

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date:	November 5, 2025 Public Works		
Originating Department:			
Agenda Title:	Resolution 87-11-25 – Approval of Evaluation Committee Ranking and Authorization to Negotiate – RFQ #115-2025 – Professional Engineering & Design Services for the 10th Street Road and Green Infrastructure Improvements Project		
Approved by Town Manager:			Date:
Cost of Item:	\$ 0.00	Funding Source:	N/a
Account Number: 001-408-597	N/a	Finance Signature:	Barbara A. Gould
Advertised:			
Date:	N/a	Newspaper:	
Attachments:	Resolution Authorizing Public Works to Negotiate for Professional Engineering & Design Services		
	2) Evaluation Committee Meeting Minutes for RFQ #115-2025		
Please initial one:			
	Yes, I have notified everyone.		
Χ	Not applicable in	n 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 #115-2025) for Professional Engineering and Design Services for the 10th Street Road and Green Infrastructure Improvements Project.

The RFQ was issued on August 25, 2025, and closed on September 30, 2025. Following the closing of the RFQ, the Town received qualification packages from the following firms:

- Baxter & Woodman, Inc.
- Civil Works, 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. Baxter & Woodman, Inc.
- 2. Civil Works, Inc.

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 #115-2025, published addenda, and the RFQ advertisement, as required.

Approval of this recommendation will authorize staff to negotiate a scope of services and fee with Baxter & Woodman, Inc., the top-ranked firm, for subsequent consideration by the Town Commission.

Recommendation:

I move to approve Resolution 87-11-25 accepting the Evaluation Committee's ranking of firms for RFQ #115-2025 and authorizing the Public Works Director to negotiate with Baxter & Woodman, Inc. for Professional Engineering and Design Services related to the 10th Street Road and Green Infrastructure Improvements Project.