



Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: September 26, 2018

Re: Issuance of Purchase Order to Stantec Consulting Services, Inc. to provide Professional Design Services for the Bike/Pedestrian Facilities Improvements Project

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 DESIGN SERVICES FOR THE “BIKE/PEDESTRIAN FACILITIES IMPROVEMENTS PROJECT”; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Transportation Planning Organization (“TPO”) is committed to funding transportation alternatives projects that help improve safety and mobility for residents and visitors. During the 2019 Transportation Alternatives Program (“TAP”) funding cycle, Town staff submitted a grant proposal for the development of the “Cutler Bay Bike/Pedestrian Facilities Improvements Project” (“Project”) (*Attachment “A”*). The TPO recommended the funding for the Town’s Project to be included in the Florida Department of Transportation’s 2017-2021 Tentative Five-Year Work Program. The Town’s project received the TPO Bike Pedestrian Project Award Letter for a grant in the amount of \$360,640.00 for the construction phase (*Attachment “B”*).

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 submission to Request for Qualifications No. 14-05 Professional Engineering Services (“RFQ”). On January 2, 2015, the Town Manager executed the Agreement between the Town and Consultant. Town staff is seeking professional services to assist the Public Works Department in the Design Services (“Services”) for the 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 \$79,751.00 (*Attachment "C"*). A portion of the Town's Charter County Transit Surtax Proceeds ("PTP Funds") will fund the proposed costs for the Services. Funding for the Project is included in the Town's Fiscal Year 2017-18 Operating Budget.

The Town would like to improve the sidewalk network throughout the Town with high traffic volume and pedestrian activity. There are pockets of areas where sidewalks do not connect to the crosswalks with ADA accessible connections and where painted crosswalks are lacking. The overall goal of this project is to ensure that the most highly used roadways have sidewalks on both sides connecting residents to parks, schools and other generators of potential pedestrian and bicycle traffic.

As part of the purchase order, Consultant will be providing the following Services: obtaining a boundary and topographic survey of the project areas for use in our design; we will conduct a site visit to review and document existing conditions. The plans will be prepared as construction documents and will include cover sheet, general notes, typical sections, geometry, grading, signage and striping, and details. No drainage or utility investigation will be provided. An opinion of probable cost will be provided. Materials specifications will be provided on the plans.

RECOMMENDATION

We recommend that the attached Resolution be adopted, authorizing the Town Manager to issue a Purchase Order in the amount of \$79,751.00 to Stantec Consulting Services, Inc. to provide Professional Design Services for the "Bike Pedestrian Facilities Improvements Project".

ATTACHMENTS

- Attachment "A"- Grant Application-Bike/ Pedestrian Project
- Attachment "B"- TPO TAP Award Letter-Bike/ Pedestrian Project
- Attachment "C"- Stantec- Bike/ Pedestrian Project Proposal

