



## Cover Memorandum/Staff Report

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**File #:** 25-1291

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

**Item #:** 6.P.4

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

APPROVAL OF RESOLUTION NO. 207-25 TO AWARD CONTINUING CONSULTING AGREEMENTS FOR PROFESSIONAL ENGINEERING SERVICES, MAPPING AND SURVEYING, ARCHITECTURAL LANDSCAPING, AND ARCHITECTURE PURSUANT TO REQUEST FOR QUALIFICATIONS (RFQ) NO. 2025-011

### **Recommended Action:**

Motion to approve Resolution No. 207-25 to award Continuing Consulting Agreements for Professional Engineering Services, Mapping and Surveying, Architectural Landscaping, and Architecture to Aptim Environmental & Infrastructure, LLC; Avirom & Associates, Inc.; Baxter & Woodman, Inc.; BGE Inc.; Brooks Scarpa Huber Architects, Inc.; Carnahan, Proctor and Cross, Inc.; Caulfield & Wheeler, Inc.; CDM Smith Inc.; CHA Consulting, Inc.; Colliers Engineering and Design, Inc.; Consor North America, Inc.; Cotleur & Hearing Landscape Architecture, LLC dba Cotleur & Hearing; CPZ Architects, Inc.; Craig A. Smith & Associates, LLC; Craven, Thompson & Associates, Inc.; Currie Sowards Aguila Architects, Inc.; DRMP, Inc.; E Plus Engineering & Construction, LLC; Environmental Science Associates Corporation; H2M Architects & Engineers, Inc.; HBC Engineering Company; Hitchcock Design, Inc. dba Hitchcock Design Group; Justin Architects, P.A.; KCI Technologies, Inc.; Keith and Associates, Inc. dba Keith; Kimley-Horn and Associates, Inc.; Lakdas/Yohalem Engineering, Inc.; Mock, Roos & Associates, Inc.; Pennoni Associates Inc.; Propel Engineering, LLC; R.E. Chisholm Architects; Song & Associates, Inc.; R.J. Behar & Company, Inc.; The Tamara Peacock Company Architects of Florida, Inc. dba Peacock Architects; Walters Zackria Associates, PLLC; Zyscovich, LLC; authorizing the City Manager to execute any amendments and/or renewals thereto and take any and all actions necessary to effectuate the intent of this resolution; providing an effective date; and for other purposes.

### **Background:**

On February 1, 2025, the Purchasing and Contract Administration Division, in coordination with the Public Works Department, advertised RFQ No. 2025-011 for the purpose of soliciting qualifications from qualified and experienced individuals, companies, and firms that can offer professional engineering, mapping and surveying, architectural landscaping, and architecture services to the City of Delray Beach (City). The intent was to award multiple proposers, each with expertise in varying disciplines, to create a library of consultants to support and supplement professional in-house staff, pursuant to the process and evaluation criteria outlined in the State of Florida's Consultants' Competitive Negotiations Act (CCNA), Section 287.055 et seq., Florida Statutes. Professional services entered into between the City and consultant shall be for project limits defined by this act, which are currently for individual construction projects not exceeding \$7.5 million, and study fees not

exceeding \$500,000.00.

As projects that require professional services arise and are funded during the agreement term, the City will select a consultant from the library with the requisite expertise and negotiate the scope for the services and basis of compensation for the specific project. Selection and rotation of the firms selected will be in direct accordance with the CCNA.

Service Authorizations will be utilized per project to bind the City and the consultants to an agreed upon project amount for an agreed-upon scope of work. Staff requests authorization to allow the City Manager to execute related service authorizations for Capital Improvement Program (CIP) projects previously approved by the City Commission through the budget approval process in a total project value not to exceed the CCNA thresholds. This approval will allow the City to operate more efficiently by reducing the number of items staff brings forth for City Commission approval. Consulting projects that are more than \$65,000 in total project value and not included in the approved CIP budget will be brought to City Commission for approval, regardless of their total dollar value, in compliance with Purchasing Policies and Procedures, Purchasing Authorization Levels; and City Code of Ordinances, Section 36.02.

The terms of the agreements shall be from the effective date and remain in effect for a term of five (5) years and may be renewed for two (2) additional one-year period(s), unless terminated earlier in accordance with terms set forth in the solicitation.

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

**Attachments:**

1. Resolution No. 207-25
2. Agreements
3. Legal Review Checklist
4. Service Authorization - Sample Format
5. Final Solicitation RFQ 2025-011

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

Funding will be provided from various operating and capital accounts in the approved budget.