



## North Bay Village Recommendation Memorandum

**DATE:** November 2, 2021

**TO:** Honorable Mayor, Vice Mayor and Members of the Village Commission

**FROM:** Delroy Peters,

**SPONSORED BY:** Vice Mayor Marvin Wilmoth and Commissioner Rachel Streitfeld

**SUBJECT:** Approval of a Work Order and Budget Amendment with EAC Consulting, Inc. to Provide Design Engineering Services for the Vogel Park Marine Facility Project - *Village Manager, Dr. Ralph Rosado (Capital Improvement Projects Manager Delroy Peters)*

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### **RECOMMENDATION**

**A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING THE ISSUANCE OF A WORK ORDER TO EAC CONSULTING, INC. FOR PROFESSIONAL ENGINEERING SERVICES RELATING TO THE VOGEL PARK MARINE FACILITY DESIGN PROJECT IN AN AMOUNT NOT TO EXCEED \$133,467.00; AMENDING THE BUDGET FOR FISCAL YEAR 2021-2022; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Resolution to approve a work order in the amount of \$133,467 with EAC Consulting for the Vogel Park Marine Facility project, along with a budget amendment in the amount of \$56,738 to reallocate funds in the Capital Projects Fund for the design and permitting of the Vogel Park Marine Facility.

### **BACKGROUND AND ANALYSIS**

North Bay Village contracted EAC Engineering, under its Continuing Services Contract (RFQ 2019-005) with the Village, to assess the feasibility of constructing a marine facility at Vogel Park, to include a police boat dock and a kayak launch site for residential use. EAC was also tasked with producing a design for the facility, seeking the required permits, and preparing documents for an Invitation to Bid for the construction phase. The initial planning phase is

substantially completed under Work Order 004 and 007 (see attached). EAC has submitted a proposal to carry out the design and permitting at the cost of \$133,467 (see the attached proposal, "EAC Fee Proposal-Design Vogel Park Marine Facility-2021-09-27").

The Village obtained two grants to benefit the project; A Florida Inland Navigation District (FIND) grant of \$100,000 for design and permitting (with a required dollar-for-dollar match), and a Florida Department of Environmental Protection (FDEP), Florida Recreation Development Assistance Program (FRDAP grant) for \$50,000. The FRDAP grant is divided into fifteen percent (15%) or \$7,500 for design and permitting and 85% or \$42,500 allotted for construction. The supporting grant documents are attached, namely "North Bay Village\_A1132-Grant Agreement Executed" and FIND Grant\_Vogel Park Boating Access Phase I\_2021-03-23."

Therefore, FIND will provide half the cost (\$66,733.50), and the remaining half will be provided by the \$7,500 grant from FDEP and \$59,233.50 from the NBV budget. All fund allotments are currently budgeted in the Capital Projects Fund (Fund 320) and need a budget amendment to reallocate the funds (Exhibit A).

As seen on Page 140 of the FY2022 Adopted Budget (Exhibit B), the Vogel Park Design Park Improvement Project CP21-01 was budgeted at \$110,000 and will need to be increased to \$133,467, a difference of \$23,476. The State Grant revenue was initially budgeted for \$100,000 and will need to be reduced to \$66,733.50, a difference of \$33,262. The total shortfall in the design and permitting cost is \$56,738.

The original budget funded the Vogel Park Improvement Project Design and Construction, using a transfer from the Park Improvement Fund. The Vogel Park Construction portion of this project will begin after the Village submits its FIND grant application in April 2022 and is being reduced from \$200,000 to \$143,262, a difference of \$56,738. This difference will be used to fund the change in the project design and permitting cost. Therefore, the net change in Fund 320 is zero, and there are no additional transfers from other funds or reserves need. Please see the revised five (5) year CIP for the Capital Projects Fund (Exhibit C).

The design phase will last approximately eight (8) months but could extend to fifteen months depending on specific permit requirements of the United States Army Corps of Engineers (USACE).

