

STAFF REPORT REGULAR MEETING

AGENDA DATE: June 3, 2025

DEPARTMENT: Public Works

TITLE:

Amendment No. 1 to Task Order No. 3 for Song & Associates, Inc.

SUMMARY:

This task order amendment authorizes Song & Associates, Inc. to add the services of roofing sub-consultants to the existing task order No. 3 for the Youth Empowerment Center Renovation Project at a cost not to exceed \$30,000.00

BACKGROUND AND JUSTIFICATION:

The Youth Empowerment Center Renovation Project is an approved Community Development Block Grant (CDBG) project administered by the Palm Beach County Department of Housing and Economic Development. The City recently submitted a request to amend the grant agreement to include the replacement of the Osborne Community Center roof, located on the same parcel, due to the roof reaching the end of its useful life. This request was approved.

This task order amendment authorizes Song & Associates, Inc., the architect of record for the project, to engage roofing sub-consultants under task order No. 3. The amendment includes design and construction services for the Osborne Community Center roof replacement and upgrades the roofing material for the Youth Empowerment Center from shingles to roofing tiles.

The cost of this amendment is not to exceed \$30,000.00, bringing the total task order amount to \$67,330.00.

MOTION:

Move to approve/disapprove Amendment No. 1 to Task Order No. 3 for Song & Associates, Inc.

ATTACHMENT(S):

Fiscal Impact Analysis

Amendment No. 1 to Task Order No. 3

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$30,000.00	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact (If not budgeted)	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

	Contract Award - Existing Appropriation (Budgeted)
	Expenditure
Department	Public Works
Division	Admin
GL Description	Contractual Services / Other Contractual Service
GL Account Number	001-5010-519.34-50
Project Number	N/A
Requested Funds	\$30,000.00
Remaining Balance	\$36,782.04
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	General Fund