



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 03, 2025

Originating Department: Public Works

Agenda Title: Resolution 58-09-25 – Evaluation Committee Ranking and Authorization to Negotiate – RFQ #116-2025 – Specialized Landscape Maintenance Services - Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA Parking Lot and Bert Bostrom Park

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$ 0.00 **Funding Source:** N/A

Account Number: N/a **Finance Signature:** Barbara A. Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments:

1) Resolution 58-09-25 Authorizing Public Works to Negotiate for Specialized Landscape Maintenance Services

2) Evaluation Committee Meeting Minutes for RFQ #116-2025

Please initial one:

_____ Yes, I have notified everyone.

X _____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department recommends that the Town Commission approve the evaluation committee's ranking for Request for Qualifications (RFQ) #116-2025, for Specialized Landscape Maintenance Services - Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA Parking Lot and Bert Bostrom Park, issued on June 15, 2025, and closed on July 22, 2025.

Following the closing of the RFQ, the Town received qualification packages from the following firms:

Christ Wayne and Associates, Inc.
Valleycrest

The RFQ was publicly advertised in accordance with the Town's Purchasing Code and Florida's Consultants' Competitive Negotiation Act (CCNA), Chapter 287.055, Florida Statutes. The evaluation committee reviewed and scored all submittals based on the published criteria (Attached are the Evaluation Committee Meeting Minutes, which include evaluation and scoring sheets and an overall scoring summary as calculated by the Town Clerk's office).

The final ranking is as follows:

Christ Wayne and Associates, Inc.
Valleycrest

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 116-2025, and published addenda and the RFQ Advertisement, as required.

Approval of this action will authorize staff to negotiate a scope of services and fee with Christ Wayne and Associates, Inc., the top-ranked firm, for subsequent presentation to the Town Commission.

Recommendation:

I move to approve Resolution 58-09-25 accepting the evaluation committee's ranking of firms for RFQ #116-2025 and authorizing the CRA Administrator and Public Works Director to negotiate with Christ Wayne and Associates, Inc. for Specialized Landscape Maintenance Services - Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA Parking Lot and Bert Bostrom Park.