



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 15, 2024

Originating Department: Public Works

Agenda Title: Resolution of the Town Commission of the Town of Lake Park, Florida, Authorizing and Directing the Town Mayor to Execute a Professional Services Agreement between the Town of Lake Park and Baxter & Woodman, Inc. for the provision of Continuing Professional Services on an as-needed basis.

Approved by Town Manager: Bambi McKibbon-Turner
Digitally signed by Bambi McKibbon-Turner
DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park, ou=Assistant Town Manager/Human Resources Director, email=bturner@lakeparkflorida.gov, c=US
Date: 2024.05.08 16:05:24 -04'00'

Cost of Item: N/A **Funding Source:** N/A

Account Number: N/A **Finance Signature:** N/A

Advertised: N/A
Date: N/A **Newspaper:** N/A

Attachments: 1. Agenda Request Form (ARF)
2. Resolution
3. Professional Services Agreement – Baxter & Woodman

Please initial one:

Yes, I have notified everyone
Not applicable in this case

Background\Summary Explanation:

In the course of providing services to the Town of Lake Park residents, the Town requires and utilizes the services of Professional Consultants on an as-needed basis.

The Town required Continuing Professional Consulting Services that are outside of those services classified under the Consultants Competitive Negotiation Act (CCNA) as stipulated in Florida Statutes, Section 287.055. The Town solicits these additional services through its Professional Consultant Services procurement process, but develops the agreements separate from the CCNA process.

The Town developed and advertised a Request for Qualifications of Professional Consultant Services (RFQ #107-2023) and on July 23, 2023 received bidder proposal packages. After review and analysis, the Town has selected responsive submitters to be awarded Continuing Contracts for Professional Services in accordance with the terms, conditions and specifications contained in the Request for Qualifications.

The presented Consultant Services Agreement is for a 3-year period with two additional, two-year term extensions by mutual consent.

The Town Manager has recommended to the Town Commission of Lake Park that it is in the best interest of the Town to enter into an agreement with Baxter & Woodman for the awarded Professional Consulting Services.

Recommended Motion:

I move to adopt Resolution No. _____.