



## Legislation Text

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**File #:** 18-315, **Version:** 1

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**TO:** Mayor and Commissioners  
**FROM:** Susan Goebel-Canning, Public Works Director  
**THROUGH:** Mark R. Lauzier, City Manager  
**DATE:** June 19, 2018

SERVICE AUTHORIZATION NO. 17-04 WITH CARNAHAN PROCTOR AND CROSS, INC. FOR THE CONCEPTUAL DESIGN AND NEEDS ANALYSIS FOR THE CITY OF DELRAY BEACH CITY HALL AND COMMUNITY CENTER IN A NOT-TO- EXCEED AMOUNT OF \$140,530.

**Recommended Action:**

Motion to Approve Service Authorization No. 17-04 with Carnahan Proctor and Cross, Inc. (CPC) in a not-to-exceed amount of \$140,530 for the City of Delray Beach (City) For City Hall and Community Center Needs Assessment Study (Project No. 18-005).

**Background:**

The City Hall and Community Center, located at 100 Northwest 1st Avenue, needs to be renovated and improved to meet current building codes, as well as expanded to meet the current and future needs of the City. An existing and future needs assessment, along with a conceptual design for the future City Hall and Community Center with associated parking requirements is required prior to budgeting for engineering design.

The Scope of Services for this project includes: 1) A present/future needs and space analysis, 2) A conceptual floor/site plan for the City Hall and Community Center, and 3) A construction budget estimate.  
4) A Final Report.

The City utilized the Engineering Continuing Services process to retain the engineering consultants that signed agreements through RFQ No. 2017-48. The Engineering Continuing Services Agreement terms are five years from August 31, 2017 through August 30, 2022, and includes Amendment No. 1 dated April 17, 2018.

This Service Authorization is in compliance with City Ordinance No. 21-17.

**City Attorney Review:**

N/A Standard Service Authorization format utilized.

**Funding Source/Financial Impact:**

Funding is available in account number 334-90-900-519-31.10 following a transfer from the City Manager's Contingency.