This item requires the commission to approve the budget amendment of \$56,738 to fund the design and permitting phase of the project entirely.

**BUDGETARY/FINANCIAL IMPACT (Finance Dept.)**

Net Impact to the Capital Projects Fund is Zero - Increase Park Improvements CP21-01 (320.61.630.6201) by \$23,476, Decrease Revenues from State Grants (320.00.334.3340) by \$33,262, and Decrease Park Improvements CP22-01 (320.61.630.6201) by \$56,738.

**PERSONNEL IMPACT**

NONE



# EXHIBIT A



## North Bay Village Budget Amendment Form

<b>Department: Capital Projects</b>	<b>Date: 10/25/2021</b>
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**Fund(s) to be changed: Fund 320 - Capital Projects Fund**

GL Account	GL Line Item	Transfer to:	Transfer from:
<a href="#">320.61.630.6201</a>	Park Improvements - CP21-01	\$ 23,476.00	
<a href="#">320.00.334.3340</a>	State Grants	33,262.00	\$ -
<a href="#">320.61.630.6201</a>	Park Improvements - CP22-01		56,738.00
<b>TOTAL (Columns must be equal)</b>		<b>\$ 56,738.00</b>	<b>\$ 56,738.00</b>

**Description:**

The Park Improvement Project "Marine Facility at Vogel Park Design - CP21-01" cost is increasing from \$110,000 to \$133,476. In addition, the FIND Grant of \$100,000 (originally noted to be for construction) is for the Design portion and is a dollar for dollar matching grant. Therefore, one of the revenue sources (State Grants) is being decreased from \$100,000 to \$66,738 (Half of the \$133,476 Design cost). The total net change of \$56,738 is being transferred from the construction stage (CP22-01 from \$200,000 to \$143,262) of the project since the Construction stage has now been pushed until the FIND grant application in 4/2022 has been approved. These funds are budgeted in FY21-22 in the Capital Projects Fund - Fund 320 with a transfer from the Park Improvement Fund. The net change in Fund 320 is zero and there are no additional transfers from other funds or reserves needed.

# FY 2022 DEPARTMENTAL BUDGET WORKSHEETS



## EXHIBIT B

### Capital Projects Funds

Type	Description	Qty	Cost	Extended Amount	Comment
<b>Capital Project Fund 320</b>					
320.61.630.6200	PARK IMPROVEMENTS				
	Project# CP22-03	1	\$ -	\$ -	PARK IMPROVEMENTS
320.61.630.6201	PARK IMPROVEMENTS				
	Project # CP21-01	1	110,000	110,000	MARINE FACILITY AT VOGEL PARK DESIGN****
	Project # CP22-01	1	200,000	200,000	MARINE FACILITY AT VOGEL PARK CONSTRUCTION*****
				310,000	
320.61.630.6203	BUILDING				
	Project# CP21-03	1	3,600,000	3,600,000	DESIGN: ISLANDWALK PROJECT (NORTH & BRIDGE CONNECTOR) (TOTAL PROJECT \$3,600,000)**
320.61.630.6205	BUILDING				
	Project# CP22-04	1	15,000	15,000	SPACE STUDY-1841 GALLEON STREET

### Capital Project Fund-GOB Fund 325

<b>325.61.572.6200 PARK IMPROVEMENTS</b>					
	Project# CP21-02	1	396,454	396,454	TIES COMMUNITY PARK DESIGN @
	Project# CP22-02	1	2,703,546	2,703,546	TIES COMMUNITY PARK CONSTRUCTION PHASE I @
				3,100,000	
	<b>TOTAL</b>			<b>\$ 7,025,000</b>	

