



CITY OF Boca Raton

CITY HALL
201 WEST PALMETTO PARK ROAD • BOCA RATON, FL 33432
PHONE (561) 393-7700
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TO: Mayor and City Council

FROM: Mark Sohaney
City Manager 

DATE: July 21, 2026

SUBJECT: Downtown Civic Area / Memorial Park Master Plan – Consultant Selection Process

RECOMMENDATION: I recommend that City Council proceed with the evaluation and ranking of consulting firms that responded to the City's Request for Qualifications (RFQu) and were shortlisted by the Evaluation Committee.

BACKGROUND: On May 18, 2026, the City issued Request for Qualifications (RFQu) No. 2026-035-IG seeking a qualified multidisciplinary consultant team to facilitate a community-driven planning process for the preparation of the Downtown Civic Area/Memorial Park Master Plan. The solicitation closed on June 26, 2026, and the City received Statements of Qualifications from the following four firms:

- ADG Architecture, LLC
- Brooks + Scarpa Architects
- Chen Moore & Associates
- The Corradino Group, Inc.

The purpose of the Master Plan is to engage the community in developing a long-term vision for the City's approximately 17-acre Downtown Civic Area, including Memorial Park, City Hall, the Community Center, the Singing Pines complex, and the surrounding public spaces. Through an extensive public engagement process, the selected consultant will work with residents, stakeholders, City Council, and staff to identify community values, evaluate opportunities and constraints, and prepare conceptual recommendations for the future use, programming, design, and connectivity of these important public facilities and spaces.

The Master Plan is intended to establish a community-supported framework that will guide future policy decisions and potential capital investments. The planning process is designed around a "listen first, design second" philosophy, emphasizing broad public participation, transparency, and regular opportunities for community input before any recommendations are developed.

Evaluation Committee:

Consistent with the Consultant's Competitive Negotiation Act (CCNA) and the procedures established in the RFQu, the City convened an Evaluation Committee to conduct the initial technical review of the Statements of Qualifications. The Committee met in a publicly noticed meeting on July 16, 2026, and evaluated each submission using the published evaluation criteria contained in the RFQu.



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The Evaluation Committee consisted of:

- Carlisha Jenkins, Deputy Chief Financial Officer
- Erin Sita, Deputy Director, Development Services
- Zach Bihr, Public Works & Engineering Director
- Andy Lukasik, Deputy City Manager (non-voting member)

Following its evaluation, the Committee ranked the responding firms as follows:

1. Chen Moore & Associates
2. The Corradino Group, Inc.
3. Brooks + Scarpa Architects

These rankings establish the shortlist of firms advancing to the phase II presentations of the consultant selection process.

City Council's Role:

During the City Council meeting on Tuesday, July 28th, each shortlisted consultant team is scheduled to present its qualifications, planning philosophy, project approach, and public engagement methodology to the City Council.

Each firm will be provided up to 30 minutes for its presentation, followed by up to 30 minutes for questions from the City Council. The presentations are intended to allow the Council to better understand each team's experience, approach to community engagement, design philosophy, and overall compatibility with the City's objectives for the Downtown Civic Area/Memorial Park Master Plan Project.

Following completion of all presentations, the City Council will publicly discuss the finalist firms and rank them in order of preference in accordance with the Consultant's Competitive Negotiation Act (CCNA) and the procedures established in the RFQu. The Council's evaluation should focus on each firm's qualifications, demonstrated experience, planning approach, public engagement strategy, ability to communicate effectively, and overall compatibility with the City's objectives for this important community planning initiative.

Once the City Council establishes the final ranking, the City Manager, or his designee, will begin negotiations with the highest-ranked firm for the preparation of a professional services agreement. If negotiations are unsuccessful, negotiations will be terminated and commenced with the next highest-ranked firm, consistent with the requirements of the CCNA and the City's RFQu.

Public Participation:

This public presentation and Council interview opportunity represents an important milestone in the consultant selection process. The City encourages residents to observe the presentations to gain a better understanding of each consultant team's approach to community planning and



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public engagement. During the City Council's selection process, there will be an opportunity for public comment.

