



MEMORANDUM

Date: May 6, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-3693 - Recommendation to Award for ITB 25-007 Dennis Street Station Improvements Phase II to Charley Toppino & Sons, Inc**

Introduction

City staff respectfully recommends that the Mayor and City Commission adopt a resolution authorizing the City Manager to enter into a contractual agreement with Charley Toppino & Sons, Inc. for the construction of the Dennis Street Phase II Stormwater Improvements Project, as specified in Invitation to Bid (ITB) No. 25-007. Additionally, staff requests approval for any related budget amendments necessary to facilitate project execution.

Background

On March 6, 2025, at 8:30 a.m. (EST), the City publicly issued ITB 25-007 through The Citizen newspaper and the DemandStar electronic bidding platform. This competitive solicitation invited qualified contractors to submit sealed bids for the Dennis Street Phase II Stormwater Improvements.

Bid responses were formally opened on April 8, 2025, at the City Clerk's Office. Only two contractors submitted proposals. Upon thorough evaluation, Charley Toppino & Sons, Inc. was determined to be the lowest responsive and responsible bidder, offering both technical compliance and financial value to the City.

Bid Submissions:

- Charley Toppino & Sons, Inc. – \$988,500.00
- Reynolds Construction – \$1,698,900.00

Procurement and Fiscal Impact

The total anticipated cost for the proposed construction is \$988,500.00. This expenditure is already accounted for in the City's FY2024–2025 Capital Improvement Budget under the following line item:

- Stormwater Construction / Construction in Progress
 - Account Number: 402-3802-538-6500
 - Project Number: ST38022401

Recommendation

In light of the competitive procurement process and favorable pricing received, City staff recommends the Mayor and Commission adopt a resolution authorizing the City Manager to execute an agreement with Charley Toppino & Sons, Inc. for the Dennis Street Phase II Stormwater Improvements Project in accordance with ITB 25-007, and approving any required budget amendments to fully fund and implement the project.

Attachments:

- Resolution – Authorizing Execution of Agreement
- Cover Memorandum – Project Overview and Justification
- Procurement Memorandum – Summary of Bid Process and Evaluation
- ITB 25-007 – Dennis Street Station Improvements Phase II
- Bid Evaluation Memo – Cost Summary and Vendor Ranking
- Proposals Received:
 - Charley Toppino & Sons, Inc.
 - Reynolds Construction