



TOWN OF LANTANA

**Town Hall
500 Greynolds Circle
Lantana, FL 33462**

**Regular Meeting
January 26, 2026 - 6:00 p.m.**

For information regarding the procedures for public participation during a Town Council meeting, please refer to the end of this agenda.

***THIS TOWN COUNCIL MEETING CAN BE ACCESSED ONLINE FOR LISTENING PURPOSES ONLY. PLEASE SEE THE LAST PAGE FOR DETAILS.**

1. ROLL CALL, MOMENT OF SILENT PRAYER, PLEDGE OF ALLEGIANCE.

Karen Lythgoe, Mayor ____
Kem Mason, Vice Mayor ____
Christopher Castle, Vice Mayor Pro Tem ____
Jesse Rivero, Councilmember ____
Mark Zeitler, Councilmember ____

LANTANA STAFF: Brian K. Raducci, ICMA-CM, Town Manager; R. Max Lohman, Town Attorney; and Kathleen Dominguez, CMC, Town Clerk

2. AGENDA APPROVAL:

- a. Additions, substitutions, deletions.
- b. Agenda Approval.

3. STAFF AND COMMITTEE REPORTS:

- a. Town Council
- b. Town Manager

4. SPECIAL PRESENTATIONS:

- a. None.

5. APPROVAL OF THE CONSENT AGENDA:

- a. Approval of the January 12, 2026, Town Council Meeting Minutes.

6. ORDINANCES AND RESOLUTIONS:

- a. Consideration of Ordinance No. O-01-2026, amending Chapter 17—Streets, Sidewalks, and Other Public Places, at Article VI, Town Parks, by adopting a new section, 17-79, to adopt regulations prohibiting commercial activity in Town Parks, except under certain

circumstances. **Remarks: First Reading**

7. QUASI-JUDICIAL HEARINGS:

- a. None.

8. MISCELLANEOUS:

- a. Consideration of awarding a contract for the roof replacements at Public Services and the Recreation Center to A-1 Property Services in the aggregate amount of \$142,413.
- b. Consideration of CSA No. 2026-01 with Baxter & Woodman Inc. authorizing engineering services to complete and submit the 2026 10-Year Water Supply Facilities Work Plan Update in the amount of \$39,772. The update is required by the South Florida Water Management District.
- c. Consideration of Change Order No. 002 with Cacique Utilities LLC in the amount of \$34,664.04, as it relates to the W Pine St Water Main Improvements Phase II Project.

9. PUBLIC COMMENTS:

10. FUTURE EVENTS/IMPORTANT DATES (subject to change):

- 01/28/2026 - Planning Commission Meeting, Town Hall Council Chambers, 6:00 p.m.
- 01/30/2026 - Town Council Workshop, Town Hall Council Chambers, 9:00 a.m. (Tentative)
- 02/07/2026 - Farm Share Food Distribution Event, Sports Park, 9:00 a.m. - 12:00 p.m.
- 02/09/2026 - Town Council Meeting, Town Hall Council Chambers, 6:00 p.m.
- 02/16/2026 - Town Offices Closed in Observance of Presidents' Day.
- 02/19/2026 - Special Magistrate Hearing, Town Hall Council Chambers, 5:30 p.m.
- 02/23/2026 - Town Council Meeting, Town Hall Council Chambers, 6:00 p.m.
- 02/25/2026 - Planning Commission Meeting, Town Hall Council Chambers, 6:00 p.m.
- 02/27/2026 - Drive-In Movie Night, Lantana Sports Park, 7:00 p.m.

11. COUNCIL COMMENTS:

12. ADJOURNMENT.

Listen to the Town Council Meeting: Visit <https://www.lantana.org/266/Town-Agendas> and click "View Event" next to the meeting date for the live broadcast. The link will be available when the meeting starts. The recording will be available on-demand after the meeting in the Past Events section.

PROCEDURES FOR PUBLIC PARTICIPATION

Any citizen is entitled to be heard on an official agenda item when the Town Council calls for public comment **OR** any matter not on the agenda under the "Public Comments" section. Citizens desiring to address the Town Council shall step up to the microphone at the podium, state their name and address in an audible voice for the record, and, unless the Chair grants additional time, shall limit their address to three (3) minutes. Citizens who wish to address the Council **MUST** complete a blue public comment card and present it to the Town Clerk before the item is discussed and wait for the Mayor to announce when it is their turn to speak. Likewise, if the public wishes to speak on a matter on the consent agenda, they must complete a blue card and present it to the Town Clerk before the start of the meeting.

Americans with Disabilities Act: In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be made available in an alternate format (large print) upon request. Special accommodations can be provided upon request with three (3) working days advance notice of any meeting, by contacting Kathleen Dominguez, Town Clerk at Lantana Town Hall, 500 Greynolds Circle, Lantana, Florida, (561) 540-5000.



TOWN OF LANTANA

Agenda Item Summary

AGENDA ITEM No.: 4a

PREPARED BY: Maria Rios, Executive Assistant to the Town Manager

REVIEWED BY: Brian K. Raducci, ICMA-CM, Town Manager

MEETING DATE: January 26, 2026

AGENDA ITEM: None.

ISSUE/BACKGROUND:

N/A

ATTACHMENT(S):



TOWN OF LANTANA

Agenda Item Summary

AGENDA ITEM No.: 5a

PREPARED BY: Kathleen Dominguez, CMC, Town Clerk

REVIEWED BY: Brian K. Raducci, ICMA-CM, Town Manager

MEETING DATE: January 26, 2026

AGENDA ITEM: Approval of the January 12, 2026, Town Council Meeting Minutes.

ISSUE/BACKGROUND:

ATTACHMENT(S):

1. 01-12-2026 DRAFT Mtg Minutes.docx



TOWN OF LANTANA Regular Meeting Minutes

January 12, 2026

1. ROLL CALL, MOMENT OF SILENT PRAYER, PLEDGE OF ALLEGIANCE.

Mayor Lythgoe called the regular meeting to order at 6:00 p.m. Town Clerk Dominguez called the roll and established a quorum. All elected officials were in attendance.

Mayor Lythgoe led a moment of silence that was followed by the Pledge of Allegiance led by Vice Mayor Pro Tem Chris Castle.

She then reviewed housekeeping items and meeting procedures.

2. AGENDA APPROVAL:

- a. Additions, substitutions, deletions.
- b. Agenda Approval.

Motion: Vice Mayor Mason made a motion to approve the agenda, as submitted. Vice Mayor Pro Tem Castle seconded the motion. Motion passed 5-0.

3. STAFF AND COMMITTEE REPORTS:

- a. Town Council

Councilmember Rivero reported on his attendance at the Friends of the Library meeting held on Thursday, 01/08/2026, at 6:00 p.m. He also expressed his appreciation for the high turnout at the movie night event on Friday, 01/09/2026.

Mayor Lythgoe reported on the success of the recent movie night (01/09/2026), noting the high attendance and thanking the community for their participation. She informed the public that the Town Council and Town Manager would be attending “Palm Beach County Days” in Tallahassee to advocate for state funding for critical infrastructure projects, including Water Plant Control Panels, Lift Station Rehabilitation, and the construction of an ADA-compliant Pedestrian Walkway around Greynolds Circle.

Additionally, Mayor Lythgoe spoke in favor of keeping the decorative tree lights on Greynolds Circle illuminated to enhance the Town’s aesthetics. She and Vice Mayor Mason noted they have received significant positive feedback from residents and business owners, expressing their support for maintaining the lighting.

b. Town Manager

Town Manager Raducci reported on the success of the recent movie night on Friday, 01/09/2026, with an estimated 150 attendees. He also provided updates on several notable projects, including the ongoing lighting upgrades at Bicentennial Park and the successful repair of the kayak ramp at Lyman Kayak Park. Additionally, Mr. Raducci provided an update on the municipal boundary survey project, which aims to clarify property lines in the water bordering neighboring jurisdictions. He noted that there was a slight delay, but emphasized its importance and his commitment to keep everyone updated on the process.

4. SPECIAL PRESENTATIONS:

a. Presentation of the 2025 Holiday Cheer Light Display Contest Award Winners.

Mayor Lythgoe announced the winners of the 2025 Holiday Cheer Light Display Contest and presented them with their plaques. She thanked Parks and Recreation Superintendent, Nadine Shawah for her creativity in organizing the contest. She also extended her appreciation to everyone who participated in the contest.

5. APPROVAL OF THE CONSENT AGENDA:

- a. Approval of the December 8, 2025, Town Council Workshop Minutes.**
- b. Approval of the December 8, 2025, Town Council Meeting Minutes.**
- c. Consideration of the Termination of Declaration of Unity of Title affecting property located at Lantana Point Addition.**

Motion: Vice Mayor Mason made a motion to approve the consent agenda, as submitted. Councilmember Rivero seconded the motion. Motion passed 5-0.

6. ORDINANCES AND RESOLUTIONS:

- a. None.**

7. QUASI-JUDICIAL HEARINGS:

- a. None.**

8. MISCELLANEOUS:

- a. Consideration of awarding a contract for the Furnish and Installation of a Prefabricated Shelter at Maddock Park to Khan Builders, Inc. in the amount of \$152,541.**

Mayor Lythgoe introduced the agenda item.

