

STAFF REPORT REGULAR MEETING

AGENDA DATE: January 16, 2024

DEPARTMENT: Leisure Services

TITLE:

Community Development Block Grant Project Agreement Amendment 002 for Memorial Park Improvements Phase II

SUMMARY:

Palm Beach County entered into Agreement R2022-1210, as amended, with the City to provide \$306,691 in Community Development Block Grant (CDBG) funds for Phase II of the Memorial Park Improvements project. Amendment 002 to the CDBG Project Agreement modifies the performance benchmark date for completion of the improvements and submission of 100% of reimbursement request of CDBG funds specified in the Agreement from December 31, 2023 to May 31, 2024.

BACKGROUND AND JUSTIFICATION:

Palm Beach County and the City entered into an Agreement R2022-1210, effective October 1, 2022, to provide \$306,691 in Community Development Block Grant (CDBG) funds for the Memorial Park Improvements Phase II Improvements project. This Agreement sets forth the terms and conditions for the use of this funding, including project performance requirements.

Amendment 001 to the CDBG Project Agreement R2023-0309 modified the performance benchmark date for the award of the construction contract for the improvements specified in the Agreement. As a result of delays experienced during the design phase, it was necessary to extend the original performance requirement date for the award of the construction contract from December 31, 2022 to March 31, 2023. This allowed sufficient time to develop the scope of work and conduct the procurement process for a qualified contractor to perform the improvements.

Amendment 002 to the CDBG Project Agreement modifies the performance benchmark date for completion of the improvements and submission of 100% reimbursement request by extending it from December 31, 2023 to May 31, 2024. This was necessitated as a result of delays experienced in the submission of product design specifications for review by the architect that resulted in numerous product substitutions that in turn had to undergo the approval process. In addition, the construction plans initially submitted by architect were incomplete and required several modifications in order to be approved by the City. These issues have caused delays in the implementation phases of the project.

This action will allow the City to remain in compliance with the terms and conditions of the Agreement. No additional funding will be required for the project.

MOTION:

Move to approve/disapprove Amendment 002 to the CDBG Project Agreement R2022-1210 and authorize the Mayor to execute three originals of Amendment 002 to the Agreement.

ATTACHMENT(S):

Fiscal Impact Analysis – N/A
Amendment 002