



City of Boynton Beach Agenda Item Request Form

Meeting Date: 08/19/2025

Proposed Resolution No. R25-221- Awarding Request for Qualifications No. UTL25-018Q for Chapel Hill Drainage Improvements- Engineering and Design Services to Baxter & Woodman, Inc., approving an Agreement between the City and Baxter & Woodman, Inc. in an amount not to exceed \$1,490,827, and approving a budget transfer to allocate sufficient funding for the project.

Requested Action: Staff recommends approval of Proposed Resolution No. R25-221.

Explanation of Request:

Pursuant to the Consultant's Competitive Negotiation Act (CCNA), the City of Boynton Beach advertised Request for Qualifications (RFQ) No. UTL25-018Q on February 14, 2025, to procure professional engineering services for the Chapel Hill Drainage Improvement Project. This project is a critical infrastructure initiative aimed at mitigating chronic flooding, improving stormwater conveyance, and enhancing water quality discharges to the E-4 Canal within the Chapel Hill neighborhood.

The RFQ sought a qualified engineering consultant to deliver a full suite of services, including hydrologic and hydraulic modeling, preliminary and final design, value engineering, permitting, preparation of bid documents, grant research and administration assistance, bidding support, and construction administration services during the construction phase.

The solicitation closed on March 20, 2025, with six (6) proposals received. In compliance with §287.055, Florida Statutes, an evaluation committee was convened to review and score the submittals. On April 21, 2025, the committee shortlisted the three most qualified firms, and on May 9, 2025, it conducted interviews and presentations. Based on the final rankings, Baxter & Woodman, Inc. was determined to be the most highly qualified firm to provide the required services.

On June 3, 2025, City Commission approved the evaluation committee's recommendation and authorized staff to negotiate a contract with Baxter & Woodman, Inc. through Resolution #R25-150. Negotiation meetings were held on June 10, 2025, and July 8, 2025. The final

scope of work was confirmed to include all services necessary to deliver the project, and the fee proposal was deemed fair, competitive, and reasonable.

The negotiated agreement, in the amount of \$1,490,827, outlines Baxter & Woodman's responsibilities, which include but are not limited to:

- Conducting detailed topographic and geotechnical investigations, and subsurface utility engineering;
- Developing an updated ICPR4 stormwater model to optimize the design;
- Preparing construction documents, technical specifications, and cost estimates;
- Coordinating all required permits with agencies such as SFWMD, USACE, and the Lake Worth Drainage District;
- Assisting with securing and administering grant funding;
- Supporting the City during bidding and contractor selection; and
- Providing construction administration and part-time inspection services during the build-out.

This agreement represents a comprehensive approach to addressing stormwater challenges in the Chapel Hill community and advancing the City's resiliency and infrastructure improvement goals. Staff recommends awarding RFQ No. UTL25-018Q to Baxter & Woodman, Inc., and approving the Agreement in an amount not to exceed \$1,490,827.

How will this affect city programs or services?

The Chapel Hill neighborhood has long experienced recurrent street flooding during heavy rainfall and storm events due to an undersized and outdated drainage system. Its low elevation, situated between I-95 and S. Seacrest Boulevard, causes the area to act as a collection point for upstream stormwater runoff, resulting in chronic flooding issues that compromise public safety and property.

Engaging a qualified consulting firm to develop a comprehensive engineering design for stormwater improvements will enable the City to implement a modernized drainage system tailored to address these deficiencies. The proposed design will enhance the level of service (LOS) by:

- **Mitigating Flood Risks-** reducing the frequency and severity of flooding events that currently impact residents, businesses, and public infrastructure.
- **Protecting Public Safety-** improving roadway conditions during storms to ensure continued access for emergency vehicles, hospitals, and other critical services.
- **Preserving Community Assets-** safeguarding homes, green spaces, and City roadways from long-term water damage.
- **Increasing Resiliency-** strengthening the neighborhood's ability to withstand heavy rainfall and storm events, reducing future recovery costs.

By delivering a build-ready engineering design, this project will position the City to advance

construction of long-term stormwater solutions. The improvements will significantly enhance the quality of life for Chapel Hill residents, reduce public safety hazards, and ensure uninterrupted City services during severe weather events.

Budgeted Item: Yes

Account Line Item and Description:

ACCT # 403-5000-538-65.09 – Project ST2402 - \$800,000 Available Budget

ACCT # 403-5000-533-65.02 – Project WT2406 - \$464,202 Available Budget

ACCT # 403-5000-533-65.02 – Project WT2316 - \$302,557 Available Budget

Fiscal Impact:

Funding is available in the Utilities CIP Account 403-5000-538-65.09, Project ST2402 (Chapel Hill Stormwater Improvements) in the amount of **\$800,000**.

Budget transfer will be needed in the amount of **\$464,000** from Utilities CIP Account 403-5000-533-65.02 project WT2406 (West WTP Fluoride System Upgrade) to account # 403-5000-538-65.09 – Project ST2402 (Chapel Hill Stormwater Improvements).

Budget transfer will be needed in the amount of **\$236,000** from Utilities CIP Account 403-5000-533-65.02 project WT2316 (EWTP HSP 5 & Improvements) to account # 403-5000-538-65.09 – Project ST2402 (Chapel Hill Stormwater Improvements).

Updated Account total after Budget Transfer:

403-5000-538-65.09, Project ST2402 (Chapel Hill Stormwater Improvements) in the amount of **\$1,500,000**.

Attachments:

[R25-221 Agenda_Item_3466-2025_Resolution_for_Bater___Woodman_RFQ_No._UTL25-018Q_Award___Agmt.docx](#)

[Exhibit A to Resolution - 25-018Q - BaxterWoodman - Vendor Executed Agreement.pdf](#)
[25-018Q Chapel Hill Drainage Improvement - Rev. 3.13.25.pdf](#)

[Compliance - BidAnalysis 25-018Q.pdf](#)

[Budget Transfer-ST2402 Chapel Hill Drainage Improvements inc supporting docs 07-28-2025.pdf](#)