



MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: April 18, 2018

Re: Issuance of a Purchase Order to Stantec Consulting Services, Inc. for Franjo Park Lighting Improvements.

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ISSUE A PURCHASE ORDER TO STANTEC CONSULTING SERVICES, INC. FOR FRANJO PARK LIGHTING IMPROVEMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On September 17, 2014, the Town Council adopted Resolution No. 14-63, authorizing the Town Manager to negotiate and execute a Non-Exclusive Professional Services Agreement (“Agreement”) between the Town and Stantec Consulting Services, Inc. (“Consultant”), in response to the Consultant’s response to Request for Qualifications No. 14-05 Professional Engineering Services. On January 2, 2015, the Town Manager executed the Agreement between the Town and Consultant.

On September 6, 2017, the Town Manager issued a Declaration of State of Emergency due to Hurricane Irma, which was sent to the Town Clerk’s Office for posting and local media outlets. Hurricane Irma created widespread disaster debris throughout the Town, causing the closure of Franjo Park (*Attachment “A”*). Town staff is seeking professional services to assist the Park and Recreation Department in the design services (“Services”) for the Franjo Park Lighting Improvements Project (“Project”).

Town staff has determined that Consultant is the best suited to provide the Services for the Project and has negotiated the proposed Services in an amount not to exceed \$35,484.00. The Project will be funded by the general fund, but possibly reimbursed by insurance and/or FEMA.



The Town would like to replace the existing Musco ballfield lighting at Franjo Park, some of which was damaged by Hurricane Irma. The scope of services consist of: the design phase; an electric service, metering, distribution, lighting, receptacles and low voltage systems.

As part of the Purchase Order, Consultant will provide the following professional design services: electric load letter to utility company, utility direct metering, new electric services switches, current transformer cabinets, distribution boards and panels, lighting layout, photometrics, line voltage, backboxes and stub-ups.

RECOMMENDATION

Town staff recommends that the attached resolution be adopted, authorizing the Town Manager to issue a purchase order for the Services for the Project to Consultant, in an amount not to exceed \$35,484.00 on the same terms and conditions as stated in the Agreement.

ATTACHMENTS

- Attachment “A” – Closure of Franjo Park Flyer

