



Cover Memorandum/Staff Report

File #: 20-282

Agenda Date: 5/19/2020

Item #: 6.M.

TO: Mayor and Commissioners
FROM: Missie Barletto, Assistant Director Public Works
THROUGH: George Gretsas, City Manager
DATE: May 19, 2020

RATIFICATION OF CHANGE ORDER NO. 1 REVISED SCOPE WITH SHIFF CONSTRUCTION AND DEVELOPMENT, INC. REGARDING THE EXPANSION OF THE DELRAY BEACH MEMORIAL GARDENS PROJECT IN THE AMOUNT NOT-TO-EXCEED \$87,152

Recommended Action:

Motion to Ratify Change Order No. 1 revised scope with Shiff Construction and Development, Inc. regarding the expansion of the Delray Beach Memorial Gardens Project (No.18-020), in the amount not-to-exceed \$87,152.

Background:

The City of Delray Beach (City) owns and operates the "Delray Beach Memorial Gardens Municipal Cemetery" (Municipal Cemetery) located at SW 8th Street. The City has been operating the Municipal Cemetery at this location since as early as 1902. The cemetery presently has over 4,500 graves and is nearing capacity for new gravesites.

Last fall, City Commission approved Resolution No.124-19 to Shiff Construction for the development of several unused portions of the cemetery. The scope of work included demolition of an obsolete storage building, removal and clearing of an abandoned nursery area, drainage, curbing and road work. The permitting process was recently completed, the contractor is slated to mobilize May 11, 2020.

The proposed change order will allow for additional gravesite capacity. The revised scope of work includes the following: new electrical infrastructure, the contractor will reroute the electrical away from useable plot space and install three electrical service points for the anticipated mausoleum structures. The contractor will begin by removing several sections of paved road, immediately creating two hundred new plots that are urgently needed. In addition, a new section of roadway will be added where drainage was formally proposed, a (\$27,776) drainage credit is included. The City possesses clear title to all areas that will be included in this scope of work.

Resolution 124-19 authorizes the City Manager to enter into purchase orders with Shiff Construction and Development, Inc. Due to the current plot availability issues, the Public Works Department recommended that this work be considered an emergency, to be performed as soon as possible. As such, PW acquired written authorization from the City Manager to proceed with the work in accordance with purchasing policies.

Staff recommends ratification of Change Order No.1 with Shiff Construction and Development, Inc. in

the amount not-to-exceed \$87,152.

This motion is in accordance with Chapter 36 Code of Ordinances of the City of Delray Beach and the Purchasing Policies & Procedures Manual.

City Attorney Review:

City Attorney approves as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding for Change Order No.1 in the amount not-to-exceed \$87,152.00 is available from Account No. 475-39-000-539.31-10 (Cemetery Perpetual Care Account).

Timing of Request:

This is a time sensitive request as the cemetery is nearing capacity. This project will expand the cemetery.

Attachments:

- Delray Beach Memorial Gardens Expansion Supplemental Proposal
- Resolution No. 124-19