously worked with the proposed vendor, and they have provided a quality product and good customer service.

Recommended Motion:

I move to approve Resolution 74-10-2025 and enter into a three (3) year Agreement with Chris Wayne and Associates for Specialized Landscaping Services within the CRA District, in the amount of \$188,250 annually (\$15,687.50 per month); and authorize the CRA Chair to execute the proposed Agreement with Chris Wayne and Associates.