The public should recognize that this meeting is **not** the beginning of the Master Plan itself and that no planning or design decisions will be made regarding the future of the Downtown Civic Area or Memorial Park. Rather, the purpose of this meeting action is to identify the consultant team best qualified to lead what will become a comprehensive, community-driven planning process. If a contract is ultimately approved, the selected consultant will spend approximately six months engaging the public, evaluating alternatives, and developing recommendations for future consideration by the City Council.

FISCAL IMPACT: The ranking of the consulting teams that responded to the RFQu will result in minimal costs to the City. As identified previously, the City Council will rank the three (3) shortlisted consulting firms during the July 28, 2026 meeting. The City Manager and/or his designee will begin negotiations with the highest ranked consulting firm immediately with the goal of presenting a contract with the highest ranked consulting firm to the City Council at the August 25, 2026 meeting.

STRATEGIC IMPACT: Selection of the best suited consulting firm will support Goal 3: Strong Partnership with the Community by implementing a community engagement plan that results in active listening to the community that drives the design of the Civic Area and Memorial park as well as Goal 4: Vibrant and Sustainable City by creating a more vibrant city center that promotes civic engagement.

Document originated by: Andrew D. Lukasik, Deputy City Manager



RESOLUTION

086-2026

A RESOLUTION OF THE CITY OF BOCA RATON, FLORIDA,
RANKING THE FIRMS SUBMITTING STATEMENTS OF
QUALIFICATIONS IN RESPONSE TO REQUEST FOR
QUALIFICATIONS NO. 2026-035-IG, DOWNTOWN CIVIC
AREA/MEMORIAL PARK MASTER PLAN; DIRECTING THE
CITY MANAGER TO COMMENCE NEGOTIATIONS WITH
THE HIGHEST-RANKED FIRM FOR A PROFESSIONAL
SERVICES AGREEMENT; AUTHORIZING SEQUENTIAL
NEGOTIATIONS WITH THE SECOND- AND THIRD-
RANKED FIRMS IF THE CITY IS UNABLE TO NEGOTIATE A
SATISFACTORY AGREEMENT WITH A HIGHER-RANKED
FIRM; REQUIRING THAT ANY NEGOTIATED AGREEMENT
BE PRESENTED TO THE CITY COUNCIL FOR
CONSIDERATION AND APPROVAL; PROVIDING FOR
SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING
AN EFFECTIVE DATE

1 WHEREAS, the City of Boca Raton (the "City") owns approximately seventeen acres of
2 property comprising the Downtown Civic Area/Memorial Park, including City Hall, the Community
3 Center, the Singing Pines Building complex, Memorial Park, and associated public spaces and
4 rights-of-way; and

5
6 WHEREAS, the City desires to undertake a community-driven planning process
7 integrating robust public engagement with planning, urban design, and conceptual architectural
8 design to develop a preferred Downtown Civic Area/Memorial Park Master Plan and
9 implementation framework; and

10 WHEREAS, the contemplated planning process is intended to establish a cohesive,
11 implementable vision for the Downtown Civic Area/Memorial Park, including recommendations
12 concerning civic facilities, recreational and open-space uses, public spaces, connectivity, historic
13 resources, and the relationship between the Civic Area/Memorial Park and appropriate adjacent
14 uses; and

15 WHEREAS, because the professional services required for the Downtown Civic
16 Area/Memorial Park Master Plan include architectural, landscape architectural, planning, urban-
17 design, and related professional services, the City elected to conduct the procurement in
18 accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes
19 ("CCNA"); and

20 WHEREAS, the City issued Request for Qualifications No. 2026-035-IG, Downtown Civic
21 Area Master Plan (the "RFQu"), soliciting Statements of Qualifications from qualified
22 multidisciplinary consultant teams capable of providing the required public-engagement, planning,
23 urban-design, landscape-architectural, and architectural services; and

24 WHEREAS, the RFQu established a two-phase evaluation and selection process under
25 which an Evaluation Committee composed of City staff would initially evaluate the Statements of
26 Qualifications, establish a shortlist of qualified firms, and advance the shortlisted firms to a public
27 finalist proceeding before the City Council; and

