



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: March 16, 2016

Re: Issuance of Purchase Order to Kimley-Horn and Associates, Inc.
RFQ #15-11: Safe Routes to School Design and Engineering Services

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 IN THE AMOUNT NOT TO EXCEED \$72,049.38 TO KIMLEY-HORN AND ASSOCIATES, INC. FOR DESIGN AND ENGINEERING SERVICES FOR THE SAFE ROUTES TO SCHOOL PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On July 21, 2015 the Town was awarded a grant in the amount of \$407,515.00, of which \$54,599.00 is allocated towards design and engineering services, from the Florida Department of Transportation (FDOT) through the Transportation Alternatives Program (TAP) cycle to fund the Safe Routes to School Project (the "Project") for Cutler Bay Middle School (*Attachment "A"*).

The Town Council adopted Resolution 16-02, authorizing the Town Manager to negotiate and execute an agreement between the Town and Kimley-Horn and Associates, Inc. for RFQ #15-11 Safe Routes to School Design Services for Cutler Bay Middle School (*Attachment "B"*). The attached proposal (*Attachment "C"*) represents the final negotiated professional design and engineering services, to assist the Town in the preparation of construction contract documents for the Project at Cutler Bay Middle School, formerly known as Cutler Bay Academy of Advanced Studies, Cutler Ridge Campus (19400 Gulfstream Road.).

Town staff has negotiated the proposed design and engineering services with Kimley-Horn and Associates, Inc., utilizing the FDOT Audit Package/Rates for Kimley-Horn and Associates, Inc. and their sub-consultants, in an amount not-to-exceed \$72,049.38 (*Attachment "D"*).



The proposed design and engineering services costs will be partially funded by the grant the Town received from the FDOT through the TAP cycle. The Town's portion of the design and engineering fees (\$17,450.38) was budgeted in the Public Works Department 2015-16 Fiscal Year Operating Budget. The remaining difference of \$54,599.00 will be funded through the FDOT – TAP Grant.

On March 7, 2016, the Town received the FDOT Award Concurrence Letter authorizing the Town to execute the agreement with Kimley-Horn and Associates, Inc. (Attachment "E").

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to issue a purchase order in an amount not to exceed \$72,049.38, to Kimley-Horn and Associates, Inc. for design and engineering services for the Safe Routes to School Project.

