



Housing and
Economic Development

Capital Improvements, Real Estate &
Inspection Services

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www.pbc.gov/hed

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May 6, 2026

Ms. Teanna McKay
Director of Leisure Services
City of Lake Worth Beach
17 South M Street
Lake Worth Beach, FL 33460

**Re: DHED Approval for Construction Contract Award
CDBG Agreement R2025-1485 10/1/25
City of Lake Worth Beach – Tropical Ridge Fitness Park Improvements
CDBG Funding amount \$311,618**

Ms. McKay,

The Department of Housing and Economic Development (DHED) is in receipt of the City of Lake Worth Beach recommendation to award the above-referenced project to **Lanier Plans, Inc. dba KorKat in the amount of \$238,579.00**. The procurement and contract award process are in compliance with Federal Requirements. **DHED approves this award recommendation subject to the following:**

1. **Bid Protest Period:** The City has confirmed that a 5-day protest period has been completed and that no protests were received.
2. **Contract:** Submit a copy of the Executed Construction Contract.
3. **Contractor insurance requirements** (see insurance requirements in the County Agreement).
4. **Federal Requirements:** Ensure that the Executed Contract, and all subcontracts, contain the "Requirements for Federally Funded Projects Part 1 and Part 2", as well as the applicable wage decision:

FL20260130 Mod 0 Heavy 01022026

The bid opening date for this project was 3/24/2026. If the contract is awarded more than 90 days after the bid opening date, and if at that time the applicable wage decisions have been changed or modified, the modifications must be incorporated into the contract and subcontract documents.

5. **DBRA/ Preconstruction Meeting:** DHED shall conduct a meeting for Federal Requirements, Davis Bacon and Related Acts (DBRA), Buy American Preference and Section 3 Requirements before project start. This meeting may be incorporated into the project Preconstruction Meeting.
6. **Notice to Proceed:** Provide DHED with a copy of the Notice to Proceed.
7. **Construction Schedule:** Within thirty (30) days from the execution of the construction contract, provide a copy of the contractor's construction schedule
8. **Funding Level and Expenditure of Funds:** DHED will fund the project up to **\$311,618** presently available in this project's budget, in the form of a reimbursement to the City. The City shall be responsible for any costs beyond this amount.

To receive reimbursement, the City must submit documentation evidencing the City's expenditure which shall consist of the contractor's payment request and a schedule of values showing the completed work (such as AIA form G702 & G703) signed by the contractor and the project architect/engineer, and proof of payment. The City shall provide a reimbursement request letter, on City letterhead, referencing the name of the project, the date of the funding Agreement with the County and/or its document number, and containing a statement requesting the payment or reimbursement and its amount, as well as the name and signature of the person making the request.

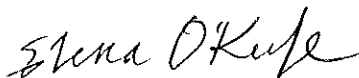
After the City has satisfactorily submitted all necessary project closeout documentation to DHED, the City shall obtain written approval from DHED before releasing final payment or retainage to the Contractor.

9. **Contract Award Report:** The Contractor shall submit form HUD2516 - Contract Award Report. Provide information for the prime contractor and all known subcontractors at that time. With the final payment request, the Contractor shall provide a final Contract Award Report.
10. **Subcontractor Required Forms:** The Contractor shall submit a completed "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Participant" form and a "Statement of Acknowledgment" form, for each Subcontractor.
11. **Certified Payrolls:** The Prime Contractor and all Subcontractors shall register with Elation Labor Compliance Reporting System and upload all payrolls on a weekly basis. The City is responsible for approving the payrolls once uploaded to the Elation System, DHED to provide a log-in and password for City staff.
12. **Worker Interviews:** The City shall perform on-site interviews of the Contractor's laborers and mechanics and provide interviews to DHED.

13. **Construction Retainage**: As required by our agreement, the City must apply a retainage at each progress draw up to the maximum percentage allowed by Florida law. Retainage shall be released in conjunction with the final draw upon satisfactory completion of the project. Also according to our agreement, do not release such retainage until you have obtained approval from DHED that the contractor and subcontractors have complied with the requirements of Section 3 and Davis-Bacon and Related Acts.
14. **Section 3**: With the final reimbursement request, the City shall submit a Section 3 Efforts Report, advising DHED of the City's efforts to comply with the Section 3 requirements applicable to this project.
15. **BABA Determination Checklist**. This project is subject to the Buy American Preference of the Build America, Buy America Act (BABA) for all materials, unless exempted by a waiver. Submit the BABA Project Determination Checklist.
16. **Reports and Meetings**: Project reports should reflect projected and actual project expenditure as well as the amount of total project funding, including non-CDBG funds. There will also be a monthly meeting or conference call to discuss the project progress on the 2nd Friday of each month at 10.00am.

Should you require any further information on the above, please contact me at 561-233-3616, eokeyfe@pbc.gov.

Sincerely,



Elena O'Keefe
Housing Program and Project Manager

Cc Bud Cheney, Director CIREIS