



Cover Memorandum/Staff Report

File #: 23-1493

Agenda Date: 11/14/2023

Item #: 6.H.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: November 14, 2023

APPROVAL OF A PRICE INCREASE TO RFQ 2017-048 WITH BAXTER AND WOODMAN, INC. FOR CONTINUING ENGINEERING, SURVEYING, AND LANDSCAPE ARCHITECTURAL CONSULTING SERVICES.

Recommended Action:

Motion to approve a price increase to Baxter and Woodman, Inc. for continuing engineering, surveying, and landscape architectural consulting services.

Background:

On August 31, 2017, the City Commission (City) approved a five-year agreement with Baxter & Woodman, Inc., dba Matthews Consulting, a Baxter & Woodman Company, for Continuing Engineering, Surveying, and Landscape Architectural Consulting Services pursuant to RFQ 2017-048.

On April 17, 2018, the City executed Amendment No. 1 to RFQ 2017-048 to add a lump sum compensation method and a multiplier option.

On July 6, 2021, the City executed Amendment No. 2 to RFQ 2017-048 to make an adjustment to the hourly rates of the consultant's personnel to recognize the name change of the Consultant to Baxter & Woodman, Inc.

On October 11, 2022, the City executed Amendment No. 3 to RFQ 2017-048 to make an adjustment to the hourly rates on the Consultant's personnel.

Per the terms and conditions of RFQ 2017-048, prior to the completion of the first year of the contract term, and every 12-month anniversary thereafter, the City may consider an adjustment to prices based upon the most recent 12 month change in the following pricing index: Bureau of Labor Statistics, Employment Cost Index, Private Industry Workers, Total Compensation, Management Business and Financial Occupations, Not Seasonally Adjusted, CIU2010000110000A.

It is the Consultant's responsibility to request a pricing adjustment under this provision.

On August 28, 2023, the Public Works Department received a request from the Consultant for a pricing adjustment, per the terms and conditions of RFQ 2017-048.

Attachments:

1. Amendment No. 4
2. Exhibit B - Rate Increase Request
3. Legal Review Checklist
4. Amendment No. 3
5. Amendment No. 2
6. Amendment No. 1
7. RFQ 2017-048

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Various funding sources will be used for this continuing services contract.

Timing of Request:

Purchase of these services is standard.