Grants and Contracts Administrator Vanessa Holloway presented the request and answered questions from the Councilmembers.

There was no public comment.

There was no discussion from the Councilmembers.

Motion: Councilmember Rivero made a motion to approve the contract with Khan Builders, Inc. for the furnishing and Installation of a Prefabricated Shelter at Maddock Park in the amount of \$152,541 and to authorize the Town Manager to execute the agreement and any amendments thereto. Vice Mayor Pro Tem Castle seconded the motion. Motion passed 5-0.

- b. Consideration of a piggyback contract with M&M Asphalt Maintenance Inc., d/b/a All County Paving, through the City of West Palm Beach ITB # 23.24.104DL for repaving Town roads in an amount not to exceed \$492,028.50.

Mayor Lythgoe introduced the agenda item.

Public Services Director Eddie Crockett presented the request and answered questions from the Councilmembers.

There was no public comment.

A discussion ensued among the Councilmembers.

Motion: Vice Mayor Pro Tem Castle made a motion to approve awarding a contract to M&M Asphalt Maintenance Inc., d/b/a All County Paving, through a piggyback contract with the City of West Palm Beach ITB #23.24.104DL in the amount of \$492,028.50, and to authorize the Town Manager to execute the agreements and any amendments thereto. Vice Mayor Mason seconded the motion. Motion passed 5-0.

- c. Consideration of awarding a contract to Flying Scot, Inc. for Townwide sidewalk repairs in the amount of \$59,564.

Mayor Lythgoe introduced the agenda item.

Public Services Director Eddie Crockett presented the request and answered questions from the Councilmembers.

There was no public comment.

A discussion ensued among the Councilmembers.

Motion: Vice Mayor Mason made a motion to approve the piggyback contract through the City of Palm Beach Gardens for the Annual Pathway and Minor Construction Contract with Flying Scot, Inc. to make the necessary sidewalk repairs Townwide in an amount not to exceed a total of \$59,564, and

to authorize the Town Manager to execute the same and any amendments thereto. Councilmember Zeitler seconded the motion. Motion passed 5-0.

9. PUBLIC COMMENTS:

Robert McCallister, 219 Lakeview Ave, #202, Lantana, FL, 33462, (Emerald House), expressed concerns regarding traffic safety and visibility at the corner of S Dixie Hwy and Lakeview Ave. The speaker noted that current parking spaces obstruct the view of oncoming traffic, making it difficult to see bicyclists and pedestrians when merging. He requested that the Town lobby the State to remove these parking spaces from the state-owned roadway to better accommodate modern safety needs.

A discussion ensued about the ongoing issue noted above and potential solutions.

Sima Benjet, 219 Lakeview Ave, Lantana, FL, 33462, concurred with the safety concerns previously raised by the resident of Emerald House (Mr. McCallister) regarding the intersection of S Dixie Hwy and Lakeview Ave. Additionally, Ms. Benjet proposed the installation of weather strips/non-slip treads on the wooden beach steps, similar to the safety features currently found on the cement stairs.

Rosemary Mouring, 1445 W Branch St, Lantana, FL, 33462, announced an upcoming Friends of the Library event on Tuesday, 01/20/2026 at 6:00 p.m., featuring former Lantana Town Manager Michael Bornstein as the guest speaker, who will be presenting on the "History of the Barefoot Mailman." Ms. Mouring also encouraged community members to join the Friends of the Lantana Library organization.

10. FUTURE EVENTS/IMPORTANT DATES (subject to change):

Mayor Lythgoe read the future events and important dates.

11. COUNCIL COMMENTS:

Councilmember Rivero requested a future agenda item to discuss the implementation of a Town-wide Halloween House Decorating contest.

Vice Mayor Mason informed the Council that the Town is evaluating the purchase of its own projection screen for future movie night events. He noted that owning the equipment would eliminate the recurring costs and logistics associated with hiring an outside vendor.

12. ADJOURNMENT.

The motion was made and carried unanimously. There being no further discussion, the meeting adjourned at 6:50 p.m.

ATTEST:

Mayor Karen Lythgoe

Kathleen Dominguez, CMC, Town Clerk



TOWN OF LANTANA

Agenda Item Summary

AGENDA ITEM No.: 6a

PREPARED BY: Kathleen Dominguez, CMC, Town Clerk

REVIEWED BY: Brian K. Raducci, ICMA-CM, Town Manager

MEETING DATE: January 26, 2026

AGENDA ITEM: Consideration of Ordinance No. O-01-2026, amending Chapter 17—Streets, Sidewalks, and Other Public Places, at Article VI, Town Parks, by adopting a new section, 17-79, to adopt regulations prohibiting commercial activity in Town Parks, except under certain circumstances.

Remarks: First Reading

ISSUE/BACKGROUND:

The Town has identified a need to protect the health, safety, and welfare of Lantana residents by regulating the use of public park spaces. Ordinance No. O-01-2026 amends Chapter 17 of the Town's Code of Ordinances to establish a general prohibition on commercial activity within all Town Parks.

The ordinance introduces Section 17-79, which includes the following regulations:

- **Definition of Commercial Activity:** Defined as any transaction involving the exchange of goods, services, or commodities for compensation with the intent of economic gain.
- **Strict Prohibition:** All commercial activity is strictly prohibited within or upon any town park.
- **Waterway Restrictions:** Specifically prohibits boats, barges, trucks, or equipment from mooring or parking at park seawalls or parking lots adjacent to the Intracoastal Waterway for the purpose of engaging in commercial activity.
- **Permitted Exceptions:** Commercial activity may be allowed if it is approved in writing by the Town Manager or if the activity is necessary to facilitate a town-sanctioned function or project.
- **Permit Fees:** The Town Manager is authorized to develop and charge a fee for the issuance of commercial activity permits.

Staff recommends the adoption of Ordinance No. O-01-2026 to ensure Town Parks remain dedicated to their intended public use and to provide a structured process for authorized commercial functions. This ordinance has been reviewed and approved as to form and legal sufficiency by the Town Attorney.

ATTACHMENT(S):

1. O-01-2026 - Commercial Activity in Parks - Prohibited.docx

SAMPLE MOTION:

I move to (approve) (disapprove) Ordinance No. O-01-2026 on first reading.

ORDINANCE NO. O-01-2026

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LANTANA, FLORIDA, AMENDING CHAPTER 17 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES AT ARTICLE VI. TOWN PARKS BY ADOPTING NEW SECTION 17-79. TO ADOPT REGULATIONS PROHIBITING COMMERCIAL ACTIVITY IN TOWN PARKS, EXCEPT UNDER CERTAIN CIRCUMSTANCES, WITH SUCH SECTION BEING ENTITLED “COMMERCIAL ACTIVITY PROHIBITED;” PROVIDING THAT THE REMAINDER OF CHAPTER 17 SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ENACTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Council of the Town of Lantana has determined that a need exists to amend Chapter 17 – Streets, Sidewalks and Other Public Places. of the Town’s Code of Ordinances in order to prohibit commercial activity within Town Parks except under certain circumstances; and

WHEREAS, the Town Council has determined this revision to be in the best interests of the health, safety, and welfare of the citizens of the Town of Lantana.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LANTANA, FLORIDA:

SECTION 1: Chapter 17 – Streets, Sidewalks and Other Public Places. of the Code of Ordinances of the Town of Lantana is hereby amended at Article VI. – Town Parks by adopting new section 17-79. – Commercial Activity Prohibited.; providing that section 17-79 shall hereafter read as follows:

Sec. 17-79. – Commercial activity prohibited.

(a) Commercial activity: means any action, process, conduct, or transaction that involves the exchange of goods, services, or commodities for compensation. It generally involves processes to create, deliver, and promote offerings for economic gain, in contrast to purely personal actions.

(b) All commercial activity, regardless of type, is hereby specifically and strictly prohibited within and/or upon all town parks. Additionally, for the avoidance of doubt, no barge, ship, boat, vessel, truck, tractor/trailer combination, crane, equipment, or vehicle of any kind whatsoever, may be parked, stopped, moored, tied up to, or pulled along side any portion of any

seawall or any parking lot within any town park that is located adjacent to the Intracoastal Waterway (a/k/a the waters of Lake Worth) in order to engage in commercial activity. Commercial activity may be permitted within and/or upon the town parks if such activity is approved in writing by the Town Manager or if such commercial activity is necessary or desirable to facilitate a Town function and/or project. The Town Manager may develop and charge a permit fee for the issuance of such a permit.

Secs. 17-7980 – 17-100. – Reserved.

(f) (The subsection shall remain in full force and effect as previously adopted.)

SECTION 2: Each and every other Section and Subsection of Chapter 17 Streets, Sidewalks and Other Public Places. shall remain in full force and effect as previously enacted.

SECTION 3: All Ordinances or parts of Ordinances in conflict be and the same are hereby repealed.

SECTION 4: Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

SECTION 5: Specific authority is hereby granted to codify this Ordinance.

SECTION 6: This Ordinance shall become effective immediately upon adoption.

