



Cover Memorandum/Staff Report

File #: 21-626

Agenda Date: 7/6/2021

Item #: 6.I.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Jennifer Alvarez, Interim City Manager
DATE: July 6, 2021

APPROVAL OF AMENDMENT NO. 2 TO THE AGREEMENT WITH BAXTER & WOODMAN, INC. FOR GENERAL ENGINEERING CONSULTING SERVICES, TO ACCEPT A NAME CHANGE AND TO AUTHORIZE AN INCREASE IN HOURLY FEES

Recommended Action:

Motion to Approve Amendment No. 2 to the Agreement with Baxter & Woodman, Inc. for General Engineering Consulting Services, to accept a name change and to authorize an increase in hourly fees.

Background:

On August 2, 2017, the City of Delray Beach (City) Commission approved agreements with various consultants for continuing engineering, surveying, and landscaping architecture consulting services (Agreement) pursuant to Request for Qualifications (RFQ) No. 2017-048. The Agreements are effective through August 30, 2022, with one, two-year option to renew.

On April 17, 2018, the City Commission approved Amendment No. 1 to the Agreement to add a multiplier option to the rates and to also include the ability to compensate Consultants via method of a lump sum amount.

On June 25, 2019, the City was notified that Baxter & Woodman, Inc., dba Mathews Consulting, a Baxter & Woodman Company, officially changed its business name to Baxter & Woodman, Inc., effective August 1, 2019. Further, pursuant to the terms and conditions of the Agreement, the Consultant has made application for, and the City desires to accept, an adjustment to the hourly salary rates. This Amendment No. 2 will formally modify the name and adjust the hourly salary rates in the Agreement effective upon renewal of the Agreement on September 1, 2021.

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures, Change Orders and Amendments.

Attachments:

Legal Review Checklist
Amendment No. 2
Amendment No. 1
Agreement
Documentation of Name Change

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source:

Various funding sources will be used for this continuing services contract.

Timing of Request:

This is not time sensitive.