



City of Boynton Beach Agenda Item Request Form

Meeting Date: 10/21/2025

Proposed Resolution No. R25-281- Approve the final rankings for the Request for Qualifications (RFQ) No. PWE25-009Q for Engineering Design and Environmental Review Services for the San Castle Infrastructure Mitigation Project (CDBG-MIT Funded) as recommended by the Evaluation Committee and authorize City staff to negotiate a contract with the recommended top-ranked proposer, Wade Trim, Inc. in accordance with section 287.055, Florida Statutes, otherwise known as the Consultants' Competitive Negotiation Act (CCNA).

Requested Action: Staff recommends approval of Proposed Resolution No. R25-281.

Explanation of Request: The City of Boynton Beach received Community Development Block Grant–Mitigation (CDBG-MIT) funds from the Florida Department of Commerce (FCOM), formerly the Florida Department of Economic Opportunity (FDEO), to upgrade drainage, utilities, and roadway infrastructure in the San Castle neighborhood.

Any contract executed as a result of this Request for Qualifications (RFQ) was funded, in whole or in part, through FCOM and the U.S. Department of Housing and Urban Development (HUD) under Public Law 115-123 or other federal programs. All work was required to comply with applicable federal laws, regulations, and HUD CDBG-MIT grant requirements, including the provision of audit-quality documentation to support reimbursable expenses.

Located east of I-95 and south of Hypoluxo Road, the San Castle project provided critical infrastructure improvements to enhance public safety, mobility, and stormwater management for a low-to-moderate income community. The project's purpose was to improve disaster resilience and the overall quality of life in a HUD-designated Most Impacted and Distressed (MID) area.

Through this RFQ, the City sought a qualified Engineering Consulting Firm in accordance with Florida Statute 287.055, the Consultants Competitive Negotiation Act (CCNA), to perform engineering design and environmental review services in accordance with all federal, state, and City standards and grant agency requirements.

On January 30, 2025, the City of Boynton Beach Procurement Division, in conjunction with the Public Works Department, released Solicitation PWE25-009Q for Engineering Design and Environmental Review Services for the San Castle Infrastructure Mitigation Project (CDBG-MIT Funded). When the solicitation closed on May 22, 2025, the City received five qualification submittals.

On June 30, 2025, the City held a publicly noticed evaluation meeting, open to the public, where the submittals were reviewed in accordance with the evaluation criteria established in the RFQ. In compliance with F.S. 287.055, the Evaluation Committee scored the proposals and shortlisted the top three firms to provide formal presentations.

On September 5, 2025, the Evaluation Committee heard presentations from the shortlisted firms and scored them accordingly to determine final rankings. The rankings are shown below.

Rank	Firm	Score (out of 125)
1	Wade Trim, Inc.	110.84
2	Keith and Associates	104.29
3	Ardurra Group, Inc.	103.55
4	Baxter & Woodman, Inc.	82.08
5	Chen Moore and Associates	77.25

This evening, staff requests the Commission's approval to enter into negotiations with the top-ranked firm, Wade Trim Inc. In accordance with section 287.055(5), Florida Statutes, if the City of Boynton Beach is unable to negotiate a satisfactory contract deemed fair, competitive, and reasonable with the highest-ranked firm, the staff requests approval to engage in negotiations with the second-highest-ranked firm. This process will continue as necessary with lower-ranked firms until a fair, competitive, and reasonable contract is achieved.

All work under this project will comply with HUD CDBG-MIT requirements, Executive Orders, and 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements), including all applicable audit and record-keeping provisions.

How will this affect city programs or services? This action will enable the City to move forward with design and environmental review activities required to meet federal grant deadlines. It directly supports the City's resilience, stormwater, and infrastructure improvement goals in an underserved community and ensures continued eligibility for federal reimbursement.

Budgeted Item: Yes

Account Line Item and Description: N.A. - No contract yet.

Fiscal Impact: Budgeted item.

Attachments:

[R25-281 Agenda_Item_3821-2025_Resolution_for_RFQ_Final_Ranking.docx](#)

[PWE25-009 - Scoring Summary.pdf](#)

[RFQ - PWE25-009Q - REVISED.pdf](#)

[Qualification Package - Wade Trim, Inc. - No Financials.pdf](#)