



## STAFF REPORT

Meeting Date: February 16, 2016

Agenda Item #: 7 & 8

**TO:** Mayor and Town Council  
**FROM:** Bonnie Schwerd, Finance Director  
Dustin Graham, Public Works Director  
**THRU:** Susan Parker, Town Administrator  
**TITLE:** Consideration of Beach Walkway Extension Contract Award  
**ATTACH:** Proposed Contract Agreement  
Budget Ordinance Amendment

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**Summary:** As previously approved by the Town Council, the Town issued a Request for Proposal (RFP) for the services of a Licensed General Contractor to build extensions to ten (10) Beach Access Walkways to address areas where sand accretion has extended the distance at the end of the walkways of the public beach accesses. This project includes the beach access walkovers from 29<sup>th</sup> Street through 38<sup>th</sup> Street.

The Town received five bids. Carolina Creations Landscaping was identified as the low bidder with a total bid of \$119,850. Staff has reviewed the Carolina Creations bid packet and determined it to be a complete and responsive bid.

**Discussion:** Staff requests that the Town Council consider action to award a contract to Carolina Creations in the amount of \$119,850 for the extension of beach walkways on the island. The bid packet has prescribed May 23, 2016 as the latest acceptable date of completion for this work.

**Fiscal/Policy Implication(s):** This project is not currently budgeted within the FY 15-16 budget; however, funding may be provided by reducing the Reserve for Future Expenditures line item in Fund 22, the Beach Re-nourishment and Protection Fund. These funds are generated from the 2% portion of the Town's Occupancy Taxes. In addition to the \$119,850 for the contract, an additional expenditure of \$6,000 for the project's engineering and design is included in the proposed Budget Ordinance Amendment that follows.

**Recommendation:** Staff recommends the approval of this proposed contract and the associated Budget Ordinance Amendment.

***\*\*\*These need to be addressed as separate motions\*\*\****

**Motion #1:** I move that the Town award a contract for \$119,850 to Carolina Creations Landscaping for Beach Walkover Extensions.

**Motion #2:** I move that the Town Council approve the Budget Ordinance Amendment as presented for the Beach Walkover Extensions.