City of Delray Beach

Legislation Text

File #: 17-001, **Version:** 1

TO:	**Mayor and Commissioners**
FROM:	**Theresa Webb, Chief Purchasing Officer**
THROUGH:	**Chief Neal deJesus, Interim City Manager**
DATE:	**January 10, 2017**

AWARD OF AGREEMENT TO CDM SMITH, INC. IN AN ANNUAL AMOUNT NOT-TO-EXCEED $250,000 FOR CITY-WIDE PROJECT MANAGEMENT SERVICES

Recommended Action:

Motion to Award a one year Agreement to 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 Purchasing Department solicited proposals for an Agreement for city-wide project management services for the Environmental Services Department (RFQ 2016-111C). On October 18, 2016, the City Commission approved the ranking of firms and authorized staff to negotiate an Agreement with CDM Smith, Inc. for these services. Staff is requesting approval of a one year Agreement with CDM Smith, Inc. in an annual not-to-exceed amount of $250,000. 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.

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 will be available from the approved budget for each individual project. The industry standard for project management services is generally 10% of the total budget.

Timing of Request:

It is important to initiate these contracted services early in Fiscal Year 2016 - 2017 to move project charters and project management plans forward for approved capital projects.