



## Cover Memorandum/Staff Report

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**File #:** 25-803

**Agenda Date:** 7/8/2025

**Item #:** 6.E.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** July 8, 2025

APPROVAL OF RESOLUTION NO. 125-25 APPROVING SERVICE AUTHORIZATION WITH BAXTER & WOODMAN, INC. CONSULTING SERVICES FOR GEORGE BUSH BOULEVARD PURSUANT TO AGREEMENT NO. RFQ 2017-038 IN THE AMOUNT OF \$98,311.27

**Recommended Action:**

Motion to Approve Resolution No. 125-25 for approval of a Service Authorization with Baxter & Woodman, Inc., for Consulting Services for George Bush Boulevard pursuant to Agreement No. RFQ 2017-048 in the amount of \$98,311.27.

**Background:**

On August 2, 2017, the City of Delray Beach (City) approved agreements with multiple consultants, to include Baxter & Woodman, Inc. dba Mathews Consulting, a Baxter & Woodman Company, for continuing engineering, surveying, and landscaping architecture consulting services pursuant to RFQ 2017-048, effective through August 30, 2022, with one, two-year option to renew. Continuing consulting service agreements allow staff to obtain consultants for various City projects at already agreed upon pricing, terms and conditions without completing the solicitation process for each individual project, barring the project doesn't exceed the thresholds set by the Consultants' Competitive Negotiation Act (CCNA).

On April 17, 2018, the City executed Amendment No. 1 to Agreement No. RFQ 2017-048, to incorporate a lump sum payment method and multiplier option. The City also approved for the City Manager to execute service authorizations for Capital Improvement Projects (CIP) previously approved by the City. The service authorizations bind the City and the consultants to an agreed-upon project amount for an agreed-upon scope of work. For consulting projects that are more than \$65,000.00 and not included in the approved CIP budget, City Commission approval of the service authorization is required.

On July 6, 2021, the City executed Amendment No. 2 to Agreement No. RFQ 2017-048 with Baxter & Woodman, Inc. dba Mathews Consulting, a Baxter & Woodman Company to adjust the consultant's personnel hourly rates and recognize the name change of the consultant to Baxter & Woodman, Inc.

On August 30, 2022, the City exercised the two-year renewal option, renewing the contract through August 30, 2024.

On October 11, 2022, and November 14, 2023, the City executed Amendments No. 3 and 4, respectively, to make an adjustment to the hourly rates of the consultant's personnel.

On August 30, 2024, the City exercised a maximum one-year extension period, extending the contract through August 30, 2025.

The Stormwater Division of the Public Works Department (Stormwater Division) is requesting approval of a service authorization with Baxter & Woodman, Inc. to improve drainage along the north side of George Bush Boulevard by addressing existing obstructions caused by dense vegetation, including potential mangrove remediation. The George Bush Blvd Drainage System originally used swales to convey stormwater to the Intracoastal Waterway. These swales are now obstructed or absent, with overgrown vegetation limiting flow. The resulting street flooding disrupts traffic near the George Bush Bridge and inconveniences residents, requiring vegetation clearing and drainage system restoration.

The scope includes managing space constraints between private properties and the right-of-way, navigating topographical challenges, and ensuring compliance with environmental regulations related to protected vegetation, the Intracoastal Waterway, and the George Bush Bridge. Coordination with multiple regulatory agencies will be essential in designing and installing drainage piping, catch basins, and outfall restoration along the south side of George Bush Boulevard from Andrews Avenue to the Intracoastal Waterway.

This initiative aims to enhance stormwater management efficiency while maintaining environmental and infrastructure integrity

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

**Attachments:**

1. Resolution No. 125-25
2. Exhibit A to Resolution No. 125-25 - Service Authorization
3. Legal Review
4. Extension Letter
5. Amendment No. 4
6. Amendment No. 3
7. Renewal Letter
8. Amendment No. 2
9. Amendment No. 1
10. Agreement No. RFQ 2017-048

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available from 448-38-300-538.31-10 (Professional Services Engineering/Architectural)

**Timing of Request:**

Timely approval is requested to initiate this project.