



Cover Memorandum/Staff Report

File #: 19-381

Agenda Date: 4/16/2019

Item #: 6.P.5.

TO: Mayor and Commissioners
FROM: Missie Barletto, Assistant Director Public Works
THROUGH: Neal de Jesus, Interim City Manager
DATE: April 16, 2019

APPROVAL OF RESOLUTION NO. 77-19 TO AWARD AN AGREEMENT WITH BAXTER & WOODMAN, INC. D/B/A MATHEWS CONSULTING, A BAXTER & WOODMAN COMPANY, FOR CONSTRUCTION, ENGINEERING, AND INSPECTION SERVICES FOR THE BEACH MASTER PLAN, PHASE 2 CONSTRUCTION PROJECT PURSUANT TO RFQ NO. 2019-021 (PROJECT NO. 15-008(2)) - \$256,000

Recommended Action:

Motion to approve Resolution No. 77-19 to award an agreement with Baxter & Woodman, Inc. d/b/a Mathews Consulting, a Baxter & Woodman Company for construction, engineering, and inspection (CEI) services for the Beach Master Plan, Phase 2 construction project pursuant to RFQ No. 2019-021 in an estimated amount of \$256,000 (Project No. 15-008(2)).

Background:

Phase 2 of the Beach Master Plan is to improve beach crosswalks, Ocean Boulevard, Gleason Street and Venetian Boulevard intersections with Atlantic Avenue and install promenade lighting and complete the beachfront improvements from Casuarina Road to the northern portion of the City's Beach (south of George Bush Blvd.). The proposed improvements are based upon the conceptual Beach Area Master Plan recommendations from the beach design charrette on November 4, 2009, which was presented to the City Commission on May 18, 2010.

The City issued Request for Qualifications (RFQ) No. 2019-021 to acquire a firm which will provide CEI services related to the construction of the Beach Master Plan, Phase 2. The CEI Consultant (pursuant to this agreement) will provide construction administration, inspection, and public outreach services for the improvements project.

On February 20, 2019, the City received two proposals pursuant to RFQ No. 2019-021. Proposals were evaluated by representatives from Public Works Engineering, Development Services, and Parks and Recreation. The Evaluation Committee Members evaluated the proposals, held interviews, then adjusted their scores accordingly. The final scores are listed below:

<u>Firm</u>	<u>Score</u>
Mathews Consulting (Mathews)	290
AE Engineering	257

Mathews submitted an estimated project total of \$255,908, which is to be paid based on their proposed hourly rates and actual hours worked. The project is expected to take nine months to

complete. The Agreement term will be from the date of full execution through the completion of work and full acceptance by the City, unless terminated earlier in accordance with terms set forth in the solicitation. Staff reviewed the estimated project total (approximately \$28,500 per month) and found it to be competitive and reasonable.

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

Attachments:

1. 2019-021 Agreement
2. Resolution No. 77-19
3. Legal Review Checklist
4. RFQ No. 2019-021
5. 2019-021 Addendum No. 1
6. Mathews Response
7. 2019-021 Scoring Summary

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from 377-72-730-572.63-20 (Capital Outlay Osceola Pk. / Other Landscp. Beaut.) pending approval of a budget transfer.

Timing of Request:

Approving this agreement is time sensitive in order to meet the established completion date, which is important to avoid construction during the City's busy season.