



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Greg Minor, Director of Parks and Facilities; George Barber, Chief Procurement Officer

**DATE:** October 17, 2024

**RE:** Award of Bid: Sacrifice Park improvements – Bid 50-0-2024 – Parks and Facilities Department (Doug Wilson Enterprises, Inc. - \$241,621).

### **SUMMARY:**

#### **Background**

The Procurement Department solicited bids for Sacrifice Park Improvements. This project will consist of improvements to Sacrifice Park located at 120 Malabar RD SE, Palm Bay, FL 32907. The improvements include a three-sided obelisk representing all first responders (Police, Fire, and Emergency Medical Technicians), a memorial wall, a flagpole opposite the obelisk, inlaid LED “thin blue line” light feature, engraved Pledge of Allegiance, landscaping, uplighting, benches, and the Johnson and Grogan Memorial Amphitheater (RCP prefabricated, owner furnished).

The bid was advertised for thirty-eight (38) days and broadcast to approximately 2,432 vendors, of which fifty-three (53) downloaded the plans. Three (3) bids were received, and the Procurement Department staff reviewed the apparent lowest bidder (Doug Wilson Enterprises, Inc) for responsiveness and deemed the Contractor responsive. The Parks and Facilities Department staff reviewed the apparent lowest bidder (Doug Wilson Enterprises, Inc) for responsibility and ability to perform the scope of work and found the Bidder to be responsible and able to perform the work.

It is important to note that all Bidders were offered the ability to provide an in-kind donation by reducing their total Base Bid cost. The apparent low Bidder (Doug Wilson Enterprises, Inc.) offered a discount of \$27,940.00.

#### **Funding Request**

Funding for Sacrifice Park originated from the 2022 and 2023 Mayor's Ball Proceeds as part of the Palm Bay Municipal Foundation Fund, \$111,000, the City's efforts for state legislative appropriations resulting in a grant from the Florida Department of Law Enforcement, \$150,000, and a capital facilities grant from the Tourist Development Council, \$250,000, totaling \$511,000. Expenses against this balance are as follows:

Brad Smith Design (conceptual and landscape architecture) \$29,286

CEG Design (structural, electrical, and civil engineering, and bid administration services) \$39,542

Application, Building and Site Fees \$4,075

Construction Fence \$4,377

Silt Fence \$2,345

Permits \$3,000

Purchase of an Amphitheater \$54,434

Clearing and Fill \$5,000

This totals \$142,059 and will leave a budget balance of \$368,941

To save money on the project, demolition of the existing park is being self-performed by in-house Public Works and Parks & Facilities Staff.

#### Future Expenses:

The low bid obtained by Doug Wilson Enterprise to build the new park is \$530,924. This along with a 15% contingency, \$79,638 minus what the remaining budget balance of \$368,941 leaves a deficit balance of (\$241,621).

It is requested that funding from the Undesignated Fund balance, (\$241,621) be transferred into project #24PK31 for the completion of Sacrifice Park.

#### **REQUESTING DEPARTMENTS:**

Parks and Facilities Department

#### **FISCAL IMPACT:**

The cost to finish the park is \$241,621. It is requested that \$241,621 from Undesignated Fund balance, account 001-0000-392-1001, be transferred into account #301-4590-572-6501 project #24PK31 Sacrifice Park.

**RECOMMENDATION:**

Motion to approve Doug Wilson Enterprises, Inc of Merritt Island, FL 32952 for award of IFB # 50-0-2024/GB and consideration to and transfer of \$241,621 from Undesignated Fund balance, account 001-0000-392-1001, into account #301-4590-572-6501 project #24PK31 Sacrifice Park.

Attachment:

1. Bid Tabulation
2. Scope of Services and Timeline
3. Improvement Plans