



## Cover Memorandum/Staff Report

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**File #:** 24-210

**Agenda Date:** 2/20/2024

**Item #:** 6.G.7.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** February 20, 2024

APPROVAL OF RESOLUTION NO. 39-24 TO AWARD AN AGREEMENT WITH CARNAHAN PROCTOR AND CROSS, INC. FOR CONSTRUCTION ENGINEERING, AND INSPECTION SERVICES FOR THE NORTH SWINTON AVENUE ROADWAY UNDERGROUND UTILITY IMPROVEMENTS PROJECT, PURSUANT TO RFQ NO. 2023-041 IN THE AMOUNT OF \$890,298.43.

**Recommended Action:**

Motion to Approve Resolution No. 39-24 to award an Agreement with Carnahan Proctor and Cross, Inc. for Construction Engineering, and Inspection Services for the North Swinton Avenue Roadway Underground Utility Improvements project pursuant to RFQ No. 2023-041 (Public Works Project No. 19-012), in the amount of \$890,298.43.

**Background:**

The City of Delray Beach's (City) North Swinton Avenue is experiencing pavement deterioration including uneven surfaces of the roadways, excessive sinkholes, asphalt cracking and accelerated deterioration adversely impacting roadway stability. This has increased maintenance requirements and shortened the lifespan of resurfacing projects. An engineering evaluation of the subsurface stormwater and sanitary sewers has been completed and identified deficiencies requiring correction at this time. The North Swinton Avenue Roadway Underground Utility Improvements Project will address these deficiencies in the existing roadway, underground utility infrastructure, sidewalk continuity and ADA accessibility.

On April 12, 2023, the City issued Request for Qualifications (RFQ) No. 2023-041 to acquire a firm which will provide Construction Engineering, and Inspection (CEI) Services related to the construction of this project. On May 17, the City received nine (9) submittals in response to the RFQ, including proposals from Carnahan, Proctor & Cross Inc., Baxter & Woodman Inc., BCC Engineering Inc., CHA Consulting Inc., Ally Engineering Services Inc., Solid Consulting Engineers Inc., Tectonic Group International LLC., Metric Engineering Inc., and WGI, Inc.

On August 22, 2023, the Selection Committee completed its initial review and ranking of the firms. On September 5, 2023, the Selection Committee reconvened to deem WGI, Inc. non-responsive to the solicitation requirements as it was the same entity and/or design firm of record for the RFQ 2020-007 - Professional Engineering Design Services for N. Swinton Avenue Roadway Underground Utility Improvements. As such, the Selection Committee voted to accept the amended scores as listed below:

The highest scored and number one ranked firm on 8/22/2023 were as follows:

<u>Firm</u>	<u>Score</u>	<u>Rank</u>
WGI, Inc	286	1
Carahan Proctor & Cross	285	2
Baxter & Woodman Inc	282	3
BCC Engineering Inc	268	4
CHA Consulting Inc	259	5
Ally Engineering Services Inc.	254	6
Solid Consulting Engineeris, Inc.	245	7
Tectronic Group International LLC	237	8
Metric Engineering Inc	230	9

The amended highest scored and number one ranked firm on 9/5/2023 are as follows:

<u>Firm</u>	<u>Score</u>	<u>Rank</u>
Carahan Proctor & Cross	285	1
Baxter & Woodman Inc	282	2
BCC Engineering Inc	268	3
CHA Consulting Inc	259	4
Ally Engineering Services Inc.	254	5
Solid Consulting Engineeris, Inc.	245	6
Tectronic Group International LLC	237	7
Metric Engineering Inc	230	8

On October 31, 2023, the first negotiation session was conducted and on January 12, 2024, the second negotiation meeting was held to finalize the terms of the Agreement.

In accordance with Florida Statutes, representatives from the Purchasing and Contract Administration Division and the Public Works Department conducted multiple negotiation meetings with Carnahan Proctor and Cross, Inc. (CPC). Staff has reviewed the negotiated fee of \$890,298.43 and finds it to be fair and reasonable. This fee will be paid based upon the proposed hourly rates and actual hours

worked.

Construction is currently expected to occur in two phases during two separate off-season (April to November) years. The Agreement terms will be from the date of full execution through the completion of work and full acceptance by the City.

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

**Attachments:**

1. RFQ 2023-041 Agreement
2. Exhibit A - Scope of Services
3. Exhibit B - Fee Proposal
4. Resolution No. 39-24
5. Legal Review Checklist
6. Carnahan, Proctor & Cross Inc. RFQ Submittal
7. RFQ 2023-041 Final Solicitation

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

Funding is available from GL account 377-41-340-541-63-90 (Capital Outlay Other Improvements).

**Timing of Request:**

Timely approval of this agreement is requested. The Invitation To Bid Construction (ITBC) for this project is scheduled for solicitation and award prior to May 2024.