



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: November 20, 2019

Re: Issuance of Purchase Order to Stantec Consulting Services, Inc. to provide Professional Design Services for the Cutler Ridge Section 3 Resurfacing and Drainage 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 OF THE CUTLER RIDGE SECTION 3 RESURFACING AND DRAINAGE IMPROVEMENTS PROJECT; 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 submission to Request for Qualifications (RFQ) No. 14-05 Professional Engineering Services. 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 Cutler Ridge Section 3 Resurfacing and Drainage 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 \$86,376.00 (*Attachment "A"*). The Town's Charter County Transit Surtax Proceeds ("PTP Funds") will fund the proposed costs for the Design Services. Town has been awarded a \$200,000.00 State Appropriation Grant (FDEP) for construction of the Project. Funding for the Design Services is included in the Town's Fiscal Year 2019-20 Operating Budget.





The Town would like to complete Roadway and Drainage Improvements within an area identified as Cutler Ridge Section 3. The area is bounded by Montego Bay Drive to the North, Anchor Road to the West, Gulfstream Road to the East (currently under construction), and SW 212th Street to the South. The Drainage Improvement is limited to the area bounded by and including Montego Bay Drive to the North, Bluewater Road to the West, Pan American Drive to the South, and Anchor Road to the East. The paving scope of work will generally consist of 1" edge milling (3' wide strip) and 1" resurfacing, but the roads will be assessed for the appropriate scope of work, which could include full width milling if required. The drainage will consist of installation of continuous exfiltration trench (anticipating 24" diameter) interconnected with catch basins and manholes.

As part of the Purchase Order, the Consultant will provide the following Professional Design Services:

- Obtaining a topographic and boundary survey
- Geotechnical testing consisting of five (5) percolation tests
- Assessing the existing field conditions to determine the appropriate scope of work

The drainage scope will include general notes, drainage plan and profiles, construction details. Paving plans will include basic striping plans, notes, and typical sections of the proposed work. Quantities and cost estimates will be developed for bidding and budgeting purposes. New accessible ramps and sidewalk flags requiring replacement will be quantified by house number. No new landscaping or lighting is included in the scope.

Plans will be submitted to Miami-Dade County for approval and permit fees are not included in the proposal.

RECOMMENDATION

Town staff recommends that the attached Resolution be adopted, authorizing the Town Manager to issue a Purchase Order in an amount not to exceed \$86,376.00 to Stantec Consulting Services, Inc. to provide Professional Design Services for the Cutler Ridge Section 3 Resurfacing and Drainage Improvements Project.

ATTACHMENT(S)

- Attachment "A" - Cutler Ridge Section 3 Resurfacing and Drainage Improvements Project Design Proposal (*dated August 13, 2019*)

