



## Cover Memorandum/Staff Report

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**File #:** 25-1023

**Agenda Date:** 8/19/2025

**Item #:** 6.H.1.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** August 19, 2025

APPROVAL OF RESOLUTION NO. 178-25 TO AWARD AN AGREEMENT WITH ARCHITECTS DESIGN GROUP/ADG, LLC FOR DESIGN SERVICES OF THE NEW POLICE DEPARTMENT HEADQUARTERS PROJECT PURSUANT TO RFQ NO. 2025-009, IN THE INITIAL AMOUNT OF \$239,630.58

**Recommended Action:**

Motion to Approve Resolution No. 178-25 to award an Agreement with Architects Design Group/ADG, LLC for Design Services of the New Police Department Headquarters project (Public Works Project No. 24-006) pursuant to RFQ No. 2025-009, in the initial amount of \$239,630.58.

**Background:**

The current Delray Beach Police Department Headquarters is located at 300 West Atlantic Avenue in the City of Delray Beach Florida 33444. Construction of the facility was completed in 1987 and currently houses most of the police staff and activities. The existing 41,100 square feet facility at 300 West Atlantic Avenue was constructed on approximately 4.1 acres with 187 parking spaces. The City's population was approximately 48,000 when the facility was constructed and today the City's population is approximately 68,000 with 233 police personnel. There is another facility located at 2350 Seacrest Boulevard that is leased from the Palm Beach County School Board and is used for training purposes.

The new Police Department Headquarters should consider a 20-year future needs assessment and is anticipated to be approximately 110,000 square feet in total size, with a multi-level parking structure for approximately 365 vehicles. This new facility will be constructed on the same site as the existing facility and the current police headquarters will remain in use throughout construction. Demolition of the current police headquarters is part of this project scope.

On December 2, 2024, the City issued Request for Qualifications (RFQ) No. 2025-009 to acquire a firm which will provide professional design services for this project.

On January 29, 2025, the City received eight (8) submittals, all of which were found to be responsive and responsible to the requirements of RFQ No. 2025-009. On April 22, 2025, the Selection Committee completed its review and made a motion for oral presentations from the top four (4) firms. On May 6, 2025, presentations were conducted, the Selection Committee completed its review of the submittals and made the following ranking recommendations:

Rank	Firm	Final Score
1	Architects Design Group/ADG, LLC	273
2	Wannamacher Jensen Architects, Inc	266
2	Harvard Jolly, Inc	266
3	Netta Architects, LLC	257

In accordance with Florida Statutes, representatives from the Purchasing and Contracts Administration Division and Public Works Department conducted multiple negotiation meetings with Architects Design Group/ADG, LLC. On Jun 3, the first and only negotiation session was held.

This contract is structured in two phases with this first phase including the development of design concepts for Commission choice. Once the choice has been made by Commission, the second phase of design of that concept will be negotiated and brought back to Commission for approval. Staff has reviewed the negotiated fee of \$239,630.58 and finds it to be fair and reasonable. This fee will be paid based upon the proposed hourly rates and actual hours worked.

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. 178-25
2. Agreement RFQ No. 2025-009
3. RFQ No. 2025-009 Exhibit A\_Pricing Schedule
4. RFQ 2019-009\_Scope of Services
5. Legal Review Checklist
6. RFQ No. 2025-009 Submittal\_Architects Design Group/ADG, LLC
7. RFQ No. 2025-009 Final Solicitation

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

On March 14, 2023, the residents of the City of Delray Beach approved a \$100 million-dollar Public Safety bond referendum. As approved in the Fiscal Year 2025 through 2029 Capital Improvement Plan budget, \$2,987,440.00 (Finance Project Code 41049) is available from 383-21-110-521-62.10 (Capital Outlay Buildings).

**Timing of Request:**

Timely approval is requested to begin the project.