



## Cover Memorandum/Staff Report

**File #:** 25-1116

**Agenda Date:** 9/15/2025

**Item #:** 6.J.11.

**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** September 15, 2025

APPROVAL OF RESOLUTION NO. 186-25 TO AWARD AN AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE CITY OF DELRAY BEACH VISION ZERO ACTION PLAN PURSUANT TO RFQ NO. 2025-031 IN THE AMOUNT OF \$300,000.00

**Recommended Action:**

Motion to Approve Resolution No. 186-25 to award an agreement with Kimley-Horn and Associates, Inc. for Professional Engineering Services for the City of Delray Beach Vision Zero Action Plan pursuant to RFQ No. 2025-031 in the amount of \$300,000.00.

**Background:**

In November 2016, the City Manager approved a Complete Streets Policy committing Delray Beach to implement improvements that support safe, efficient, and convenient mobility for all roadway users - pedestrians, bicyclists, transit riders, and motorists - regardless of age or ability. In February 2022, the Delray Beach City Commission passed Resolution No. 07-22 designating Delray Beach as a "Vision Zero City", establishing a Vision Zero Coordinating Committee, and directing the City Manager to create a Vision Zero Action Plan to establish a goal of no severe traffic injuries or fatalities by 2035. The City also has Neighborhood Traffic Calming policies and procedures for identifying and addressing problems related to speeding, excessive volumes, and safety on neighborhood streets.

In December 2023, the City of Delray Beach (City) was awarded a Safe Streets and Roads for All (SS4A) grant from the United States Department of Transportation's (USDOT) Federal Highway Administration (FHWA) Office of Safety.

The City, through the Public Works Department, sought to contract professional engineering services for the preparation of a citywide Vision Zero Action Plan which encompasses a safe system approach for vehicles, bicycles, multimodal users, and pedestrians while integrating engineering, enforcement, education, and data-driven decision making.

On April 2, 2025, the City issued a Request for Qualifications (RFQ) No. 2025-031 to acquire a firm which will provide professional engineering services related to this project.

On May 15, 2025, the City received three (3) submittals pursuant to the RFQ.

On July 2, 2025, the Selection Committee evaluated the proposals in accordance with Consultants'

Competitive Negotiation Act (CCNA).

The final scores are listed below:

<u>Rank</u>	<u>Firm</u>	<u>Final Score</u>
1	Kimley-Horn and Associates, Inc.	291.0
2	TY Lin International	283.0
3	TJKM	268.0

In accordance with Florida Statutes, on August 6, 2025, representatives from the Purchasing and Contract Administration Division and the Public Works Department conducted negotiation meetings with Kimley-Horn and Associates, Inc.

Staff has reviewed the negotiated fee of \$300,000.00 for the Vision Zero Action Plan Project and finds it to be fair and reasonable. Lump sum fees will be paid monthly based upon the overall percentage of services performed.

The agreement terms will be from the date of full execution through the completion of work and full acceptance by the City.

Either party, at its sole discretion, reserves the right to terminate the agreement with or without cause immediately upon providing written notice. Upon receipt of such notice, the contractor shall not incur any additional costs under the agreement. The City shall be liable only for reasonable costs incurred by contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

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

**Attachments:**

1. Resolution No. 186-25
2. Agreement RFQ No. 2025-031
3. Exhibit A to RFQ No. 2025-031 - Scope of Services
4. Exhibit B to RFQ No. 2025-031 - Pricing Schedule
5. Legal Review Checklist
6. RFQ No. 2025-031 Bid Submittal
7. RFQ No. 2025-031 Final Solicitation

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available as approved in the 2025 through 2029 Capital Improvement Program budget via 377-41-340-541-63.90 (Finance Project Code 41071). Federal Funding in the amount of \$240,000.00 is available via the United States Department of Transportation (USDOT) Federal Highway Administration (FHWA) grant.

**Timing of Request:**

Approval of this agreement is time sensitive to maintain schedule and grant deadlines.