1 WHEREAS, on June 26, 2026, the submission period for the RFQu closed, and the City
2 received Statements of Qualifications from four (4) firms responding to the RFQu (collectively, the
3 “Responding Firms”); and

4 WHEREAS, the City reviewed the Statements of Qualifications for responsiveness and
5 compliance with the minimum qualifications and other requirements established by the RFQu;
6 and

7 WHEREAS, the City’s Evaluation Committee thereafter conducted the Phase I evaluation
8 of the responsive Statements of Qualifications based upon the evaluation criteria established in
9 the RFQu, including the proposed project team and key personnel, project understanding and
10 approach, public-engagement expertise, urban-design and planning experience, architectural
11 capabilities, relevant project experience, and proposed project schedule and responsiveness; and

12 WHEREAS, based upon its review and evaluation of the Statements of Qualifications and
13 other permissible information concerning the Responding Firms’ qualifications and performance,
14 the Evaluation Committee ranked the Responding Firms for shortlisting purposes and selected
15 the following firms to advance to the Phase II finalist proceedings before the City Council:

16 Chen Moore & Associates;
17 The Corradino Group; and
18 Brooks + Scarpa Architects; and
19

20 WHEREAS, the Evaluation Committee’s Phase I rankings were for the purpose of
21 establishing the shortlist, and the RFQu reserved the final comparative evaluation and ranking of
22 the shortlisted firms to the City Council following the Phase II finalist proceedings; and

23 WHEREAS, on July 28, 2026, the City Council held a publicly noticed meeting in
24 compliance with the Government in the Sunshine Law, Chapter 286, Florida Statutes, for the
25 purpose of conducting the Phase II evaluation of the shortlisted firms; and

26 WHEREAS, during the meeting, each shortlisted firm was provided an equal opportunity
27 to make a presentation to the City Council and to respond to questions from the City Council
28 concerning the firm’s qualifications, experience, proposed personnel, planning philosophy, civic

1 vision, public-engagement methodology, design and planning approach, interdisciplinary
2 coordination capabilities, understanding of the Downtown Civic Area, and overall approach to
3 performing the services required by the RFQu; and

4 WHEREAS, the finalist proceedings were conducted in accordance with the uniform
5 procedures and safeguards established by the City to provide each shortlisted firm a fair and
6 substantially equal opportunity to present its qualifications and respond to the City Council's
7 questions; and

8 WHEREAS, the City Council also received public comment as part of the publicly noticed
9 meeting and the City's public-participation and transparency objectives associated with the
10 Downtown Civic Area/Memorial Park Master Plan initiative; and

11 WHEREAS, consistent with the CCNA and the RFQu, the City Council did not request,
12 receive, or consider proposed fees, compensation, or pricing information when evaluating and
13 ranking the shortlisted firms during the Phase II proceedings; and

14 WHEREAS, after completion of all finalist presentations and question-and-answer
15 sessions, the City Council publicly discussed and comparatively evaluated the shortlisted firms
16 based upon their Statements of Qualifications, professional experience, proposed project teams,
17 presentations, responses to questions, and demonstrated compatibility with the City's objectives
18 for the Downtown Civic Area/Memorial Park Master Plan; and

19 WHEREAS, based upon the entire procurement record and the qualifications-based
20 considerations established by the RFQu, the City Council now desires to establish the final
21 ranking of the three most qualified firms and direct the City Manager to commence negotiations
22 with the highest-ranked firm; and

23 WHEREAS, Section 287.055, Florida Statutes, requires the City to negotiate a contract
24 with the firm considered to be the most qualified at compensation the City determines to be fair,
25 competitive, and reasonable; and

1 WHEREAS, if the City is unable to negotiate a satisfactory agreement with the highest-
2 ranked firm, the City must formally terminate those negotiations before commencing negotiations
3 with the second-ranked firm and, if necessary, must formally terminate negotiations with the
4 second-ranked firm before commencing negotiations with the third-ranked firm; and

5 WHEREAS, the City Council's ranking of the firms does not constitute the award or
6 approval of a professional services agreement, and any agreement resulting from the negotiation
7 process will be presented to the City Council at a subsequent meeting for consideration and
8 approval; now therefore

9
10 BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOCA RATON:

11
12 Section 1. The foregoing recitals are incorporated into this Resolution as true and
13 correct findings of the City Council.

