



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item #**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Francine Ramaglia, Town Manager**

**DATE: July 2, 2024**

**SUBJECT: Resolution 2024-48 approving a professional services agreement with Complete Cities Planning Group, LLC**

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**Background:**

In 2023, the Town Council approved a continuing contract with SEPI, a division of TranSystems Corporation Consultants (“TransSystems”), for the provision of traffic engineering services, engineering development review services, long range planning services, and development review services to the Town on a non-exclusive basis.

Complete Cities Planning Group, LLC (“Complete Cities”) has provided planning and development review services to the Town as a subconsultant of TransSystems.

Town staff would like to enter into a direct agreement with Complete Cities for the provision of planning and development review services. Such an agreement is consistent with section 2-133(b)(1) of the Town’s procurement code.

The agreement contains standardized contract language, with the following modifications which were agreed upon by staff and the consultant:

1. Language has been added to comply with a recent amendment to section 787.06, Florida Statutes; and
2. The following insurance provisions have been modified:
  - The requirement for cyber insurance has been deleted.
  - The requirement for insurance of owned autos has been deleted.
  - The minimum general aggregate amount for professional liability insurance was reduced from \$2,000,000 to \$1,000,000.

All other standard insurance requirements remain unmodified, including the following minimum coverage limits:



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- Worker's Compensation: as applicable, with minimum limits of \$100,000 per person, \$500,000 per occurrence.
- Commercial General Liability: minimum limits of \$1,000,000 per occurrence and \$2,000,000.00 general aggregate combined single limit for Bodily Injury Liability and Property Damage Liability.
- Business Automobile Liability: with minimum limits of \$300,000 per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage to include hired and non-owned vehicles and employers' non-ownership.

**Recommendation:**

Staff recommends that Town Council approves Resolution No. 2024-48 approving the professional services agreement with Complete Cities Planning Group, LLC.