(The remainder of this page intentionally left blank.)

FIRST READING this ____ day of _____, 2026.

SECOND AND FINAL READING this ____ day of _____, 2026.

TOWN OF LANTANA

Aye

Nay

Mayor Karen Lythgoe

Aye

Nay

Vice Mayor Kem Mason

Aye

Nay

Vice Mayor Pro Tem Christopher Castle

Aye

Nay

Councilmember Mark Zeitler

Aye

Nay

Councilmember Jesse Rivero

ATTEST:

Kathleen Dominguez, CMC, TOWN CLERK

(SEAL)

Approved as to form and legal sufficiency.

R. Max Lohman, TOWN ATTORNEY



TOWN OF LANTANA

Agenda Item Summary

AGENDA ITEM No.: 7a

PREPARED BY: Maria Rios, Executive Assistant to the Town Manager

REVIEWED BY: Brian K. Raducci, ICMA-CM, Town Manager

MEETING DATE: January 26, 2026

AGENDA ITEM: None.

ISSUE/BACKGROUND:

N/A

ATTACHMENT(S):



TOWN OF LANTANA

Agenda Item Summary

AGENDA ITEM No.: 8a

PREPARED BY: Vanessa Holloway, Contract and Grants Administrator

REVIEWED BY: Brian K. Raducci, ICMA-CM, Town Manager

MEETING DATE: January 26, 2026

AGENDA ITEM: Consideration of awarding a contract for the roof replacements at Public Services and the Recreation Center to A-1 Property Services in the aggregate amount of \$142,413.

ISSUE/BACKGROUND:

On December 9, 2025, the Town received and opened bids for a contract to replace the roof at Public Services. The Town received seven (7) bids for consideration, which are outlined below:

COMPANY	PUBLIC SERVICES ROOF	RECREATION CENTER ROOF	COMBINED TOTAL
A-1 Roofing Contractor	\$46,558	\$95,855	\$142,413
Best Roofing Services LLC	\$51,000	\$105,060	\$156,060
Creative Contracting Group	\$56,900	\$96,900	\$153,800
Grace Roofing & Sheet Metal Enterprise*	\$73,215	\$48,614	\$121,829
Dezigns Construction Inc.	\$79,500	\$138,275	\$217,775
Earl W. Johnston Roofing	Incomplete		
Advance Roofing Inc.	Incomplete		

*Bid withdrawn by contractor.

In accordance with the Town's purchasing policy and following a thorough review of bid submittals and reference checks, staff recommends awarding the contract to A-1 Roofing Contractor, the lowest responsive and responsible bidder. Funding for this Agreement was included in the Public Services FY 2025/26 Capital Improvement Plan (CIP) budget.

The Town Attorney has reviewed and approved the contract for legal sufficiency. A copy of the bidder's response is on file with the Town Clerk and is available upon request.

ATTACHMENT(S):

1. 2026-01-PS Bid Tabulation.pdf
2. Roof Replacement Agreement_Public Services_A1 Property Svcs - Town Atty Rev.docx

SAMPLE MOTION:

I move to (approve) (deny) the contract with A-1 Roofing Contractor for the roof replacement at Public Services and the Recreation Center in the aggregate amount of \$142,413 and to authorize the Town Manager to execute the agreement and any amendments thereto.

**TOWN OF LANTANA
BID OPENING MINUTES
December 9, 2025, 2:00 p.m.**

INVITATION TO BID NO.: 2026-01 PS

**ITB NO.: 2026-01-PS FOR ROOF REPLACEMENTS AT PUBLIC SERVICES AND
THE RECREATION CENTER**

Sealed bids were due by 2:00 p.m. on Tuesday, December 9, 2025. The bid opening of sealed bid submittals for the Roof Replacements at Public Services and the Recreation Center Invitation to Bid No 2026-01 PS for the Town of Lantana was held at the Town Hall Council Chambers, 500 Greynolds Circle, Lantana, FL, and convened at 2:00 p.m.

ATTENDING:

Town Staff:

Kathleen Dominguez, CMC, Town Clerk

Vanessa Holloway, Grants and Contracts Administrator

Eddie Crockett, Public Services Director

Members of the Public:

Zero (0)

DISCUSSION:

Town Clerk Dominguez opened the meeting at 2:00 p.m. She announced that this meeting was for the opening of submitted bids and that two (2) addendums were posted for this project. Ms. Dominguez noted that opening and documenting the submitted bids does not constitute an award or a recommendation for an award.

Seven (7) bid packets were submitted and documented as follows:

COMPANY	TOTAL BID AMOUNT PUBLIC SERVICES	TOTAL BID AMOUNT RECREATION CENTER
Grace Roofing & Sheet Metal Enterprise	\$73,215.00	\$48,614.00
Best Roofing Services LLC	\$51,000.00	\$105,060.00
A-1 Roofing Contractor	\$46,558.00	\$95,855.00
Creative Contracting Group	\$56,900.00	\$96,900.00
Dezigns Construction Inc.	\$79,500.00	\$138,275
Earl W. Johnston Roofing	Incomplete	
Advanced Roofing Inc.	Incomplete	

Ms. Dominguez commented that a recommendation would be submitted to the Town Council for consideration and approval of an award at a future meeting. There was no further discussion; the bid opening concluded at 2:06 p.m.

**AGREEMENT FOR ROOF REPLACEMENT
AT THE PUBLIC SERVICES BUILDING AND RECREATION CENTER**

THIS AGREEMENT is hereby made and entered into this 26th day of January, 2026 (“Effective Date”) by and between the Town of Lantana, a Florida municipal corporation (“Town”), whose address is 500 Greynolds Circle, Lantana, Florida 33462, and A-1 Property Services Group, Inc., a Florida corporation (“Contractor”), whose address is 6925 NW 42nd Street, Miami, Florida 33166

WHEREAS, the Town desires to retain the services of the Contractor to provide the goods and services in accordance with the Town’s Invitation to Bid No. 2026-01-PS and the Contractor’s response thereto,

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Town and the Contractor agree as follows:

ARTICLE 1. INCORPORATION OF INVITATION TO BID

This Agreement includes and incorporates herein by this reference the terms, conditions, and specifications set forth in the Town’s Invitation to Bid No. 2026-01-PS (the “ITB”), and the Contractor’s response thereto, including all documentation required thereunder, which shall be attached hereto as Exhibit A. In the event of a conflict between this Agreement, the ITB and the Contractor’s response, the documents shall have precedence in the following order: this Agreement, the ITB, and then the Contractor’s response to the ITB.

ARTICLE 2. DESCRIPTION OF GOODS OR SCOPE OF SERVICES

The Contractor shall provide the goods and/or perform those services identified in the ITB.

ARTICLE 3. COMPENSATION

The Town shall pay the Contractor in accordance with the terms, conditions, and specifications set forth in the ITB and as set forth in the Contractor’s response thereto.

ARTICLE 4. AVAILABILITY OF FUNDS

The Town’s performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Town Council.

ARTICLE 5. DEFAULT, DEFAULT REMEDIES AND TERMINATION FOR CAUSE

This Agreement may be terminated for cause by action of the Town or by Contractor if the party in breach has not corrected the breach within fourteen (14) days after written notice from the aggrieved party identifying the breach.

ARTICLE 6. TERMINATION FOR CONVENIENCE

- (a) The Town may terminate performance of work under this contract in whole or, from time to time, in part if the Town determines that a termination is in the Town’s interest. The Town shall terminate by delivering to the Contractor a 30-day Notice of Termination specifying the extent of termination and the effective date.

- (b) After receipt of a Notice of Termination, and except as directed by the Town, the Contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:
- (1) Stop work as specified in the notice.
 - (2) Place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities, except as necessary to complete the continued portion of the contract.
 - (3) Terminate all subcontracts to the extent they relate to the work terminated.
 - (4) Complete performance of the work not terminated.
 - (5) For contract work performed before the effective date of termination, the Town will pay for the cost of this work.
- (c) Contractor acknowledges and agrees that One Thousand Dollars (\$1,000.00) of the compensation to be paid by Town, the receipt and adequacy of which is hereby acknowledged by Contractor, is given as special consideration to Contractor for Town's right to terminate this Agreement for convenience.

ARTICLE 7. REQUIRED CONTRACT PROVISIONS FOR FEDERAL-AID CONSTRUCTION CONTRACTS

This Agreement includes and is subject to the required contract provisions for Federal-Aid construction contracts attached to and incorporated by reference in the ITB.

ARTICLE 8. CLEAN AIR ACT

Contractor shall, in the course of performing pursuant to this Agreement, comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

ARTICLE 9. ENERGY EFFICIENCY

Contractor shall, in the course of performing pursuant to this Agreement, comply with all applicable standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

ARTICLE 10. PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, *Fla. Stat.*, if the Contractor: (i) provides a service; and (ii) acts on behalf of the Town as provided under Section 119.011(2) *Fla. Stat.*, the Contractor shall comply with the requirements of Section 119.0701, *Fla. Stat.*, as it may be amended from time to time. The Contractor is specifically required to:

- A. Keep and maintain public records required by the Town to perform services as provided under this Contract.