14 Section 2. Following its review of the Statements of Qualifications, the finalist
15 presentations, the firms' responses to questions, the Evaluation Committee's Phase I evaluation,
16 and the entire procurement record, the City Council hereby establishes the following final ranking
17 of the firms submitting Statements of Qualifications in response to Request for Qualifications No.
18 2026-035-IG:

19 [FIRM NAME] — Highest-Ranked Firm;
20 [FIRM NAME] — Second-Ranked Firm; and
21 [FIRM NAME] — Third-Ranked Firm.

22
23 The ranking established by this Section constitutes the City Council's final qualifications-based
24 ranking for purposes of conducting negotiations in accordance with Section 287.055, Florida
25 Statutes, and the RFQu.

26 Section 3. The City Council directs the City Manager, or the City Manager's
27 designated representatives, to commence negotiations with [HIGHEST-RANKED FIRM], the
28 highest-ranked firm, for a professional services agreement to provide the public-engagement,

1 planning, urban-design, architectural, landscape-architectural, and related professional services
2 required for the Downtown Civic Area Master Plan.

3 The negotiations shall include, without limitation, the detailed scope of services, project schedule,
4 deliverables, staffing commitments, compensation, insurance, contractual protections, and other
5 terms determined by the City to be appropriate. The negotiated compensation must be
6 determined by the City to be fair, competitive, and reasonable.

7 Section 4. If the City Manager determines that the City is unable to negotiate a
8 satisfactory agreement with the highest-ranked firm, the City Manager is authorized and directed
9 to formally terminate negotiations with that firm and commence negotiations with the second-
10 ranked firm.

11
12 If the City is unable to negotiate a satisfactory agreement with the second-ranked firm, the City
13 Manager is authorized and directed to formally terminate negotiations with that firm and
14 commence negotiations with the third-ranked firm.

15
16 The City shall not negotiate simultaneously with more than one ranked firm.
17

18 Section 5. This Resolution establishes the final ranking of the firms and
19 authorizes the commencement of negotiations but does not approve or award a professional
20 services agreement.

21 Any negotiated agreement resulting from the process authorized by this Resolution, together with
22 the proposed award recommendation, shall be processed in accordance with applicable law and
23 the City's Procurement Code and shall be presented to the City Council at a subsequent publicly
24 noticed meeting for consideration and approval.

25 No firm shall be authorized to commence services, and no binding contractual obligation shall
26 arise, unless and until a final professional services agreement has been approved by the City
27 Council and executed by the parties in accordance with applicable City requirements.
28

1 Section 6. The City Manager, Purchasing Manager, and other appropriate City
2 officials are authorized to take all administrative actions reasonably necessary to implement this
3 Resolution and conduct the negotiations authorized herein, provided that no material contractual
4 obligation shall become binding upon the City without the subsequent approval required by
5 Section 5.

6 Section 7. If any section, subsection, clause, or provision of this Resolution is
7 held invalid, the remainder of this Resolution shall not be affected by such invalidity.

8 Section 8. All resolutions or parts of resolutions in conflict with this Resolution
9 are hereby repealed to the extent of such conflict.

10 Section 9. This Resolution shall take effect immediately upon adoption.

11 PASSED AND ADOPTED by the City Council of the City of Boca Raton this ____ day
12 of _____, 2026.

13
14 ATTEST:

CITY OF BOCA RATON, FLORIDA

Andy Thomson, Mayor

15
16
17 _____
18 Mary Siddons, City Clerk



COUNCIL MEMBERS	YES	NO	ABSTAINED
MAYOR ANDY THOMSON			
DEPUTY MAYOR MICHELLE GRAU			
COUNCIL MEMBER YVETTE DRUCKER			
COUNCIL MEMBER JON PEARLMAN			
COUNCIL MEMBER STACY SIPPLE			