



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE March 3, 2026
SUBMITTED BY: Town Manager's Office
SUBJECT: Professional Services Agreement with South Florida Engineering

SUMMARY:

The Town's Public Works Department routinely requires technical engineering support to address day-to-day operational needs, development review, and the implementation of capital improvement projects. To supplement internal staff resources and provide timely professional expertise, the Town has negotiated a Professional Services Agreement with South Florida Engineering Services, Inc. to provide general technical engineering services on an as-needed basis.

Under this agreement, the firm would function in a capacity similar to a Town Engineer, providing assistance with construction plan review, construction inspection support, technical evaluation, and general engineering guidance related to Town infrastructure and capital projects. The services are intended to support efficient project delivery, regulatory compliance, and sound engineering decision-making.

The agreement expressly provides that services will be requested by the Town as needed and compensated on an hourly basis pursuant to an approved rate schedule.

The services contemplated under this agreement do not violate the provisions of Florida's Consultants' Competitive Negotiation Act (CCNA), Section 287.055, Florida Statutes. The agreement specifically limits services so that they do not exceed statutory thresholds requiring formal CCNA selection procedures.

This contract is structured for general technical assistance and engineering tasks that fall below CCNA project thresholds and therefore may be procured without a formal CCNA process.

FISCAL IMPACT:

Budgeted. As needed.

ATTACHMENTS:

Professional Services Agreement between the Town of Highland Beach and South Florida Engineering, Inc. (with Exhibit A)

RECOMMENDATION:

Approval of Professional Services Agreement between the Town of Highland Beach and South Florida Engineering, Inc.