



## Cover Memorandum/Staff Report

**File #:** 20-131

**Agenda Date:** 3/3/2020

**Item #:** 6.V.1.

**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Assistant Public Works Director  
**THROUGH:** George Gretsas, City Manager  
**DATE:** March 3, 2020

APPROVAL OF RESOLUTION NO. 40-20 TO APPROVE AN AGREEMENT WITH BAXTER AND WOODMAN, INC. FOR CONSTRUCTION, ENGINEERING AND INSPECTION SERVICES FOR OSCEOLA PARK NEIGHBORHOOD IMPROVEMENTS PURSUANT TO RFQ NO. 2019-051 (PROJECT NO. 16-095) - \$495,953

### **Recommended Action:**

Motion to Approve Resolution No. 40-20 to award an Agreement with Baxter and Woodman, Inc. for Construction, Engineering and Inspection Services for the Osceola Park Neighborhood Improvements project pursuant to RFQ No. 2019-051 (Project No. 16-095) - \$495,953.

### **Background:**

The City of Delray Beach (City) has a Neighborhood Improvements Project in the Osceola Park neighborhood. This project includes improvements to the infrastructure and safety of the neighborhood, including water, sewer, roadway reconstruction, stormwater management, sidewalks, and street lighting.

The City issued Request for Qualifications (RFQ) No. 2019-051 to acquire a firm which will provide construction engineering and inspection 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 Osceola Park neighborhood improvements project.

On October 23, 2019, the City received six (6) submittals pursuant to the RFQ. A 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	289
AE Engineering	282
Calvin, Giordano & Associates	280

In accordance with Florida Statutes, representatives from the Purchasing and Public Works Departments conducted one (1) negotiation meeting with Baxter and Woodman. The initial fee proposal was \$499,278; however, Baxter and Woodman offered a voluntary price reduction resulting in an additional savings of \$3,325 and a revised total fee proposal of \$495,953. This estimated fee will be paid based upon their proposed hourly rates and actual hours worked. The project is expected

to be substantially completed within 255 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. 2019-051 Agreement
2. Exhibit A -- Project Description
3. Exhibit B -- Fee Estimate
4. Resolution No. 40-20
5. Legal Review Checklist
6. Baxter and Woodman proposal
7. 2019-051 Scoring Summary

**City Attorney Review:**

The City Attorney recommends approval of this motion.

**Funding Source:**

Funding is available from 334-41-340-541.63-20, Capital Outlay-Osceola Park and other Landscaping Improvements.

**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.