VILLAGE OF INDIANTOWN, FLORIDA
AGENDA MEMORANDUM

MEETING DATE: August 27, 2026

MEETING TYPE: Regular Village Council Meeting

AGENDA ITEM TITLE: APPROVAL OF RFP NO. 2026-04- PROFESSIONAL ENGINEERING CONTINUING SERVICES CONSULTANT AGREEMENT(S)

SUMMARY OF ITEM:

The Village issued Request for Proposals (RFP) No. 2026-04 to establish continuing professional engineering services contracts with qualified engineering firms capable of providing a broad range of engineering and related consulting services on an as-needed basis. The purpose of this solicitation was to create a pool of highly qualified consultants that can support the Village's ongoing operational needs, capital improvement initiatives, utility infrastructure projects, transportation improvements, parks and recreation facilities, stormwater management, community development projects, water and wastewater systems, grant-funded projects, construction administration, permitting, and other engineering-related services. Establishing continuing services contracts allows the Village to efficiently obtain professional engineering services for future projects through individual work authorizations without conducting a separate competitive procurement for each assignment, while maintaining compliance with the requirements of the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, Florida Statutes.

The solicitation was publicly advertised in accordance with applicable procurement requirements, and proposals were received from engineering firms with extensive municipal experience. On May 12, 2026, the Village publicly opened nine (9) proposals in response to the solicitation. Following an administrative review for responsiveness and compliance with the requirements of the Request for Proposals, one (1) proposal was determined to be non-responsive, leaving eight (8) responsive and responsible firms to proceed through the evaluation process.

A Selection Committee comprised of Village staff evaluated and ranked the responsive firms using the evaluation criteria established in the Request for Proposals. Consistent with the requirements of the Consultants' Competitive Negotiation Act, the evaluation process focused solely on each firm's qualifications, technical competence, experience, project approach, organizational capacity, and demonstrated ability to successfully perform professional engineering services. Pricing was not considered during the ranking process, as the CCNA requires professional engineering firms to be selected based on qualifications rather than cost.

Following completion of the evaluation process, the Selection Committee identified Kimley-Horn and Associates, Inc., Holtz Consulting Engineers, Inc., and CAPTEC Engineering, Inc. as the three highest-ranked firms and recommended that Village staff enter into contract negotiations with each firm. Staff subsequently negotiated the terms and conditions of the continuing services agreements. Staff determined that the negotiated agreements are fair, competitive, reasonable, and consistent with prevailing market rates for similar professional engineering services.

FISCAL IMAPCT STATEMENT:

Funding for services provided under this Continuing Services Agreement will be authorized on a project-specific basis through individual work authorizations and funded from the appropriate departmental budgets, as applicable, depending on the nature, scope, and funding source of each assigned project. As this is a continuing services contract, approval of the agreement does not obligate the Village to expend funds or guarantee a minimum amount of work. No direct fiscal impact will be incurred unless and until specific services are authorized through an approved work authorization. Future expenditures associated with individual work assignments will be subject to available budget appropriations and applicable approval requirements in accordance with Village purchasing policies and procedures.

RECOMMENDATION: Motion to approve the award of Contract No. 2026-04, *Professional Engineering Continuing Services Consultant* , to Kimley-Horn and Associates, Inc., Holtz Consulting Engineers, Inc., and CAPTEC Engineering, Inc., subject to successful finalization of contract terms, and authorize the Village Mayor to execute the agreement.

PREPARED BY: Kali Beams DATE: 07/24/26

ATTACHMENTS:
Description
Selection Committee Score Tabulation
Kimley-Horn Contract.pdf
Holtz Contract.pdf
CAPTEC Contract.pdf