



## Cover Memorandum/Staff Report

File #: 24-876

Agenda Date: 8/5/2024

Item #: 5.A.2.

**TO: Mayor and Commissioners**  
**FROM: Missie Barletto, Public Works Director**  
**THROUGH: Terrence R. Moore, ICMA-CM**  
**DATE: August 5, 2024**

DISCUSSION OF RESOLUTION NO. 167-24 TO ADDRESSING A BID WAIVER AND FUTURE AWARD OF AN AGREEMENT WITH PLANNING/DESIGN INC. DBA SANFORD GOLF DESIGN FOR PROFESSIONAL DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR THE DELRAY BEACH MUNICIPAL GOLF COURSE RENOVATION PROJECT IN A NOT-TO-EXCEED AMOUNT OF \$1,885,428 IN TWO PHASES OF \$1,129,338 FOR COMPLETED DESIGN AND PROJECT MANAGEMENT AND \$756,090 FOR CONSTRUCTION OVERSIGHT

**Recommended Action:**

Discussion of Resolution No. 167-24 to addressing a Bid Waiver and future award of an Agreement with Planning/Design Inc. dba Sanford Golf Design for Professional Design and Construction Support Services for the Delray Beach Municipal Golf Course Renovation Project in a not-to-exceed amount of \$1,885,428 in two phases of \$1,129,338 for completion of 60% design documents and project management and \$756,090 for construction oversight services.

**Background:**

The City of Delray Beach (City) owns and operates the Municipal Golf Course (Golf Course), located just west of I-95, south of Atlantic Avenue on Highland Avenue in Delray Beach, Florida. The golf course is a valuable amenity to the city and the community and has been providing programs for families, juniors, and seasoned golfers for close to 100 years. Given the age and continuous use of the Golf Course, it is due for improvements including restoration of 9-holes originally designed by Donald Ross (south 9) and 9-holes originally designed by Dick Wilson (north 9), new practice facilities, including the practice range, putting green and short game area, replacement of the course restrooms, replacement of the maintenance facility, parking lot improvements, and bridge improvements.

On January 10, 2020, the City issued Request for Qualifications (RFQ) No. 2020-002 to acquire a firm to provide professional design services for the Golf Course Renovation project.

On February 11, 2020, the City received four (4) submittals pursuant to the RFQ No. 2020-002. A Selection Committee evaluated the proposals in full accordance with the Consultants' Competitive Negotiation Act and shortlisted three (3) firms for interviews/presentations. The third ranked firm, Keith and Associates, Inc. withdrew from further consideration and the City proceeded in interviewing the top two (2) ranked firms. The final scores are listed below:

<b><u>Firm</u></b>	<b><u>Final Score</u></b>
Sanford Golf Design	457.5
Ross Engineering, Inc.	449.0

Sanford Golf Design was the top ranked firm to provide these services and in accordance with Florida Statutes, representatives from Purchasing, Parks and Recreation, and the Public Works Departments negotiated a scope and fee with Sanford.

On October 6, 2020, the City Commission (Commission) approved an agreement with Sanford Golf Design pursuant to RFQ No. 2020-002.

On October 30, 2020, Sanford initiated design services and proceeded to provide contracted services, to include community engagement, up to the 60% design, which was presented to the Commission on May 7, 2021.

On June 4, 2021, the project was placed on hold pending other considerations for Golf Course design completion.

On March 8, 2022, the agreement with Sanford Golf was terminated as the Commission was considering other alternatives, including Public-Private partnerships, to complete the design and improvements to the Golf Course.

On May 3, 2024, during the Commission's goal setting meeting, the Golf Course project was discussed and there was consensus to move forward with improvements. Following that meeting, direction was provided to pursue re-contracting with Sanford Golf Design to complete the 60% design previously halted in June 2021. The Public Works Department (Public Works) then began communications with Sanford Golf on the development of an updated scope and fee for Commission consideration.

On June 13, 2024, representatives of Public Works, the Purchasing and Contract Administration Division, and the Legal Department met to discuss amending the scope and fee of prior RFQ NO. 2020-002 and the appropriate acquisition mechanism to re-engage Sanford Golf Design. There was consensus that an approved Bid Waiver (Best Interest Resolution) was the first step towards developing an agreement and bringing it forward for Commission review and approval on a future Commission agenda.

The City, at its sole discretion, reserves the right to terminate any contract entered into pursuant to the Bid Waiver with or without cause immediately upon providing written notice to the selected proposers.

This motion is in accordance with Code of Ordinances Section 36.02

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

Funding is available from account number 334-75-300-575-63-06 (General Fund Capital Outlay Golf

Course Renovations).

**Timing of Request:**

Prompt approval is requested to resume design services.