



## Cover Memorandum/Staff Report

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**File #:** 25-1231

**Agenda Date:** 10/14/2025

**Item #:** 6.G.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** October 14, 2025

APPROVAL OF AN ADDITIONAL SPENDING REQUEST FOR RFQ NO. 2023-041 WITH CARNAHAN PROCTOR AND CROSS, INC. FOR CONSTRUCTION ENGINEERING, AND INSPECTION SERVICES FOR THE NORTH SWINTON AVENUE ROADWAY UNDERGROUND UTILITY IMPROVEMENTS PROJECT IN THE AMOUNT OF \$243,522.18 FOR A REVISED AGREEMENT TOTAL OF \$1,133,820.61

**Recommended Action:**

Motion to Approve an Additional Spending Request for RFQ No. 2023-041 with Carnahan Proctor and Cross, Inc. for Construction Engineering, and Inspection Services for the North Swinton Avenue Roadway Underground Utility Improvements project (Public Works Project No. 19-012) in the amount of \$243,522.18 for a review agreement total of \$1,133,820.61.

**Background:**

The City of Delray Beach's (City) North Swinton Avenue is experiencing pavement deterioration including uneven surfaces of the roadways, excessive sinkholes, asphalt cracking and accelerated deterioration adversely impacting roadway stability. This has increased maintenance requirements and shortened the lifespan of resurfacing projects. An engineering evaluation of the subsurface stormwater and sanitary sewers has been completed and identified deficiencies requiring correction at this time. The North Swinton Avenue Roadway Underground Utility Improvements Project will address these deficiencies in the existing roadway, underground utility infrastructure, sidewalk continuity and ADA accessibility.

On February 20, 2024, the City approved Resolution No. 39-24 to award an agreement with Carnahan Proctor and Cross, Inc. for Construction Engineering and Inspection Services (CEI) for the North Swinton Avenue Roadway Underground Utility Improvements Project in the amount of \$890,298.43.

In the original solicitation, the duration of construction was 24 months, with no substantial roadway or drainage to be performed between November 16<sup>th</sup> of any given year and April 21<sup>st</sup> of the subsequent year. This corresponded to a total of 16 months of CEI services. In an effort to complete the project expeditiously, the City decided to allow the contractor to perform regular construction during this timeframe, therefore it was necessary to adjust the corresponding CEI services. An additional 8 months is required at a cost of \$243,522.18.

This motion is in accordance with Code of Ordinances Section 36.02, Commission Approval Required; and Purchasing Policies and Procedures, Purchasing Authorization Levels.

**Attachments:**

1. Additional Spending Request #1\_RFQ 2023-041
2. Agreement\_RFQ 2023-041

**City Attorney Review:**

N/A

**Funding Source:**

Funding is available from GL account 334-41-340-541-63-90 as approved in the 2026 through 2030 Capital Improvement Program Budget.

**Timing of Request:**

Timely approval of this agreement is requested.

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