



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE: 5/21/2024

SUBMITTED BY: Skender Coma, Management Analyst

SUBJECT: EXECUTE AGREEMENTS WITH THE TOP FIVE (5) RANKED FIRMS FOR RFQ NO. 24-001: CONTINUING PROFESSIONAL CONSULTING SERVICES (CCNA)

SUMMARY:

On February 20th, 2024, the Town Commission authorized staff to initiate negotiations with the top five (5) ranked firms from RFQ No. 24-001, which are as follows:

1. Baxter & Woodman, Inc.
2. Hazen and Sawyer
3. Colliers Engineering & Design
4. Craig A. Smith & Associates
5. Caulfield & Wheeler Inc.

All five agreements have been reviewed for legal sufficiency and submitted for execution.

FISCAL IMPACT:

N/A (Dependent on individual task orders)

ATTACHMENTS:

Agreements for each of the top five ranked firms.

RECOMMENDATION:

Execute all five agreements for Continuing Professional Consulting Services (CCNA).