- B. Upon request from the Town's Custodian of Public Records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Contractor further agrees that all fees, charges, and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if the Contractor does not transfer the records to the public agency.
- D. Upon completion of the Contract the Contractor shall transfer, at no cost to the Town, all public records in possession of the Contractor unless notified by Town's representative/liaison, on behalf of the Town's Custodian of Public Records, to keep and maintain public records required by the Town to perform the service. If the Contractor transfers all public records to the Town upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically by the Contractor must be provided to Town, upon request of the Town's Custodian of Public Records, in a format that is compatible with the information technology systems of Town, at no cost to Town.

Failure of the Contractor to comply with the requirements of this article shall be a material breach of this Contract. Town shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. Contractor acknowledges that it has familiarized itself with the requirements of Chapter 119, *Fla. Stat.*, and other requirements of state law applicable to public records not specifically set forth herein.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT TOWN CLERK, TOWN HALL, 500 GREYNOLDS CIRCLE, LANTANA, FL 33462, BY E-MAIL AT KDOMINGUEZ@LANTANA.ORG OR BY TELEPHONE AT 561-540-5016.

ARTICLE 11. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

- i. As to the Town: Town of Lantana
500 Greynolds Circle
Lantana, Florida 33462
Attn: Town Manager
Email: braducci@lantana.org
- ii. with a copy to: Town of Lantana
515 N. Flagler Drive, Suite 350
West Palm Beach, FL 33401
Attn: Town Attorney
Email: max@lohmanlawgroup.com
- iii. As to the Contractor: A-1 Property Services Group Inc.
6925 NW 42nd Street
Miami, Florida 33166
Attn.: Yosvany F. Madruga, CEO
Email: GEO@1866roofing.com

b. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be the date first set forth above.

d. Remedies. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

e. Third-party Beneficiary. No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the Town and/or Contractor.

ARTICLE 12. CONTRACT TIME TO COMPLETE THE WORK

This Agreement shall begin on the Effective Date. The Work (both re-roofings) will reach Substantial Completion within 90 calendar days from the date of issuance of the Notice(s) to Proceed (NTP), which shall be attached hereto and incorporated herein. The Work shall reach Final Completion within 120 calendar days from the date of issuance of the NTP. Separate NTP's may be issued for the Public Services Building and the Recreation Center at the Town's sole discretion. Notwithstanding anything set forth in this Article 12., this Agreement may be terminated in accordance with Articles 5 and 6 hereof.

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter written.

TOWN OF LANTANA, FLORIDA

A-1 PROPERTY SERVICES GROUP, INC.

By: _____
Brian K. Raducci, Town Manager

By: _____
Yosvany F. Madruga, CEO

By: _____
Kathleen Dominguez, Town Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
R. Max Lohman, Town Attorney



TOWN OF LANTANA

Agenda Item Summary

AGENDA ITEM No.: 8b

PREPARED BY: Eddie Crockett, Public Services Director

REVIEWED BY: Brian K. Raducci, ICMA-CM, Town Manager

MEETING DATE: January 26, 2026

AGENDA ITEM: Consideration of CSA No. 2026-01 with Baxter & Woodman Inc. authorizing engineering services to complete and submit the 2026 10-Year Water Supply Facilities Work Plan Update in the amount of \$39,772. The update is required by the South Florida Water Management District.

ISSUE/BACKGROUND:

In September 2024, the Governing Board of the South Florida Water Management District approved the 2023-24 Lower East Coast Water Supply Plan Update. This approval requires water suppliers in the lower East Coast region to update their plans for water supply projects or options. The last time the Town updated the plan was in 2020. The plan is due March 24, 2026, and will contain an assessment of projected water demands and potential water sources to meet those demands through 2045.

Staff recommends approval of the legal and consultant reviewed CSA No. 2026-01 with Baxter & Woodman Inc. in the amount of \$39,772. Funding for this CSA is available in the FY 2025/26 Operating Budget.

ATTACHMENT(S):

1. SFWMD Water Supply Plan.pdf
2. CSA 2026-01 - 10-Year Water Supply Plan Update.pdf

SAMPLE MOTION:

I move to (approve) (deny approval) of CSA No. 2026-01 with Baxter & Woodman Inc., authorizing the preparation and submission of a 10-year Water Supply Facilities Work Plan in the amount of \$39,772, and to authorize the Town Manager to execute the CSA and any amendments thereto.



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

March 20, 2025

Eddie Crockett, Director
Town of Lantana Public Services Department
510 W Pine Street
Lantana, FL 33462

**Subject: 2023-2024 Lower East Coast Water Supply Plan Update
Town of Lantana Public Services Department Notification**

Dear Mr. Crockett:

In September 2024, the Governing Board of the South Florida Water Management District (District) approved the 2023-2024 Lower East Coast Water Supply Plan Update (2023-2024 LEC Plan). The LEC Plan area encompasses all of Palm Beach, Broward, and Miami-Dade, most of Monroe and portions of Hendry and Collier counties. The plan contains an assessment of projected water demands and potential water sources to meet these demands through 2045.

This letter is being sent pursuant to Section 373.709(8)(a), Florida Statutes (F.S.), which requires the District to notify by certified mail the water supply entities identified in the plan as the parties responsible for implementing the various project options listed in the plan's Chapter 8. Your utility is identified in the 2023-2024 LEC Plan; therefore, there are statutory provisions that may require action on your part.

Section 373.709(8)(b), F.S., requires water supply entities to consider the information in the 2023-2024 LEC Plan and provide to the District in writing no later than one year from the receipt of this letter, the following information:

- 1) The alternative water supply projects or options identified in the 2023-2024 LEC Plan, which you have developed or intend to develop, if any. If you do not intend to develop one or more of the alternative water supply project options identified in the 2023-2024 LEC Plan (Chapter 8), you can propose one or more alternative water supply project options sufficient to address your future water demands as identified in Appendix A.

- 2) A status report on alternative water supply project implementation, including the following:
- a) The quantity of water to be produced
 - b) The estimated start and completion dates
 - c) Development of a financial plan
 - d) Facilities master planning
 - e) Permitting and efforts in coordinating multijurisdictional projects, if applicable

As a reminder, annual progress reports from water supply entities regarding the status of project implementation must be submitted to the District by November 15 of each year pursuant to Section 373.709(8)(b), F.S. This requirement can be met by updating your utility project information on the District's automated Water Supply Utilities Project (WaSUP) annual progress report webpage.

In addition, each local government is required to update its Water Supply Facilities Work Plan (Work Plan) within 18 months after Governing Board approval of a regional water supply plan pursuant to Section 163.3177(6)(c)3, F.S. The Work Plan, due by March 24, 2026, must cover at least a 10-year planning period, identify alternative and traditional water supply development projects, conservation efforts, and reuse activities needed to meet the projected future water demands. Additional information on updating Work Plans can be found on the District's website at <https://www.sfwmd.gov/doing-business-with-us/work-plans>.

Please visit <http://www.sfwmd.gov/lecplan> to access the 2023-2024 LEC Plan and associated appendices for information regarding the alternative water supply projects or options. If you have any questions or need additional information regarding this matter, please contact Nancy Demonstranti, P.G., Lower East Coast Water Supply Plan Manager, at (561) 682-2563 or ndemonst@sfwmd.gov.

Sincerely,



Mark E. Elsner, P.E.
Water Supply Bureau Chief

**TOWN OF LANTANA
BAXTER & WOODMAN, INC.
CONSULTANT SERVICE AUTHORIZATION NO. 2026-01**

“2026 10-YEAR WATER SUPPLY FACILITIES WORK PLAN UPDATE”

Date: January 9, 2026

CSA NO. 2026-01 FOR PROFESSIONAL CONSULTING SERVICES: Engineering services for the 2026 10-Year Water Supply Facilities Work Plan Update.

The Town of Lantana has entered into an engineering consulting services agreement entitled “Agreement for Professional Engineering Services” with Baxter & Woodman (“B&W”) on the 12th day of March, 2001, as extended by a “First Addendum” dated February 27th, 2006, as amended by a “Second Addendum” dated November 27, 2006, as amended by a “Third Addendum” dated February 14, 2011, as amended by a “Fourth Addendum” dated January 25, 2016, as amended by a “Fifth Addendum” dated August 22, 2016, as amended by a “Sixth Addendum” dated September 9, 2019, and as amended by a “Seventh Addendum” dated March 12, 2021 and as amended by an “Eighth Addendum” dated March 22, 2022 (the “Agreement”). This B&W Services Authorization (“CSA”) shall be performed under the terms and conditions described in that Agreement.

PROJECT DESCRIPTION

In 2011, the Town authorized Baxter & Woodman, Inc. (B&W) to prepare a “10-Year Water Supply Facilities Work Plan” (Work Plan) to comply with update requirements for the Town's Comprehensive Plan and to coordinate with South Florida Water Management District's (SFWMD's) Regional Lower East Coast (LEC) Water Supply Plan. The Work Plan was completed in March 2013. On September 12, 2013, SFWMD updated the LEC Water Supply Plan. The Town contracted with B&W in 2014 to update the Town's 10- Year Water Supply Facilities Work Plan and the Town's Comprehensive Plan to incorporate the updated water supply plan/projects identified in the LEC. Minor revisions were required to the Work Plan in April 2014, September 2014 and March 2015. SFWMD updated the LEC Water Supply Plan again in 2019. As required, B&W completed another update of the Work Plan in 2020.

