



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** December 17, 2025

**Originating Department:** Public Works

**Agenda Title:** Resolution 103-12-25 – Agreement - 10th Street Road and Green Infrastructure (Stormwater) Improvements (RFQ #115-2025) - Professional Engineering & Design Services - Baxter & Woodman, Inc. - \$423,898

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$423,898.00 **Funding Source:** Special Projects Fund - Florida Commerce Mitigation Grant

**Account Number:** 301-541-301-63825 **Finance Signature:** Barbara A. Gould

**Advertised:**

**Date:** 08/24/2025 **Newspaper:** Palm Beach Post

**Attachments:** 1) Resolution to Execute an Agreement with Baxter & Woodman, Inc.

2) Engineering & Design Services Proposal from Baxter & Woodman, Inc.

**Please initial one:**

\_\_\_\_\_ Yes, I have notified everyone.

\_\_\_\_\_ Not applicable in this case

#### **Summary Explanation/Background:**

On August 20, 2025, the Town issued Request for Qualifications (RFQ #115-2025) for Professional Engineering and Design Services for the 10th Street Road and Green Infrastructure (Stormwater) Improvements project, in accordance with the Town's Purchasing Code and Florida's Consultants' Competitive Negotiation Act (CCNA), Chapter 287.055, Florida Statutes.

An Evaluation Committee recommended Baxter & Woodman, Inc. as the highest ranking firm. As a result, staff has been working with the proposed firm on a proposed Agreement to complete the outlined scope of work.

The scoring results were as follows:

1. Baxter & Woodman, Inc. – 489 points
2. Civil Works, Inc. – 471 points

On November 5, 2025, the Town Commission approved the evaluation committee's ranking for RFQ #115-2025 and authorized the Public Works Director to negotiate with the top-ranked firm, Baxter & Woodman, Inc. (Resolution #87-11-25).

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 and published addendums, RFQ Advertisement, Resolution to negotiate with top firm, etc.

As a result, negotiations with Baxter & Woodman, Inc. have been completed, and staff is requesting the Town Commission to consider a proposed Professional Engineering and Design Services Agreement in the amount of \$423,898. The proposed agreement, if approved, would include scope definition, design development, construction document preparation, permitting coordination, and engineering support services necessary for the completion of the 10th Street Road and Green Infrastructure Improvements.

Funding for this proposed project is provided entirely through the Community Development Block Grant Mitigation Program (CBDG-MIT) administered by the State of Florida' Florida Commerce (MT130).

The proposed Agreement was prepared by Baxter & Woodman and reviewed by the Public Works Director, the Project Manager - Capital Projects, the Finance Director, and the Town Attorney.

The Town has previously worked with Baxter & Woodman, Inc. on multiple projects, including the Southern Outfall Project, and they have consistently provided quality work and responsive customer service.

**Recommendation:**

I move to approve Resolution 103-12-25 and approve an Agreement with Baxter & Woodman, Inc. for Professional Engineering and Design Services to support the 10th Street Road and Green Infrastructure (Stormwater) Improvements project, in the amount of \$423,898; and authorize the Mayor to execute the proposed Agreement.