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Title: APPROVAL OF AGREEMENT BETWEEN MARGATE CRA AND CRAVEN, THOMPSON & ASSOCIATES, INC. FOR GENERAL ENGINEERING SERVICES

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Date	Ver.	Action By	Action	Result
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TO: Chair and Members of the Board

FROM: Diane Colonna, Executive Director

DATE: March 9, 2016

APPROVAL OF AGREEMENT BETWEEN MARGATE CRA AND CRAVEN, THOMPSON & ASSOCIATES, INC. FOR GENERAL ENGINEERING SERVICES

BACKGROUND: There are numerous projects in the CRA’s Five Year Financing and Implementation Plan that will require engineering services. These include an array of capital projects, infrastructure, streetscape, utilities, parks and landscape improvements within the CRA district and associated with the City Center development.

In November 2015, the CRA issued MCRA RFQ No. 2016-01 for engineering services on a continuing contract basis. Nine firms initially responded and were ranked and narrowed to five firms by a selection committee. The five finalists made additional presentations to the committee and an evaluation and final ranking was conducted. At its regular meeting on January 12, 2016, the MCRA Board directed staff to negotiate agreements with the two, top ranked firms, Keith & Associates and Craven, Thompson & Associates, Inc.

The agreement with Craven, Thompson & Associates, Inc. has been negotiated and executed by the Engineer and is presented herewith for MCRA Board approval. The form of this agreement has been reviewed and approved by the CRA attorney.

This agreement sets forth the terms and conditions by which the engineer will perform future services at the direction of the CRA and in accordance with the fee schedule made part of the agreement. The agreement provides that as the needs for engineering services arise, the CRA will issue “task orders” which will establish a project-specific scope of services and price structure for each task. This agreement is subject to FS Chapter

287.055 (Consultants' Competitive Negotiations Act), which limits these professional services to construction projects costing less than \$2 million and studies or reports of less than \$200,000.

The agreement provides for an initial term of two (2) years, with up to three (3), one-year renewals (maximum of 5 years) and establishes minimum insurance requirements and other legal protections for the CRA.

RECOMMENDATION: Approve the agreement with Craven, Thompson & Associates, Inc. for signature by the MCRA Board Chair and Executive Director.

FISCAL IMPACT: Funds have been appropriated in the CRA's capital accounts to cover design fees for the planned projects contemplated by this agreement. Subsequent authorizations of specific services and fees via task orders are required prior to the time that such services are performed.

CONTACT PERSON: Diane Colonna, Executive Director