



Legislation Details (With Text)

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**Title:** AWARD OF AN AGREEMENT WITH CDM SMITH FOR CITY-WIDE PROJECT MANAGEMENT SERVICES

**Sponsors:** Environmental Services Department

**Indexes:**

**Code sections:**

**Attachments:** 1. 2016-111C - Agreement approved CAO, 2. Project List, 3. CDM Smith\_RFQ No. 2016-111C\_City of Delray\_City-wide Project Management

Date	Ver.	Action By	Action	Result
6/6/2017	1	City Commission	approved	

**TO:** Mayor and Commissioners  
**FROM:** Dale S. Sugerman, Ph.D. Assistant City Manager  
**THROUGH:** Chief Neal de Jesus, Interim City Manager  
**DATE:** June 6, 2017

AWARD OF AN AGREEMENT WITH CDM SMITH FOR CITY-WIDE PROJECT MANAGEMENT SERVICES

**Recommended Action:**

Motion to Award a one year Agreement with CDM Smith, Inc. in an annual not-to-exceed amount of \$250,000 for city-wide project management services.

**Background:**

On July 8, 2016, the City issued a Request for Qualifications for City-wide Project Management Services for the Environmental Services Department (RFQ No. 2016-111C). On October 18, 2016, City Commission approved the ranking of firms and authorized staff to negotiate an Agreement with CDM Smith, Inc. for these services. The number and scope of projects during the Agreement term cannot be fully identified at this time and may change as City needs evolve. Spend will be based upon the actual number of projects assigned to CDM Smith and payments to the firm will be only for services rendered. The Agreement includes four, one-year options to renew. Based upon the anticipated projects during the agreement term, staff is requesting approval of an annual not-to-exceed amount of \$250,000.

This recommendation complies with the City Code of Ordinances, Section 36.02 (A)(2), "Request for Proposals, Requests for Qualifications, Requests for Letters of Interest".

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Finance Department Review:**

Finance recommends approval.

**Funding Source:**

Funding for project management services will be included in the budget appropriation for each individual project.

**Timing of Request:**

Outsourcing of this service will increase productivity and project completion.