SFWMD has recently updated the LEC Water Supply Plan again, requiring that municipalities update their Work Plans. Within 18 months after the Governing Board approves an updated regional water supply plan, each local government must amend their comprehensive plan to incorporate the updated water supply plan/projects identified in the LEC. The purpose of this CSA is to provide the required update to the Town's “10-Year Water Supply Facilities Work Plan” in order to keep the Town current with overall planning strategies and projection data. Specific tasks are as follows:

SCOPE OF SERVICES

Task 1- Data Collection & Needs Assessment

Consultant shall perform a desktop analysis based on SFWMD's update to the LEC Water Supply Plan and based on future development plans and historical water demand and consumption data. The desktop analysis consists of the following items:

1. Update Town population projections
2. Review historical water demand and consumption data, including but not limited to the following:
 - a. Current potable water main maps.
 - b. As-builts of system pipelines and distribution system pumps.
 - c. Distribution pump data and operating curves
 - d. Distribution pump flow meter data for last 2 years.
 - e. Water flow meter records at all interconnects (e.g. Lake Worth, Boynton Beach and Manalapan)
 - f. Town billing records for all current customer water meters. Data shall be provided in electronic Excel spreadsheet format and shall reflect monthly consumption data for past 2 years with customer name, customer account number, address, and customer type (Single Family - SF, Multi-Family - MF, Commercial/Industrial, or Town).
3. Establish updated water level of service (LOS)
4. Assess and project future water needs / demands based on population and development projects
5. Project future water flows through 2036 based on population and development projections, LOS generation rates and peaking factors. Consultant shall summarize results of the needs assessment in the final report.

Task 2 - Water System Condition Assessment

Consultant shall conduct investigations to assess condition of the water system. Investigations shall consist of the following tasks:

- Update information on the recently replaced High Service Pumps.
- Windshield survey and records review of distribution system facilities to identify obvious deficiencies in the system.
- Review of the ground storage tanks records.
- Review records of renewal and replacement projects and update GIS.
- Discussions with utility staff and Fire Department regarding known problem areas, such as:
 - Identification of areas where lines are too small to provide adequate fire protection (e.g. 4-inches and smaller).
 - Identification of areas where pipe material is undesirable (e.g. asbestos or galvanized pipe).
 - Identification of broken hydrants or hydrants that produce low flow. Consultant shall summarize the results of the condition assessment in the final report.

Task 3 - Hydraulic Modeling

Consultant shall update the Town's existing water model using WaterCAD v8 software incorporating all projects and/or system modifications constructed and implemented since completion of the previous water master plan. The model will be used to evaluate the capacity of the existing system in order to assess the impacts of the projected future water demands.

C-Factors shall be established based on estimated age of the pipelines and field verifications data for system pressures, both as provided by the Town. Previous hydrant flow testing reports will also be used, as available.

Model shall be used to identify nature and extent of needed improvements to meet future needs and to improve current conditions. Up to three (3) "what-if" scenarios shall be run to confirm needed improvements. Up to three (3) fire flow scenarios shall be run based on ISO and PBC Fire Department minimum fire flow capacity requirements.

Task 4 - Final Report

Consultant shall update the December 2020 Work Plan to include a 10-year planning horizon of 2026 to 2036. The updated Work Plan shall include documentation of the findings from the above tasks, recommendations for upgrades, recommended implementation schedule, and construction cost estimates.

Consultant shall re-issue the Draft Work Plan and provide a PDF electronic copy to the Town for review. Upon receipt of Town comments, Consultant shall finalize the report and submit a final version in PDF file format to the Town and to SFWMD.

Task 5 - Comprehensive Plan Update

Consultant shall review the Town's current Comprehensive Plan (Volume 1: Goals, Objectives and Policies (GOP) and Volume 2: Data, Inventory and Analysis (DIA) Reports) and provide red-lined markups to reflect current data as contained in the Updated 10-Year Water supply Facilities Work Plan. Consultant shall attend one (1) meeting with Town staff to review the recommended Comprehensive Plan edits required by SFWMD (if any). These edits will be the basis for the changes to the Town's Comprehensive Plan by Town staff.

ASSUMPTIONS

1. It is assumed that the Town staff will make final Comprehensive Plan amendments and process the amendments for formal adoption through the State of Florida.
2. All flow testing, pressure testing, and operational records shall be provided by the Town.
3. Scope of services does not include detailed evaluation of lost revenue due to broken meters or unmetered services.
4. No site topographical and/or boundary survey services are included.
5. No Subsurface Utility Investigation (SUI) exploratory services (i.e.: soft digs) are included which would confirm line sizes, pipe materials or other characteristics of buried facilities.
6. This scope includes review of the ongoing WTP Instrumentation and Control Improvements project and inclusion of applicable information of the improvements for this report.

7. These analyses are for the potable water distribution system. Analyses do not include review of individual water customer service connection points, or of the raw water transmission system.
8. Services do not include review of regulatory requirements and potential changes to regulations for water systems.
9. Services do not include modeling extended period simulations for water quality.
10. The scope of services only includes coordination and receipt of comments at the Town level. Any additional coordination, comments and/or edits required by other agencies (SFWMD, DCA, etc.) shall be addressed by Consultant as additional services.
11. The Scope of Services does not include:
 - a. Providing a copy of the modeling software and associated license to the Town.
 - b. Preparation of design plans, details or technical specifications.
 - c. Environmental investigations, title searches, real estate/property assessment or preparation of easement sketch and descriptions.
 - d. Negotiations for new agreements.
 - e. Any permitting or associated fees.

CONTRACT PERFORMANCE

Proposed fees and schedule for completion of tasks listed above are summarized below:

COMPLETION DATES

The duration of work tasks is summarized below:

Task	Time per Task from NTP	Cumulative Time to Complete from Notice to Proceed
Task 1— Data Collection & Needs Assessment*	4 weeks	4 weeks
Task 2— Water System Condition Assessments	1 week	5 weeks
Task 3— Hydraulic Modeling	1 week	6 weeks
Task 4— Final Report **	2 weeks	8 weeks
Task 5 —Comprehensive Plan Update ***	4 weeks	12 weeks

* Assumes Town provides testing and records information within 14 days after Notice to proceed.

** Deadline for submittal of Work Plan to SFWMD is **March 24, 2026**.

*** Final Comp Plan Updates (if required) – timeframe to be determined

SUMMARY OF PROPOSED FEES

Proposed Lump Sum labor costs and associated expense for engineering services are \$39,772.00. A breakdown is provided in Attachment A.

Work requested by the Town outside this scope of work, shall be completed if specifically directed by the Town, on an hourly basis in accordance with the rates listed in Attachment A. Proposed labor costs and associated expenses for engineering services are tabulated below and provided in **Attachment A**.

Engineering Services	Fees
Task 1— Data Collection & Needs Assessment	\$9,547 (Lump Sum)
Task 2— Water System Condition Assessments	\$9,829 (Lump Sum)
Task 3— Hydraulic Modeling	\$7,523 (Lump Sum)
Task 4— Final Report	\$9,721 (Lump Sum)
Task 5 —Comprehensive Plan Update	\$2,652 (Lump Sum)
Reimbursable Expenses	\$500 (Not-to-Exceed)
TOTAL PROJECT COST	\$39,772

The Consultant may not commence work on any Consultant Service Authorization approved by the Town without a further written notice to proceed.

Approved by:

TOWN OF LANTANA

BAXTER & WOODMAN, INC.

Date: _____

Date: _____

Town Manager

Rebecca Travis, P.E., Executive Vice President

Attest: _____

Attest: _____

Reviewed by: Town Attorney

State of Florida

County of Palm Beach

The foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Rebecca Travis, Executive Vice President of Baxter & Woodman, Inc., an Illinois corporation, on behalf of the corporation. He/She is (personally known to me) or (has produced identification), Florida Driver's License _____ and (did/did not) take an oath.

