



## Cover Memorandum/Staff Report

**File #:** 25-1228

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

**Item #:** 6.P.2.

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

APPROVAL OF RESOLUTION NO. 202-25 TO AWARD AN AGREEMENT WITH HOLTZ CONSULTING ENGINEERS, INC. FOR OWNER'S REPRESENTATIVE SERVICES FOR THE NORTHWEST NEIGHBORHOOD IMPROVEMENTS PROJECT PURSUANT TO RFQ NO. 2025-002 IN THE AMOUNT OF \$398,039.20

### **Recommended Action:**

Motion to Approve Resolution No. 202-25 to award an agreement with Holtz Consulting Engineers, Inc. for Owner's Representative services for the Northwest Neighborhood Improvements project (Public Works Project No. 17-020), pursuant to RFQ No. 2025-002 in the amount of \$398,039.20.

### **Background:**

The Northwest Neighborhood Improvements project, funded by the Delray Beach Community Redevelopment Agency (CRA), aims to improve roadways, pervious alleyways, sidewalks, swales, driveways, stormwater drainage systems, potable water mains, reclaimed water mains and sanitary sewer systems, while also implementing traffic calming measures and providing decorative street lighting, landscaping, and irrigation within the Northwest Neighborhood.

The project area is bordered by Lake Ida Road to the north, Swinton Avenue to the east, W. Atlantic Avenue to the south, and Interstate 95 to the west.

The project is being designed in three (3) separate phases:

Phases 1 and 2 - these phases encompass the area west of NW 5th Avenue, divided by Martin Luther King Jr. Drive (NW 2nd Street) into Phase 1 (northwest section) and Phase 2 (southwest section). Martin Luther King Jr. Drive was previously improved, providing a travel route that will experience minimal disruption during construction.

Phase 3 - this phase encompasses NW 5th Avenue and the area east of NW 5th Avenue. Martin Luther King Jr. Drive and portions of NW 5th Avenue were previously improved, providing a travel route that will experience minimal disruption during construction.

### **Coordination with Pompey Park Community Center & Campus Improvements Project**

The roadways adjacent to the perimeter of the Pompey Park Community Center & Campus Improvements property are included in Phase 1. For Phases 1, 2 and 3, the open east-west corridors include Lake Ida Road, Atlantic Avenue and Martin Luther King Jr. Drive. Phases 1 and 2 are anticipated to be slightly larger than Phase 3, with expected construction durations of 24 months

each for Phases 1 and 2, and 18 months for Phase 3.

On November 2, 2024, the City issued Request for Qualifications (RFQ) No. 2025-002 to acquire a firm which will provide Owner's Representative services related to the construction of this project.

On December 11, 2024, the City received three (3) submittals, all of which were found to be responsive and responsible to the requirements of RFQ No. 2025-002. On March 14, 2025, the Selection Committee completed its review of the submittals and made the following ranking recommendations:

<u>Rank</u>	<u>Firm</u>	<u>Final Score</u>
1	Holtz Consulting Engineers	240
2	Chen Moore and Associates	220
3	Colliers Project Leaders	181

In accordance with Florida Statutes, representatives from the Purchasing and Contracts Administration Division and Public Works Department conducted multiple negotiation meetings with Holtz Consulting Engineers, Inc. (HCE).

The current agreement is for the Preconstruction Phase of all three (3) construction phases. Preconstruction is expected to begin in Fall of 2025 and last approximately 6-months. Construction and Post Construction support will be negotiated following the completion of the Preconstruction Phase and brought forward for City Commission approval prior to commencement. Construction of Phase I is expected to commence in late Spring 2026. Completion of all phases of construction is expected by 2032.

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. 202-25
2. Agreement RFQ No. 2025-002
3. Exhibit A - Scope of Services
4. Exhibit B - Fee Proposal
5. Legal Review Checklist
6. HCE RFQ Submittal
7. Final Solicitation RFQ No. 2025-002

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

Funding is available from 334-41-340-541-69-47 (Capital Outlay NW Neighborhood Redesign) in the amount of \$15,600,000.00 as approved in the Fiscal Year 2026 through 2030 Capital Improvement Program budget. These funds will be divided amongst award of the Construction Manager At Risk (CMAR) agreement (RFQ 2025-013) and this agreement. The CRA is funding this project. The City is also exploring other grant opportunities for this project which have yet to be determined.

**Timing of Request:**

Timely approval of this agreement is requested.