



City of Boynton Beach Agenda Item Request Form

Meeting Date: 03/18/2025

Proposed Resolution No. R25-065- Approve the final ranking for RFP No. PLDEV25-011R Comprehensive Plan Review Professional Services (Consultant) as recommended by the evaluation committee and allow negotiations to begin with the top-ranked proposer Chen Moore and Associates, Inc., and if negotiations fail to culminate into an agreement with the top-ranked proposer, enable staff to terminate negotiations and allow negotiations to begin with the 2nd-ranked proposer Kimley-Horn and Associates, Inc.

Requested Action: Staff recommends approval of Proposed Resolution No. R25-065.

Explanation of Request: A comprehensive plan is crucial for the City of Boynton Beach as it provides a clear, strategic roadmap for sustainable growth, development, and resource management. This plan ensures that future decisions align with the city's long-term goals, addressing key areas such as infrastructure, land use, housing, environmental protection, and economic development. By proactively planning for the City's needs and challenges, the City can effectively manage growth, improve the quality of life for its residents, and ensure that development is balanced with environmental and community considerations. A well-developed comprehensive plan is a foundational tool for decision-making, fostering a cohesive vision for the city's future while adapting to changing circumstances and opportunities.

The City needs an Comprehensive Plan. To facilitate this process, the Purchasing Division worked with Planning and Development to develop a Request for Proposal ("RFP") pursuant to the Consultants' Competitive Negotiation Act (CCNA). The RFP was released on December 4, 2024, with a non-mandatory pre-proposal meeting on December 17, 2024. The solicitation was distributed to create maximum competition and had a proposal submission due date of January 27, 2025. As a result of the broadcast, the City received nine proposal submissions from the RFP. The evaluation committee was comprised to review the nine submittals in accordance with the criteria of the RFP.

The evaluation committee began reviewing and preliminary scoring the proposals after they were distributed. On February 18, 2025, the committee met at a publicly noticed, open-to-the-public meeting to discuss the submittals and the pros and cons of each. As a result of the meeting, the committee determined that it was in the City's best interest to shortlist the top three scoring proposal packages and request presentations.

On March 3, 2025, the evaluation committee witnessed presentations from the top three ranked firms:

1. Chen Moore and Associates, Inc.
2. Kimley-Horn and Associates, Inc.
3. Calvin, Giordano & Associates, Inc.

After witnessing the presentations, the evaluation committee reconvened in a publicly noticed meeting, open to the public, to assess each presentation's strengths and weaknesses. Following this discussion, the committee decided to eliminate Calvin, Giordano & Associates, Inc. from consideration and proceed with ranking the top two firms. As a result of the evaluation, Chen Moore and Associates, Inc. was ranked as the top firm, while Kimley-Horn and Associates, Inc. was ranked second.

The evaluation decided collectively through a consensus that it was in the best interest of the City to request the Commission's authorization and approval to allow negotiations to begin with the top-ranked firm, Chen Moore and Associates, Inc., and if negotiations fail to culminate into an agreement with the top-ranked firm, enable staff to terminate negotiations and allow negotiations to begin with the second-ranked firm, Kimley-Horn and Associates, Inc.

Staff will bring back the final agreement to the City Commission for approval.

How will this affect city programs or services? N/A

Budgeted Item: Yes

Account Line Item and Description: The Comprehensive Plan Review & Amendment has been budgeted for within the Planning and Zoning FY24/25 budget per the City's Strategic Plan.

Fiscal Impact: N/A

Attachments:

[R25-065 Agenda_Item_2848-2025_RFP_PLDEV25-011R_Final_Ranking_and_Negotiations.docx](#)

[RFP No. PLDEV25-011 - COMPREHENSIVE PLAN REVIEW CONSULTANT - REVISED With Edits Accepted.pdf](#)

[PLDEV 25-011R - Chen Moore and Assoc - Complete.pdf](#)

[PLDEV 25-011R - Kimley-Horn and Associates - Complete.pdf](#)