Signature of person taking Acknowledgement

Signature of Acknowledger Typed, Printed or Stamped

Attachment A
Town of Lantana
2026 10-YEAR WATER SUPPLY FACILITIES WORK PLAN UPDATE
Baxter & Woodman, Inc. Fee Table

Task No.	Task Description	Labor Classification and Hourly Rates											
		Principal Engineer \$178.61	Sr. Engineer \$162.37	Engineer \$124.49	Sr. Inspector \$119.07	Inspector \$97.42	Sr. Engineer Tech \$119.07	Cadd/GIS \$102.84	Clerical \$75.78	Total Labor	Sub-Consultant Services	Sub-Consultant Services w/ 1.1 Multiplier	Total
1	Data Collection & Needs Assessment												
1.1	Update Town population projections		2	8					2	\$1,472		\$0	\$1,472
1.2	Review historical water demand and consumption data		4	16					2	\$2,793		\$0	\$2,793
1.3	Establish updated water level of service (LOS) for per capita demands		4	16						\$2,641		\$0	\$2,641
1.4	Assess and project future water needs / demands based on population and development projections		4	16						\$2,641		\$0	\$2,641
	Subtotal:	0	14	56	0	0	0	0	4	\$9,547	\$0	\$0	\$9,547
2	Water System Condition Assessments												
2.1	Field investigations of water system components		6	16						\$2,966		\$0	\$2,966
2.2	Windshield survey/Records review		4	8						\$1,645		\$0	\$1,645
2.3	Records review of tanks		2	2						\$574		\$0	\$574
2.4	Review new and replaced facilities and update GIS		4	8				18		\$3,497		\$0	\$3,497
2.5	Discussions with Town Staff & Fire Department for problem areas		4	4						\$1,147		\$0	\$1,147
	Subtotal:	0	20	38	0	0	0	18	0	\$9,829	\$0	\$0	\$9,829
3	Hydraulic Modeling												
3.1	Update Town's hydraulic model and assess capacity for future water demands and fire flow		8	50						\$7,523		\$0	\$7,523
	Subtotal:	0	8	50	0	0	0	0	0	\$7,523	\$0	\$0	\$7,523
4	Final Report												
4.1	Recommendation of upgrades, implementation schedule and construction cost estimates	8	16	40				4	4	\$9,721		\$0	\$9,721
	Subtotal:	8	16	40	0	0	0	4	4	\$9,721	\$0	\$0	\$9,721
5	Comprehensive Plan Update												
5.1	Review and provide red-lined mark-ups to reflect updated 10-Year Water Supply Facilities Work Plan	2	8	8						\$2,652		\$0	\$2,652
		2	8	8	0	0	0	0	0	\$2,652	\$0	\$0	\$2,652
	Labor Subtotal Hours	10	66	192	0	0	0	22	8				
	Labor Subtotal Costs	\$1,786	\$10,716	\$23,902	\$0	\$0	\$0	\$2,262	\$606	\$39,272	\$0	\$0	\$39,272
	Labor Total Costs (Lump Sum)	\$39,272											
	Subconsultant Costs Total	\$0											
	Subconsultant Multiplier	1.1											
	Subconsultant Total (Lump Sum)	\$0											
	Reimbursable Expenses (Not-to-Exceed)	\$500											\$500
	Project Total	\$39,772											\$39,772



TOWN OF LANTANA

Agenda Item Summary

AGENDA ITEM No.: 8c

PREPARED BY: Jerry Darr, Assistant Utilities Director

REVIEWED BY: Brian K. Raducci, ICMA-CM, Town Manager

MEETING DATE: January 26, 2026

AGENDA ITEM: Consideration of Change Order No. 002 with Cacique Utilities LLC in the amount of \$34,664.04, as it relates to the W Pine St Water Main Improvements Phase II Project.

ISSUE/BACKGROUND:

Change Order No. 002 includes additional costs (available from the Project Balance) related to:

- Additional labor time required to:
 - open and close valves throughout the Town in coordination with the Inspector, 105 hours
 - conduct exploration related to the relocation of an insertion valve, eight (8) hours
 - exploration and exercising of existing valves to confirm that the system can be shut down
- Additional labor and material costs were incurred to:
 - conduct trench paving associated with pipe routing changes
 - install flowable fill to adjust for shallow piping placed over unknown existing utility conflicts at two (2) locations in order to meet the required cover clearance:
 - Arnold Ave: due to an existing sewer conflict. The Scope included concrete installation for one (1) hour.
 - 13th St: due to existing gas and water line depth conflicts. The Scope included excavation and concrete installation for four (4) hours.
 - additional paving for raw water line crossings and water main deviations, totaling 1,441 SF. This quantity does not include water services or restoration, as those items were previously included under Bid Items 18 and 22-25.

ATTACHMENT(S):

1. CO #02 Added trench paving, flowable fill & exploration signed by GC & BW.pdf

SAMPLE MOTION:

I move to (ratify) (deny) the Town Manager's approval of Change Order No. 002 with Cacique Utilities LLC in the amount of \$34,664.04, as it relates to the W Pine St Water Main Improvements Phase II Project as described above.



TOWN OF LANTANA
500 GREYNOLDS CIRCLE
LANTANA, FLORIDA 33462
561-540-500



CHANGE ORDER # 02
ITB No. 2025-02-PS
DATE: January 08, 2026

PROJECT NAME: West Pine Street Water Main Improvements Phase 2.

OWNER: Town of Lantana

CONTRACTOR: Cacique Utilities LLC.

THE FOLLOWING CHANGES:

1. Added trench paving for pipe routing changes due to unknown existing conflicts.
2. Existing valve exploration & exercising to confirm system can be shut down.
3. Flowable fill for shallow piping installed over unknown existing conflicts.

JUSTIFICATION: (Contractors Claim attached)

1. Multiple Lateral deflections to avoid existing conflicts increased size / length of trench.
2. Operating condition and / or location of existing valves unknown.
3. New WM installed over existing conflicts with less than minimum cover.

CHANGE TO CONTRACT PRICE:

Original CONTRACT PRICE: \$1,552,940.00

Current Contract Price including CO 01: \$1,456,061.05

Contract Price due to this Change Order
will be **DECREASED/INCREASED** by: \$34,664.04

The New Contract Price including
this Change Order 02 will be: \$1,490,725.09

CHANGE TO CONTRACT TIME:

No Change. Substantial Completion 320 days from NTP – April 25, 2026

APPROVED BY CONTRACTOR: David Cacique 01/08/2026
DATE

APPROVED BY ENGINEER: Richard M. Chipman 01/08/26
DATE

APPROVED BY OWNER: Brian Raducci
DATE

R1-CHANGE ORDER (CO) #2

Delivered Date: 1/8/2026

Bid/Contract #: 2025-02-PS

C.U Project #: 25-1108

Owner: Town of Lantana

Project Name: West Pine St Water Main Improvements Phase 2

Change Order Description

- *1. Additional paving made for the Raw water line crossings and water main deviations. This totals to 1,441 SF and does not include water services or restoration as those were already included in Bid Items 18 & 22-25. A further breakdown with Station numbers is included. **(Billed as Bid Item Only)**
- *2. Additional time for opening and closing valves throughout the Town of Lantana with the Inspector (105 HR). **(Billed for Labor Only)**
- B. Additional time for exploration upon the relocation of an insertion valve (8 HR). **(Billed for Labor Only)**
- *3. A. Furnish and Installation of 2 areas with flowable fills. One on Arnold St due to the conflicting existing sewer. We were required to go over to meet cover clearance. Concrete Installation only (1 HR). **(Billed for Labor & Material)**
- B. The 2nd was on 13th Street due to the existing gas and existing water depth. We were required to go over to meet cover clearance. Excavation and Concrete Installation. (4 HR) **(Billed for Labor & Material)**



Breakdown

Additions of Services

Labor

Item #	Description	Quantity of Units	Unit of Measure	Unit Price	Amount
1	Mobilization				\$ -
2	Superintendent- Carlos Casique (2A+ 2B+ 3A+ 3B)	118	HR	\$73.00	\$ 8,614.00
3	General Foreman- Jose Pena (2B+ 3A+ 3B)	13	HR	\$63.00	\$ 819.00
4	General Foreman				\$ -
5	Equipment Operator				\$ -
6	Pipe Layer				\$ -
7	Tailman				\$ -
8	Skilled Laborer- Reivan B. (2A+ 2B+ 3A+ 3B)	118	HR	\$24.00	\$ 2,832.00
9	Skilled Laborer- Francisco P. (2A)	105	HR	\$24.00	\$ 2,520.00
10	Skilled Laborer- Roman P. (2B)	8	HR	\$24.00	\$ 192.00
11	Skilled Laborer- Eduardo M. (3A+ 3B)	5	HR	\$24.00	\$ 120.00
12	Skilled Laborer- Alvaro R. (3B)	4	HR	\$24.00	\$ 96.00
13					\$ -
14					\$ -
Labor:					\$ 15,193.00
Labor Burden:	58%				\$ 8,811.94
Subtotal Labor:					\$ 24,004.94

Materials

Item #	Description	Quantity of Units	Unit of Measure	Unit Price	Amount
1	Concrete (5000 psi) (3A & 3B)	1	LS	\$3,833.27	\$ 3,833.27
2					\$ -
3					\$ -
4					\$ -
5					\$ -
Subtotal Materials:					\$ 3,833.27

Equipment

Item #	Description	Quantity of Units	Unit of Measure	Unit Price	Amount
Owned					
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
Rented/Leased					
1					\$ -
2					\$ -
3					\$ -
4					\$ -
Subtotal Equipment:					\$ -

Subcontractor Services or Other

Item #	Description	Quantity of Units	Unit of Measure	Unit Price	Amount
1					\$ -
2					\$ -
3					\$ -
Subtotal Subcontractor/Specialties:					\$ -

