



## Office of the Town Manager

Rafael G. Casals  
Town Manager

# MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: February 15, 2017

Re: Issuance of a Purchase Order to R.J. Behar & Company, Inc. for the Construction Engineering and Inspection Services for the Safe Routes to School, Cutler Bay Middle School 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 R.J. BEHAR & COMPANY, INC. FOR THE CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SAFE ROUTES TO SCHOOL, CUTLER BAY MIDDLE SCHOOL PROJECT; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

The Town Council adopted Resolution No. 14-63, authorizing the Town Manager to negotiate and execute a Professional Services Agreement between the Town and R.J. Behar & Company, Inc., for RFQ No. 14-05 Professional Engineering Services. Town Staff is seeking professional services to assist the Public Works Department in the Construction Engineering and Inspection Services for the Safe Routes to School, Cutler Bay Middle School Project.

Town staff has negotiated the proposed Construction Engineering and Inspection Services with R.J. Behar & Company, Inc. in an amount not to exceed \$59,641.00 (*Attachment "A"*). The proposed Construction Engineering and Inspection Services costs will be funded by the Town's portion of the Charter County Transit Surtax Proceeds (PTP Funds). Funding for this project was included in the Town's Fiscal Year 2016-17 Operating Budget.





## **RECOMMENDATION**

Town Staff recommends that the adopt the attached Resolution, authorizing the Town Manager to issue a purchase order to R.J. Behar & Company, Inc. in the amount not to exceed \$59,641.00 for the Construction Engineering and Inspection Services for the Safe Routes to School, Cutler Bay Middle School Project, based on the same terms and conditions as stated in the Professional Services Agreement.

## **ATTACHMENTS**

- Attachment “A” – Safe Routes to School Project Proposal

