



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 22, 2025

Originating Department: Public Works

Agenda Title: Resolution 83-10-2025 – Evaluation Committee Ranking & Authorization to Negotiate – RFQ #121-2025 – Professional Architectural Design and Consulting Services - Kelsey Park Splash Pad

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

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

Account Number: 001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: 1) Resolution Authorizing Public Works to Negotiate for Architectural Services

2) Evaluation Committee Meeting Minutes for RFQ #121-2025

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 the Request for Qualifications (RFQ #121-2025) for Professional Architectural Design and Consulting Services for the Kelsey Park Splash Pad project. The RFQ was issued on August 25, 2025, and closed on September 25, 2025.

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

- Cotleur & Hearing Landscape Architecture, LLC
- Hi Q Designs
- Kimley-Horn and Associates, Inc.

The RFQ was publicly advertised in accordance with the Town's Purchasing Code and the Florida Consultants' Competitive Negotiation Act (CCNA), Chapter 287.055, Florida Statutes. The Evaluation Committee reviewed and scored all submittals based on published evaluation criteria, including experience, technical approach, staffing, past performance, and references.

The final ranking is as follows:

1. Kimley-Horn and Associates, Inc.
2. Cotleur & Hearing Landscape Architecture, LLC
3. Hi Q Designs

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 #121-2025, and published addenda and the RFQ Advertisement, as required.

Approval of this recommendation/action will authorize staff to negotiate a scope of services and fee with Kimley-Horn and Associates, Inc., the top-ranked firm, for subsequent consideration by the Town Commission.

Recommendation:

I move to approve Resolution 83-10-2025 accepting the Evaluation Committee's ranking of firms for RFQ #121-2025 and authorizing the Public Works Director to negotiate with Kimley-Horn and Associates, Inc. for Professional Architectural Design and Consulting Services related to the Kelsey Park Splash Pad project.