Additions of Bid Items

Bid Items

Bid Item #	Description	Quantity of Units	Unit of Measure	Unit Price	Amount
11	Superpave Asphalt Concrete Pavement SP-9.5 (1A)	16.16802	TONS	\$250.00	\$ 4,042.01
					\$ -
					\$ -
					\$ -
Subtotal:					\$ 4,042.01

Time

Requested Contract Time for This Change Order	
☒	No Change
☐	Increase in Time (# of Days)
☐	Decrease in Time (# of Days)

Approved Contract Time from Previous Changes Orders	
☒	No Change
☐	Increase in Time (# of Days)
☐	Decrease in Time (# of Days)

This Change Order

Additions of Services	\$	27,838.21
Overhead and Profit Markup (%):	+	10%
Additions of Services Total	= \$	30,622.03
Additions of Bid Items	+ \$	4,042.01
	= \$	34,664.04

FINAL TOTAL:

\$34,664.04

Approval of R1-CHANGE ORDER (CO) #2

David Cacique Jr, Project Manager

Contractor Representative Name, Title, & Signature

Date: 1/8/2026

Owner Representative Name, Title, & Signature

Date:

Additional Asphalt- Bid Item No.11

- 17' x 9'= 119 SF @ 9th St
- 7' x 4'= 343 SF @ STA 34+01 to STA 34+49
- 4' x 25'= 100 SF @ S 11th St
- 6' x 79'= 474 SF @ STA 34+20 to STA 33+41
- 2' x 34'= 68 SF @ STA 31+00 to STA 30+66
- 9' x 15'= 135 SF @ S 13th St NW Corner of Existing Gate Valve
- 22' x 3'= 66 SF @ 13th St SW Corner
- 8' x 17'= 136 SF @ S Arnold Ave

Total= 1441 SF

Spread Rate @ 1" Thickness = 101 lb/ yd²

1yd² = 9 ft²

101 lb/ 9 ft² = 11.22 lb/ ft²

For 2 inches --> 11.22 lb/ ft² x 2= 22.44 lb/ SF

22.44 lb/ SF x 1441 SF= 32,336.04 lbs

32,336.04 lbs/ 2,000 lbs= 16.16802 TONS

16.16802 TONS

**ASPHALT MIX DESIGN****SP 24-23864B**

Contractor Powerline Paving Group, LLC

Mix Type SP-9.5

Mix Texture Fine

Traffic Level C

Intended Use Structural

Recycled Y

Gyrations @ Ndes 75

Sieve	Percent Passing
1"	100
3/4"	100
1/2"	100
3/8"	99
No. 4	81
No. 8	60
No. 16	43
No. 30	34
No. 50	24
No. 100	13
No. 200	5.5
Gsb	2.466

Total Binder Content 7.3

Ign. Oven Corr. Factor -0.03

Gmm Corr. Factor -0.013

Mixing Temp. (Plant) 300 °F

Compaction Temp. (Roadway) 300 °F

Spread Rate @ 1" 101 lb/yd²

Gmb @ Ndes 2.239

Gmm 2.333

Binder Type PG 52-28

Va 4.0

VMA 15.8

VFA 75

P-200/Pbe 1.0

Effective Date 12/16/2024

Expiration Date 9/17/2027

Anti - Strip (%) For dosage rate, see APL.

Anti-Strip Not applicable for FC-5 Designs Containing Lime

Special Use Instructions

Anti-strip to be added. See APL for dosage rate.
Transferred from SP 24-23864A (TL-C)

1A



+

2A



CACIQUE UTILITIES
SAFETY QUALITY EFFICIENCY
1375 W Gateway Blvd, Boynton Beach, FL 33426

Weather



Temperature (F)

(32-50)

(51-70)

(71-85)

(85-up)

Project # 25-1108Project Name: Town of Lantana water st

Date: _____

Superintendent: J Carlos Casique

Cacique Utilities Daily Jobsite Report

If working on a job that has multiple sites, please specify which site you are on/ Si esta en un trabajo que tiene varios sitios, especifique en que sitio se encuentra

Field Force/ Equipo				
Title/ Título	Worker's Name/ Nombre	Time In	Time Out	Workers Hrs
Superintendent	J Carlos Casique			105
Foreman				
Excavator Operator				
Loader Operator				
Pipe Layer	Reivan Botero			105
Tailman	Francisco Perez			105
Hillman				
Skilled Laborer				

Equipment on Site/ Equipo o Maquinas en Sitio		
Description/ Descripción	Hours Worked/ Horas que Trabajo	Number of Equipment/ Numero de Maquina

Ground Conditions/ Condiciones de Tierra (Can pick multiple to best describe/ Pueden elegir varios para describir mejor)

Conditions/ Condiciones: ☐ Dry/Seco ☐ Wet/Mojado ☐ Mud/Lodo ☐ Well-Point Pumping ☐ Open Sump Pumping

Soil Type/ Tipo de Tierra: ☐ Sand/Arena ☐ Dirt/Tierra ☐ Clay/Barro ☐ Rock/Piedra

Work Progress/ Progreso del Trabajo

Description of work performed today. Give details, measurements, amounts, etc./ Descripción del trabajo realizado hoy. Dar detalles, medidas, cantidades, etc....

Piping/ Tuberia extra work we worked for 3 weeks helping inspector Rick exercise VALVES by opening and closing them in the Town of Lantana job each week was Monday to Friday 5 days a week there were #3 employees from Cacique utilities 2 superintendents 1 pipelayer 1 pipelayer helper from 8:00 am to 3:30 pm 7 hours a day in TOTAL we worked 105 hours in the 3 weeks

Concrete/ Concreto	Grading
Roadwork	Restoration
Structures/ Estructuras	Miscellaneous/ Varios

2A

Site Survey/ Inspeccion del Lugar

Did you hold your daily safety meeting?/ ¿Hizo su reunion diaria de seguridad?

☒ Yes

☐ No

Were there any tests or inspections today?/ ¿Hubo alguna prueba o inspeccion hoy?

☐ Yes

☐ No

Were there any delays today?/ ¿Hubo algun retraso hoy?

☐ Yes

☒ No

Additional Notes/ Issues/ Notas Adicionales/ Inconvenientes (Details for additional notes, delays, tests & inspections/ Detalles para notas adicionales, retrasos, pruebas e inspecciones)

we worked For 3 weeks helping inspector Rick exercise valves by opening and closing them in the town of Lantana Each week was Monday to Friday 5 days a week there were 3 employees from Cacique Utilities 1 supervisor 1 pipe layer 1 pipe layer helper From 8:00 am to 3:30 pm 7 hours a day in total we worked 105 hours in the 3 weeks

Subcontractors Work Progress/ Avance de Odra de Subcontratistas

Signature/ Firma

2B



CACIQUE UTILITIES
SAFETY QUALITY EFFICIENCY
1375 W Gateway Blvd., Boynton Beach, FL 33436

Weather



Temperature (F)

(32-50)

(51-70)

(71-85)

(85-up)

Project # 25-1108

Project Name: Town of Lantana w/pine st

10-01-2025
and 10-23-2025

Date:

Superintendent:

Carlos Casique

Cacique Utilities Daily Jobsite Report

If working on a job that has multiple sites, please specify which site you are on/ Si esta en un trabajo que tiene varios sitios, especifique en que sitio se encuentra

Field Force/ Equipo

Title/ Título	Worker's Name/ Nombre	Time In	Time Out	Workers Hrs
Superintendent	J Carlos Casique			8
Foreman	Jose Peña			8
Excavator Operator				
Loader Operator				
Pipe Layer	Reivan Boteo			8
Tailman	Roman Peña			8
Hillman				
Skilled Laborer				

Equipment on Site/ Equipo o Maquinas en Sitio

Description/ Descripción	Hours Worked/ Horas que Trabajo	Number of Equipment/ Numero de Maquina

Ground Conditions/ Condiciones de Tierra (Can pick multiple to best describe/ Pueden elegir varios para describir mejor)

Conditions/ Condiciones: ☒ Dry/Seco ☐ Wet/Mojado ☐ Mud/Lodo ☐ Well-Point Pumping ☐ Open Sump PumpingSoil Type/ Tipo de Tierra: ☐ Sand/Arena ☐ Dirt/Tierra ☐ Clay/Barro ☐ Rock/Piedra

Work Progress/ Progreso del Trabajo

Description of work performed today. Give details, measurements, amounts, etc./ Descripción del trabajo realizado hoy. Dar detalles, medidas, cantidades, etc.

Piping/ tubería extra work 1 supervisor 1 pipelayer 1 pipelayer helper worked on total 8 hours at two different addresses At this Address 1444 W Broome St Lantana 33462 the plans originally showed that we had to install 1 insert valve and we worked 5 hours there then the city change the valve to this new address 902 Barnett St Lantana FL 33462 and we worked 3 hours there these 8 hours are of extra work

Concrete/ Concreto	Grading
Roadwork	Restoration
Structures/ Estructuras	Miscellaneous/ Varios

2B

Site Survey/ Inspeccion del Lugar

Did you hold your daily safety meeting?/ ¿Hizo su reunion diaria de seguridad?

☒ Yes ☐ No

Were there any tests or inspections today?/ ¿Hubo alguna prueba o inspeccion hoy?

