



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, Town Manager
Date: September 21, 2016
Re: Issuance of Request for Proposals (RFP) #16-02:
Town-wide Tree Trimming Maintenance Service

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR TOWNWIDE TREE TRIMMING MAINTENANCE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Public Works Department is responsible for overseeing the aesthetic appearance of all Town owned roadways which, were transferred to the Town from Miami-Dade County. The Department of Public Works desires and it is in the best interest of the Town to contract with the most qualified and experienced contractor to provide Town-wide Tree Trimming Maintenance Services on all Town owned roadways, right-of-ways, medians, swales, and cul-de-sacs. Funding for this service is included within the Public Works General Funds and the Stormwater Utility Funds in the Town's 2016-17 Fiscal Year operating budget.

The Public Works Department is requesting sealed proposals from qualified bidders, to provide high quality tree trimming maintenance services throughout the Town. As a result of the Road Transfer Agreement (dated June 19, 2008), several roads/medians were previously maintained by Miami-Dade County Public Works Department's contractors, which are currently being maintained by the Town's contractor. Town staff has set a high-standard of excellence for all of our contractors and recommends that a formal bidding process Request for Proposals ("RFP") be issued to obtain a Town-wide Tree Trimming Maintenance Services.

Town Ordinance # 06-22 requires the Town Manager to obtain authorization from the Town Council in order to advertise solicitations for bids and proposals, prior to advertising the public notice.





Town staff is requesting that the Council, authorize the Town Manger to issue RFP #16-02: Town-wide Tree Trimming Maintenance Services (*Attachment "A"*) to select one single contractor to be responsible for tree trimming and maintenance of all Town owned roadways.

Please find below and excerpt from RFP #16-02: "Scope of Services" section:

"The work includes, but may not be limited to, the furnishing of all labor, materials, tools, equipment, machinery and services for proper maintenance which for the purposes of this bid, shall include, corrective pruning, tree trimming, tree uplifting, removal of dead branches, removal of dead trees, grinding of tree stumps and complete root system, removal of root balls, and proper disposal including fees of all tree branches, tree trunks, tree parts, and all tree rubbish generated by the operation. The remaining hole from complete tree removals must be filed with suitable material or planting soil as directed by the Town."

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to advertise and issue a Request for Proposals ("RFP") for Town-wide Tree Trimming Maintenance Services.

ATTACHMENTS

- Attachment "A" – Request for Proposals (RFP)

