



## Cover Memorandum/Staff Report

**File #:** 19-1218

**Agenda Date:** 2/4/2020

**Item #:** 6.H.1.

**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Assistant Public Works Director  
**THROUGH:** George Gretsas, City Manager  
**DATE:** February 4, 2020

APPROVAL OF RESOLUTION NO. 07-20 TO APPROVE AN AGREEMENT WITH BAXTER AND WOODMAN, INC. FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR SW 4<sup>TH</sup> STREET, SW 6<sup>TH</sup> STREET, S.W. 7<sup>TH</sup> AVENUE, AND S.W. 3<sup>RD</sup> COURT NEIGHBORHOOD IMPROVEMENTS PURSUANT TO RFQ NO. 2019-045 (PROJECT NO. 17-108) - \$587,416

### **Recommended Action:**

Motion to Approve Resolution No. 07-20 to award an Agreement with Baxter and Woodman, Inc. for Construction Engineering and Inspection Services for SW 4th St, SW 6th St, SW 7th Ave and SW 3rd Ct Neighborhood Improvements project pursuant to RFQ No. 2019-045 (Project No. 17-108) - \$587,416.

### **Background:**

The City of Delray Beach (City) has a Neighborhood Improvements Project at SW 4th St, SW 6th St, SW 7th Ave and SW 3rd Ct. This project includes improvements to the infrastructure and safety of the neighborhood, including water, sewer, reclaimed water, drainage, sidewalks and street lighting. This project is being funded through the Delray Beach Community Redevelopment Agency (CRA).

The City issued Request for Qualifications (RFQ) No. 2019-045 to acquire a firm which will provide construction engineering and inspection (CEI) services related to the construction of reclaimed water system improvements, water main improvements, drainage improvements, sanitary sewer improvements, roadway reconstruction and restoration, lighting improvements and lighting and irrigation improvements for the SW 4th Street, SW 6th Street, SW 7th Avenue and SW 3rd Court neighborhood improvements project. The CEI Consultant will provide construction engineering and inspection services and public outreach services for the improvements project.

On September 17, 2019, the City received four (4) submittals pursuant to the RFQ. Proposals were evaluated by representative from the Planning Department, Utilities Department and Engineering Department. The Selection Committee evaluated the proposals in full accordance with the Consultants' Competitive Negotiation Act and shortlisted three (3) firms. The final scores are listed below:

<u>Firm</u>	<u>Final Score</u>
Baxter and Woodman, Inc.	269
Calvin, Giordano & Associates	258
AE Engineering	243

In accordance with Florida Statutes, representatives from the Purchasing and Public Works Departments conducted one (1) negotiation meeting with Baxter and Woodman. The estimated project total is \$587,416, will be paid based upon their proposed hourly rates and actual hours worked. The project is expected to be substantially completed within 320 calendar days. The Agreement terms will be from the date of full execution thru the completion of work and full acceptance by the City. Staff has reviewed the estimated project total and finds it to be competitive and reasonable

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

**Attachments:**

1. 2019-045 Agreement
2. Resolution No. 07-20
3. Legal Review Checklist
4. Baxter and Woodman proposal
5. 2019-045 Scoring Summary

**City Attorney Review:**

City Attorney recommends approval of this motion.

**Funding Source/Financial Impact:**

Funding is contingent upon passage of an Interlocal Agreement (ILA) for Construction/Professional Services by the Delray Beach CRA Board of Directors and by the Delray Beach City Commission and will be available from account number 334-41-340-541.68.86 (Capital Outlay SW 4<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> Alley) upon ILA approval.

**Timing of Request:**

Approving this agreement is time sensitive in order to meet the established completion date, which is important to maintain the construction schedules.