☐ Yes ☒ No

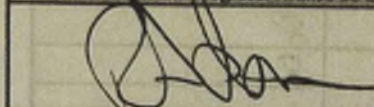
Were there any delays today?/ ¿Hubo algun retraso hoy?

☐ Yes ☐ No

Additional Notes/ Issues/ Notas Adicionales/ Inconvenientes (Details for additional notes, delays, tests & inspections/ Detalles para notas adicionales, retrasos, pruebas o inspecciones)

10-01-2025 5 hours of extra work on address
1444 W Broome St Lantana FL 3346210-23-2025 3 hours of extra work on address
902 Barnett St Lantana FL 33462

Subcontractors Work Progress/ Avance de Obra de Subcontratistas



Signature/ Firma

2A & 2B



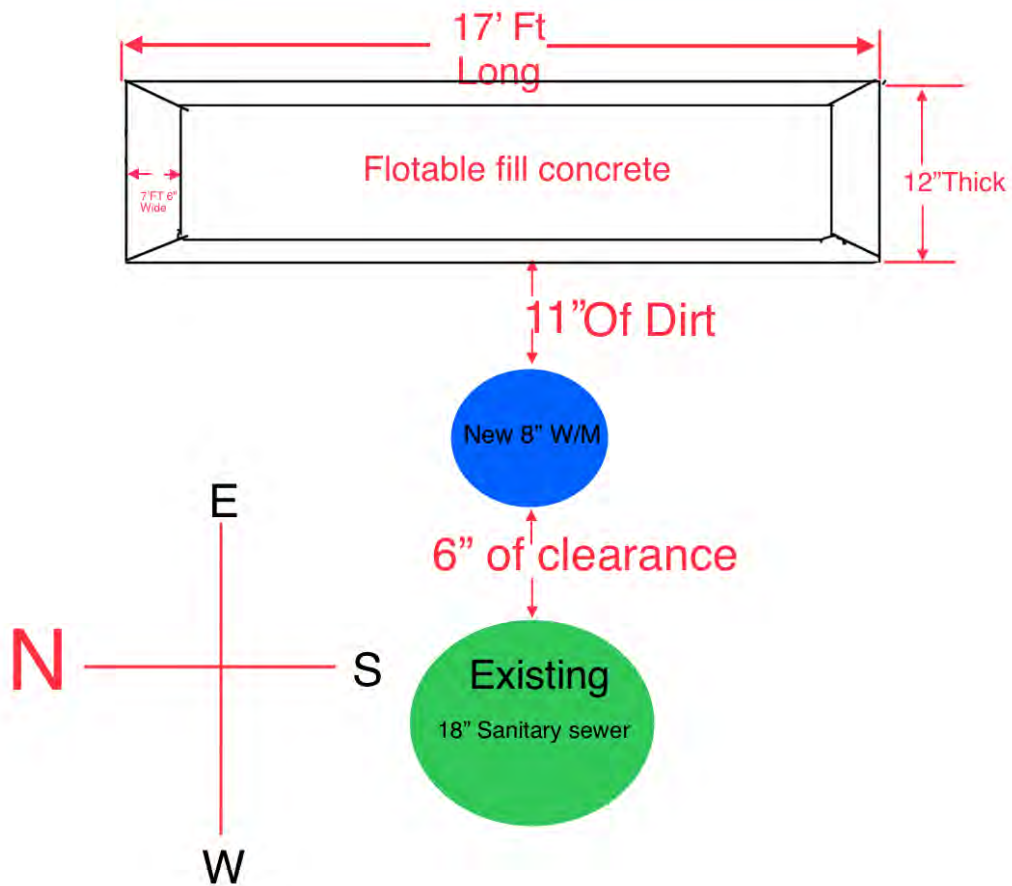
2A & 2B



3A

CACIQUE UTILITIES

TOWN OF LANTANA
WEST PINE STREET WATER MAIN IMPROVEMENTS



3A



3A

Daily Report for 07-23-2025 Change Order Only Summary

Description

Furnish and Installation of 2 areas with flowable fills. Complered on Arnold St due to the conflicting existing sewer. We were required to go over to meet cover clearance. Concrete Installation only.

Workforce

Superintendent- Carlos Casique- 1 HR
General Foreman- Jose Pena- 1 HR
Skilled Laborer- Reivan B. - 1 HR
Skilled Laborer- Eduardo M. - 1 HR

Cost

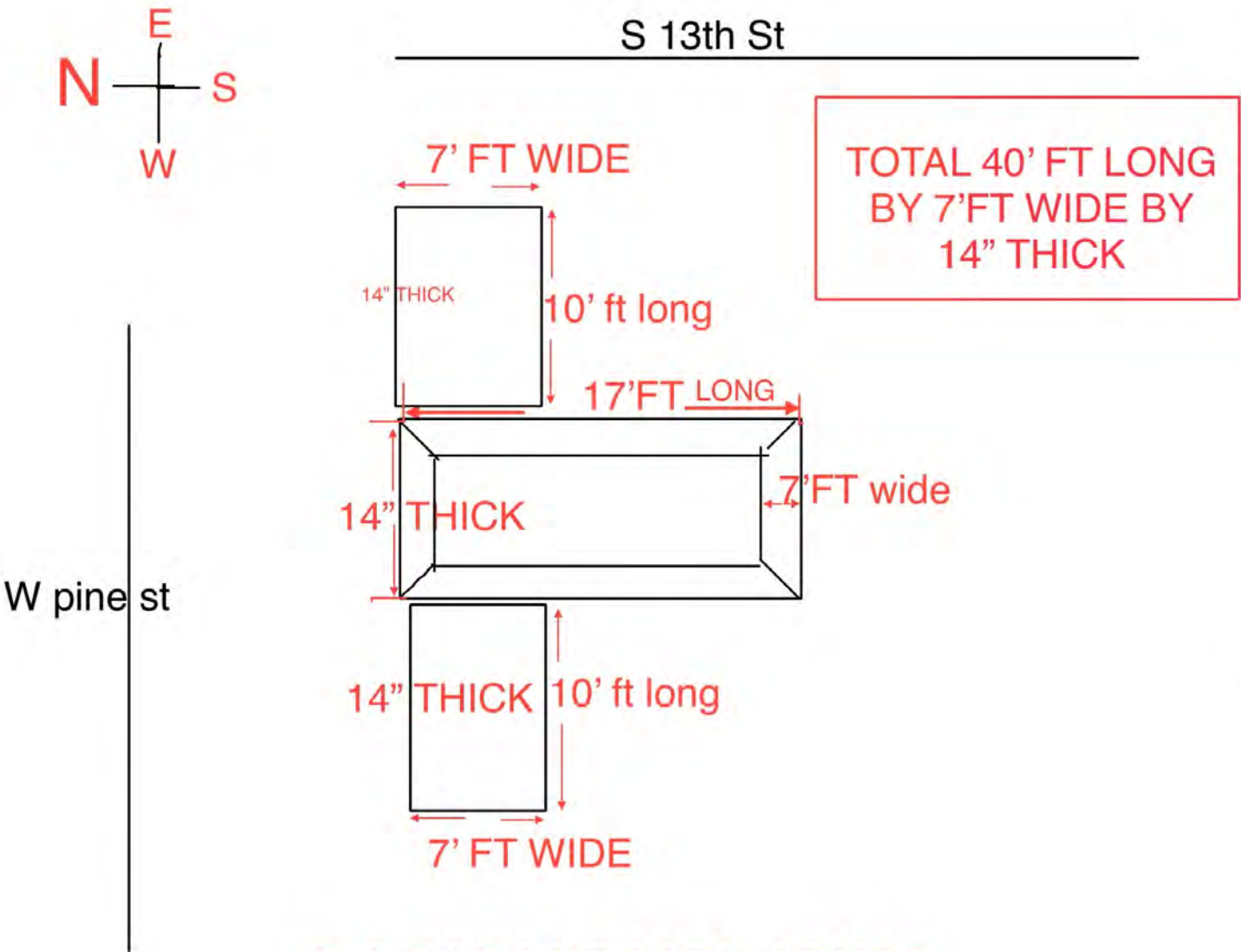
07/09

MASCHMEYER CONCRETE COMP 561-848-9112 FL

1,407.05

+ Delivery Fee \$133.56

3B



CACIQUE UTILITIES

TOWN OF LANTANA
WEST PINE STREET WATER MAIN IMPROVEMENTS

3B



3B

Daily Report for 11-13-2025
Change Order Only Summary

Description

The 2nd was on 13th Street due to the existing gas and existing water depth. We were required to go over to meet cover clearance. Excavation and Concrete Installation.

Workforce

Superintendent- Carlos Casique- 4 HR
General Foreman- Jose Pena- 4 HR
Skilled Laborer- Reivan B. - 4 HR
Skilled Laborer- Eduardo M. - 4 HR
Skilled Laborer- Alvaro R. - 4 HR

Cost

⊕	11/12/25	BUSINESS TO BUSINESS ACH POLIMIX DF LLC SALE 251112 CACIQUE UTILITIES	\$2,197.24
+Delivery Fee \$95.42			