

STAFF REPORT REGULAR MEETING

AGENDA DATE: June 30, 2026

DEPARTMENT: Community Sustainability

TITLE:

Piggyback Agreement with Chen Moore and Associates, Inc. for planning, zoning, and related consulting services

SUMMARY:

Approval of an agreement with Chen Moore and Associates, Inc. to provide professional planning, zoning, and related consulting services on an as-needed basis utilizing a competitively awarded contract through the City of Coral Gables. The agreement provides for annual expenditures not to exceed \$75,000.00 annually.

BACKGROUND AND JUSTIFICATION:

The Community Sustainability Department periodically requires specialized planning, zoning, historic preservation, and related professional services to supplement staff resources and assist with project-specific assignments.

The City's Procurement Code authorizes the use of competitively awarded contracts from other governmental agencies. On March 14, 2025, the City of Coral Gables awarded Chen Moore & Associates, Inc. a contract for General Planning Services through RFQ #2024-034A. The proposed agreement allows the City of Lake Worth Beach to utilize the same contract terms, conditions, and pricing through a piggyback agreement.

The purpose of the agreement is to provide professional consulting services on an as-needed basis to augment existing departmental capacity, assist with special projects, support development review activities, and provide technical planning expertise when additional resources are warranted. In the near term, consultant services are anticipated to support landscape planning review activities and provide historic preservation permit review assistance during ongoing staffing transitions within the Community Sustainability Department, ensuring continuity of operations and customer service.

The agreement will remain in effect through March 13, 2028, with Two (2) additional one (1) year renewal options consistent with the City of Coral Gables contract. Annual expenditures under the agreement shall not exceed \$75,000 and services will only be utilized as authorized by the City and dependent on the annual budget appropriation.

Funding for this agreement is proposed as part of the FY 2027 budget. A total of \$75,000 has been requested to support services under the agreement, including \$60,000 within the Planning & Preservation Division Professional Services account and \$15,000 within the Public Works Contract Services account.

MOTION:

Move to approve/disapprove the Agreement with Chen Moore and Associates, Inc. for professional planning, zoning and related consulting services with an annual cost not to exceed \$75,000.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$30,000	0	0	0	0
Operating	0	\$75,000	\$75,000	\$75,000	\$75,000
Capital	0	0	0	0	0
Net Fiscal Impact (If not budgeted)	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Community Sustainability
Division	Planning and Preservation / Economic Development
GL Description	Professional Services
GL Account Number	001-2030-515-64.40 / 001-2030-515-31.90 / 001-2070-559.31-90
Project Number	N/A
Requested Funds	\$14,500 / \$12,000 / \$3,500
Remaining Balance	\$79.00 / \$493.44 / \$13,569.00
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current Revenue