### Funding Sources

Transfer from Park Improvement Fund	175,000
**FIND - NBV Match, Reimb Grant that is not reimbursable until construction contract	100,000
**FIND - NBV Match, Reimb Grant that is not reimbursable until construction contract	100,000
**FIND - NBV Match, Reimb Grant that is not reimbursable until construction contract	425,000
*****FIND -NBV Match, FRDAP can be used as part of match	100,000
FRDAP - VOGEL DESIGN - No Match, only portion can be used for Design	7,500
****FRDAP - VOGEL CONSTRUCTION - No Match	42,500
@General Obligation Bond - TIES	3,100,000
Financing for Projects that are not fully funded	3,600,000
<b>Total Revenue</b>	<b>\$7,650,000</b>

**NORTH BAY VILLAGE, FLORIDA  
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
FY 2021-22 THROUGH FY 2025-26**

<b>CAPITAL PROJECTS FUND</b>			Cost of					
PROJECT DESCRIPTION	CIE		Five-Year Program	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
<b>CAPITAL PROJECTS</b>								
CP23-01 Kennedy Causeway Complete Streets Study - Lane re-purposing Design	G	\$	277,441	\$ -	\$ 277,441	\$ -	\$ -	\$ -
CP25-01 Kennedy Causeway Complete Streets Study - Lane re-purposing Construction	G		1,500,000	-	-	-	1,500,000	-
CP23-02 Island Walk (Baywalk) North Plaza - Construction*	G		1,600,000	-	1,600,000			
CP21-03 Island Walk (Baywalk) Phase I & Island Walk Connector - Design**	G		3,600,000	3,600,000				
CP25-02 Island Walk (Baywalk) Phase I & Island Walk Connector - Construction***	G		20,000,000	-			10,000,000	10,000,000
CP21-01 Vogel Park Marine Facility- Design****	G		133,476	133,476				
CP22-01 Vogel Park Marine Facility- Construction*****	G		143,262	143,262				
CP21-02 Treasure Island Elementary School Community Park - Design@	G		396,454	396,454				
CP22-02 Treasure Island Elementary School Community Park - Construction@	G		4,325,546	2,703,546	1,622,000			
CP22-04 Space Study for Galleon Street Property	D		15,000	15,000				
CP23-03 Demolition & Temporary Facilities	R		100,000	-	100,000			
CP24-01 Schonberger Park Restrooms - Design	R		50,000			50,000		
CP25-03 Schonberger Park Restrooms - Construction	R		125,000				125,000	
CP25-04 Civic Park Dock - Design	G		100,000				100,000	
CP26-01 Civic Park Dock - Construction	G		150,000					150,000
CP23-04 Village Hall Facility (Fire/Police Station/Village Hall) @@	G		12,171,285		12,171,285			
CP22-03 Park Improvements	R		100,000	-	25,000	25,000	25,000	25,000
CP23-05 Civic Pocket Park on East Drive in Harbor Island			1,000,000		500,000	500,000		
<b>CAPITAL PROJECTS TOTAL</b>			<b>\$ 45,787,464</b>	<b>\$ 6,991,738</b>	<b>\$ 16,295,726</b>	<b>\$ 575,000</b>	<b>\$ 11,750,000</b>	<b>\$ 10,175,000</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>			<b>\$ 45,787,464</b>	<b>\$ 6,991,738</b>	<b>\$ 16,295,726</b>	<b>\$ 575,000</b>	<b>\$ 11,750,000</b>	<b>\$ 10,175,000</b>

**PROJECTED FUNDING**

Cash Carried Forward	\$	-	\$ 625,000	\$	-	\$ -	\$ -
Surtax							
Less Non-Capital Use for Maintenance							
Transfer from CITT Fund							
Transfer From Park Improvement Fund			175,000				
Future Grants				500,000	500,000		
* FDOTLAP - No Match Required, NBV responsible for anything over \$1M				1,000,000			
** FIND - NBV Match, Reimb Grant that is not reimbursable until construction contract			100,000				
** FIND - NBV Match, Reimb Grant that is not reimbursable until construction contract			100,000				
** FIND - NBV Match, Reimb Grant that is not reimbursable until construction contract			425,000				



