



Cover Memorandum/Staff Report

File #: 26-0080

Agenda Date: 2/3/2026

Item #: 6.F.2.

TO: Mayor and Commissioners
FROM: Hassan Hadjimiry, P.E., Utilities Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: February 3, 2026

APPROVAL OF RESOLUTION NO. 18-26 TO AWARD CONTINUING CONSULTING AGREEMENTS FOR PROFESSIONAL ENGINEERING SERVICES WITH CAROLLO ENGINEERING, INC., AND BAXTER WOODMAN, INC., PURSUANT TO REQUEST FOR QUALIFICATION (RFQ) NO. 2025-007, CONTINUING ENGINEERING CONSULTING SERVICES - UTILITIES.

Recommended Action:

Motion to approve Resolution No. 18-26 to award Continuing Consulting Agreements for Professional Engineering Services to Carollo Engineering, Inc., and Baxter Woodman, Inc., authorizing the City Manager to execute any amendments and/or renewals thereto and take any actions necessary to effectuate the intent of this resolution; providing an effective date; and for other purposes.

Background:

On November 29, 2025, the Purchasing and Contract Administration Division, in coordination with the Utilities Department (Department) advertised RFQ No. 2025-007 for the purpose of soliciting qualified firms providing professional engineering consultant services to the City of Delray Beach (City) Utilities Department for utilities projects, including general engineering relating to extending utilities infrastructures based on present and future models of utilities system; utilities design and permitting of capital projects; project environmental permitting; construction management and inspection services and other general civil environmental assessments; and survey services. The intent was to award two (2) firms, one for each category for projects listed within the RFQ and process 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 project not exceeding \$7.5 million, and individual study fees not exceeding \$500,000.

Service Authorizations (SA) 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 SA for Capital Improvement Projects (CIP) projects previously approved by City Commission through the budget approval process in a total project value not to exceed the CCNA thresholds. The approval will allow the City to operate more efficiently by reducing the number of items staff bring forth for City Commission approval. Consulting projects that are more than \$65,000 in a total value and not included in the approved CIP budget will be brought to Commission for approval, in compliance with Purchasing Policies and Procedures, Purchasing Authorization Levels; and City Code of Ordinances, Section 36.02.

The term of the agreements shall be from the effective date and remain in effect for an initial term of

three (3) years and may be renewed for two (2) additional one-year renewal period(s) unless terminated in accordance with the 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. 18-26
2. Agreements
3. Legal Review Checklist
4. Service Authorization-Sample
5. Final Solicitation - RFQ 2025-007
6. Submitted Proposal Baxter & Woodman
7. Submitted Proposal Carollo Engineering

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding will be provided from Utilities various operating and capital accounts in the approved budget Fund 441 and Fund 442

Timing of Request:

N/A