

**MINUTES OF THE
TOWN OF LADY LAKE
PARKS, RECREATION AND TREE BOARD ADVISORY COMMITTEE
LADY LAKE, FLORIDA**

**June 8, 2016
5:30 p.m.**

The Parks, Recreation and Tree Advisory Committee special meeting was held in the Town Hall Commission Chambers, 409 Fennell Blvd., Lady Lake, Florida.

CALL TO ORDER: Chryle Lowery, Chairperson

Chairperson/Member Lowery called the meeting to order at 5:30 p.m.

A. ROLL CALL: Rick Jones, Member
Betty Cantelmo, Member
Linda Denby, Member
Chryle Lowery, Chairperson/Member
Doris Turlo, Vice Chairperson/Member

STAFF MEMBERS PRESENT: Mike Burske, Parks and Recreation Director; Carol Osborne, Staff Assistant to Town Clerk.

B. OPEN FORUM:

Chairperson Lowery asked if there were any comments from the audience. There were no comments.

C. NEW BUSINESS:

1. APPROVAL OF THE MINUTES: April 13, 2016 Parks, Recreation and Tree Advisory Meeting

Upon a motion by Member Turlo and a second by Member Jones, the Parks, Recreation and Tree Advisory Committee approved the minutes of the April 13, 2016 Parks, Recreation and Tree Advisory Committee meeting as presented by a vote of 5-0.

2. Consideration to Send and Recommendation to the Commission to Award Bid No. 2016-0004 for the Guava Street Sports Complex Concession Building and parking Lot Project to Tumbleson White Construction, Inc. (TWC) for the Lump Sum of \$440,000.00. (Mike Burske)

Parks and Recreation Director Mike Burske gave the background summary for this agenda item (on file in the Town Clerk's office). He reported this is the second time this project was advertised for bids. The bids received the first time were too high, and all were rejected. He stated that Tumbleson White Construction, Inc. came in as the lowest competent bidder with their bid of \$448,320.00. Referring to the correspondence and e-mail included in the Board's meeting packet, Mr. Burske noted that the original bid was negotiated down to \$440,000.00.

This will leave a \$27,000.00 contingency. He stated the construction, engineering and inspection services will amount to \$20,000.00. Therefore, the total cost for the project will be \$460,000.00. Mr. Burske stated this project will be an improvement to that area, and it will give the Little League a new concession stand, meeting/storage building, and a new parking lot.

Member Denby stated, in the backup documents for this bid proposal included in the packet, there is a figure of \$502,089.00 which is marked out, and questioned what their bid was when the bid was opened.

Mr. Burske stated the documents arrived with that figure already struck by the contractor. He emphasized that he, in no way, altered the figures in the documents. He stated he focused solely on the figure clearly displayed on the bid documents.

Member Denby questioned why the contractor did not submit a proposal with the corrected figure.

Mr. Burske stated he cannot answer for the contractor. He stated they honored their bid of \$448,320.00.

Member Cantelmo questioned if there is a bond on this project.

Mr. Burske replied a bond and insurance is required as part of the contract.

Member Turlo stated the project is to be completed in 150 days, and questioned what is the Town's recourse if the project is not completed in that time frame.

Mr. Burske stated the Town can grant a time extension or call the bond, if necessary. He stated if the contractor is on the job site every day and is then delayed due to extenuating circumstances such as adverse weather conditions, the Town could grant a time extension. However, if the contractor is not working on the project in good faith, the Town has the ability to call the bond.

Member Lowery questioned Mr. Burske if he is familiar with the contractor.

Mr. Burske replied that he is not familiar with the contractor.

Member Turlo questioned the fee of \$20,000.00 for construction administration noted on the letter from Neel-Schaffer.

Mr. Burske stated that is the next agenda item. He stated the construction administration fee is to ensure the contractor is performing his job to the project specifications.

Upon a motion by Member Jones and a second by Member Cantelmo, the Parks, Recreation and Tree Advisory Committee recommends that the Commission award Bid No. 2016-0004 for the Guava Street Sports Complex Concession Building and Parking Lot Project to Tumbleson White Construction, Inc. (TWC) for the Lump Sum of \$440,000.00, by a vote of 5-0.

3. Consideration to Send a Recommendation to the Commission to Utilize Neel-Schaffer, Inc. for Construction, Engineering and Inspection (CEI) Services for the Guava Street Athletic Complex Concession Stand and Parking Lot Project. (Mike Burske)

Parks and Recreation Director Mike Burske gave the background summary for this agenda item (on file in the Town Clerk's office). He reported that Neel-Schaffer Engineering has submitted a proposal for the Construction, Engineering, and Inspection Services for the concession stand and parking lot project, in the amount of \$20,000.00. He stated these services ensure that the contractor is constructing the project according to the Town's code and to the project's design specifications. He noted when the request for proposals for this project was advertised last year, the construction, engineering and inspection services did not include the parking lot as part of the project. He stated their letter agreement, included in the Board's meeting packet, outlines their scope of services.

Member Denby clarified this is the company who will perform all of the inspections on the project.

Mr. Burske replied that Member Denby is correct.

Member Denby questioned if this company was the engineer for this project.

Mr. Burske replied Neel-Schaffer was the design engineer for this project.

Upon a motion by Member Cantelmo and a second by Member Turlo, the Parks, Recreation and Tree Advisory Committee recommends that the Commission to Utilize Neel-Schaffer, Inc. for Construction, Engineering, and Inspection (CEI) Services for the Guava Street Athletic Complex Concession Stand and Parking Lot Project, by a vote of 5-0.

D. CHAIRPERSON/MEMBERS' REPORT:

Member Jones questioned if the Parks and Recreation Advisory Board forwards their recommendations to the Town Commission, and questioned when the commission will meet next.

Mr. Burske stated the Town Commission will consider these items at their June 20, 2016 meeting.

Member Jones questioned when construction commence for this project.

Mr. Burske stated the project should begin approximately August 1, 2016. He stated prior to the construction, the contractor needs to get their required bonds and insurance secured and have them reviewed by the engineer.

Member Jones stated the completion date should be approximately the end of November 2016. He stated he was disappointed this project was delayed.

Mr. Burske stated when the bids were received last year, they were all over budget and subsequently rejected. He stated he revisited the project and knew during the second bid process approximately what the project would cost and was prepared.

Discussion held regarding current construction costs.

E. ADJOURN:

With nothing further to discuss, the meeting was adjourned at 5:42 p.m.

Carol Osborne, Staff Assistant to Town Clerk

Chryle Lowery, Chairperson

Minutes transcribed by Carol Osborne, Staff Assistant to Town Clerk