VILLAGE OF INDIANTOWN, FLORIDA
AGENDA MEMORANDUM

MEETING DATE: February 12, 2026

MEETING TYPE: Regular Village Council Meeting

AGENDA ITEM TITLE: Approval of Contract No. 2026-02 for Village Hall Building Renovations with Hooks Construction Company, LLC in a Total Anticipated Contract Amount of $577,033.00.

SUMMARY OF ITEM:

Village staff recommends that the Village Council approve the award of Contract No. 2026-02, Village Hall Building Renovations, to Hooks Construction Company, LLC ("Hooks"), in a total anticipated contract amount of $577,033.00.

Under the terms of the contract, Hooks shall assume full contractual responsibility for furnishing all labor, materials, equipment, supervision, and construction management services necessary to complete the project in full compliance with the contract documents. The scope of work includes, but is not limited to, the following phases:

- **Pre-Construction Phase:** Comprehensive project planning, coordination, constructability reviews, scheduling, and preparatory activities necessary to ensure efficient and effective project delivery.
- **Construction Phase:** Full oversight, management, supervision, and execution of construction activities to ensure conformance with approved plans and specifications, adherence to established schedules, and compliance with budgetary, safety, and quality standards.
- **Post-Construction and Closeout Phase:** Completion of all final inspections, resolution of punch list items, submission of all required closeout documentation, resolution of outstanding contractual matters, and formal acceptance and turnover of the completed improvements to the Village.

On November 17, 2025, the Village publicly advertised the solicitation and received five (5) sealed bids. Following an initial responsiveness review, one (1) bid was determined to be non-responsive due to incomplete submittals. The remaining four (4) bids were deemed responsive and responsible and advanced to formal evaluation by the Selection Committee.

Village staff conducted reference checks on all qualified bidders and prepared a comprehensive evaluation package for the Selection Committee's review. The Committee evaluated all responsive bids in accordance with the criteria and procedures established in the solicitation documents.

Based on the bid submissions, evaluation results, and reference verification, the Selection Committee determined that Hooks Construction Company, LLC is the most qualified, responsive, and responsible bidder and recommends award of the contract as being in the best interest of the Village.

Hooks Construction Company, LLC submitted an original bid amount of $451,283.00. Following selection as the contractor, the Village conducted a preconstruction meeting with Hooks, during which additional items were identified that were not included in the original bid scope of work. Incorporation of these additional items increased the project cost by $125,750.00, resulting in a total anticipated contract amount of $577,033.00.

Phases

The proposed project may be constructed using either a single-phase or two-phase construction approach. Each option has been evaluated for its impact on Village operations, project duration, and overall cost.

Under the single-phase construction approach, work would be carefully sequenced between occupied and unoccupied tenant spaces to minimize disruption to ongoing Village operations. This strategy allows construction activities to progress continuously

while maintaining operational functionality within the facility. Demolition within the occupied portions of the building is scheduled to commence on May 6 and is anticipated to continue through mid-July. By staggering construction activities in this manner, the single-phase approach captures many of the operational advantages typically associated with a two-phase schedule, while maintaining a shorter overall project duration and avoiding the additional costs associated with multiple mobilizations.

The two-phase construction approach is structured to ensure that dedicated workspace remains available for Village employees throughout all stages of construction. While this option provides the highest level of operational continuity, it requires an extended construction timeline due to the sequential nature of the work. Additionally, the two-phase approach results in increased mobilization and demobilization efforts, which in turn raise overall project costs.

FISCAL IMAPCT STATEMENT:

The contract will be funded from two accounts Buildings and Improvements and Capital Equipment with a total estimated contract cost of $577,033.00. The proposed expenditure has been reviewed by Village staff and is consistent with the adopted budget.

In addition, staff recommends the establishment of a contingency allowance in the amount of 20 percent ($115,406) to address unforeseen conditions or minor scope modifications that may arise during project implementation. Any use of contingency funds shall be subject to appropriate administrative review and approval and utilized only when necessary. Any unused contingency funds shall remain unexpended.

Sufficient funding for both the base contract amount and any authorized contingency is available within the current fiscal year budget. Village staff will closely monitor all project-related expenditures to ensure continued fiscal responsibility throughout the duration of the project.

RECOMMENDATION:

Motion to approve the award of Contract No. 2026-02, Village Hall Building Renovations, to Hooks Construction Company, LLC, in a total anticipated contract amount of $577,033.00., subject to the

terms and conditions set forth in the contract documents, and to authorize the Village Mayor to execute the contract agreement on behalf of the Village.

PREPARED BY: Kali Beams DATE: 02/03/26

ATTACHMENTS:
Description
Final Tabulation.pdf
Contract.pdf