



## Cover Memorandum/Staff Report

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**File #:** 19-671

**Agenda Date:** 7/2/2019

**Item #:** 6.K.

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**TO:** Mayor and Commissioners  
**FROM:** Caryn Gardner-Young, Interim Utilities Director  
**THROUGH:** Neal de Jesus, Interim City Manager  
**DATE:** July 2, 2019

APPROVAL OF AMENDMENT NO. 2 WITH CDM SMITH INC. FOR CITY-WIDE PROJECT MANAGEMENT SERVICES TO RENEW THE ANNUAL AGREEMENT - \$250,000

**Recommended Action:**

Motion to approve Amendment No. 2 to the agreement with CDM Smith Inc. for annual city-wide project management services in an amount of \$250,000, and authorize the City Manager to approve renewal options, contingent upon appropriation of funds.

**Background:**

On June 6, 2017, the City of Delray Beach (City) executed an agreement (Agreement) with CDM Smith Inc. for annual city-wide program management services (RFQ 2016-111C) for an annual not to exceed amount of \$250,000. The agreement term is for one year, with four (4) one year renewal options. Staff requests approval of the second (Year 3) renewal option.

Year 3 funds are anticipated to be used to conduct Utilities Department condition assessment for horizontal assets, consisting primarily of water, wastewater, and stormwater underground pipes.

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies.

**Attachments:**

1. CDM Smith Executed Agreement
2. CDM Smith Amendment No. 1
3. CDM Smith Amendment No. 2
4. Legal Review Checklist

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding will be provided from various operating and capital accounts in the approved and applicable fiscal year budget.