**RESOLUTION NO. 2021-065**

**A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING THE ISSUANCE OF A WORK ORDER TO EAC CONSULTING, INC. FOR PROFESSIONAL ENGINEERING SERVICES RELATING TO THE VOGEL PARK MARINE FACILITY DESIGN PROJECT IN AN AMOUNT NOT TO EXCEED \$133,467.00; AMENDING THE BUDGET FOR FISCAL YEAR 2021-2022; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, North Bay Village ("Village") issued Request for Qualifications No. 2019-005 (the "RFQ") for continuing professional engineering services (the "Services"); and

**WHEREAS**, pursuant to the RFQ, the Village Commission selected EAC Consulting, Inc. (the "Consultant") as one of the consultants to provide the Services and authorized the Village Manager to execute an agreement with Consultant (the "Agreement"); and

**WHEREAS**, on March 23, 2021, the Village was awarded a \$100,000 matching grant from the Florida Inland Navigation District (the "FIND Matching Grant") to design the Vogel Park Marine Facility Design Project (the "Project"); and

**WHEREAS**, Consultant has provided a proposal, attached hereto as Exhibit "A," (the "Proposal") to perform professional engineering services for the Project; and

**WHEREAS**, the Village Commission desires to authorize the Village Manager to issue a work order for the Project consistent with the Proposal attached hereto as Exhibit "A" and the Agreement previously entered into between the Village and Consultant; and

**WHEREAS**, in order to utilize \$66,738 of the FIND Matching Grant funds for the Project, Village Staff recommends amending the budget for fiscal year 2021-2022 in accordance with the staff memorandum accompanying this resolution by authorizing the

line item transfers as further provided in Exhibit "B" attached hereto and incorporated herein; and

**WHEREAS**, pursuant to Section 166.241(5), Florida Statutes, and Section 35.21 of the Village Code of Ordinances, the Village Commission may amend a budget at any time within a fiscal year; and

**WHEREAS**, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

**Section 2. Authorization.** That the Village Commission hereby authorizes the Village Manager to issue a work order to the Consultant for the Project consistent with the Proposal attached hereto as Exhibit "A" and the Agreement previously executed in an amount not to exceed \$133,467.00.

**Section 3. Amending Budget.** That the Village Commission hereby approves an amendment to the budget by authorizing the line item transfers as further provided in Exhibit "B" attached hereto and incorporated herein.

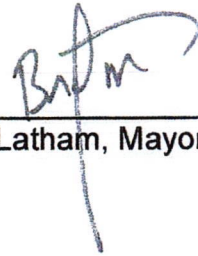
**Section 4. Implementation.** The Village Manager and the Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution, including issuing a work order and expending budgeted funds.

**Section 5. Effective Date.** That this Resolution shall be effective immediately upon adoption.

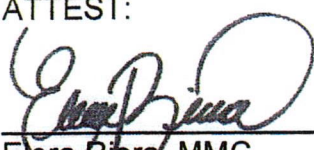
The foregoing Resolution was offered by Commissioner Strout who moved its adoption. The motion was seconded by Commissioner Dr. Chervony and upon being put to a vote, the vote was as follows:

Mayor Brent Latham	<u>YES</u>
Vice Mayor Marvin Wilmoth	<u>YES</u>
Commissioner Richard Chervony	<u>YES</u>
Commissioner Rachel Streitfeld	<u>YES</u>
Commissioner Julianna Strout	<u>YES</u>

**PASSED AND ADOPTED** on this 2<sup>nd</sup> day of November, 2021.

  
\_\_\_\_\_  
Brent Latham, Mayor

ATTEST:

  
\_\_\_\_\_  
Elnora Riera, MMC  
Village Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Robert Meyers

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Weiss Serota Helfman Cole & Bierman, PL  
Village Attorney

