



MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: May 20, 2015

Re: Selection of Property Management Services for the Town Center Building

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING AJP MANAGEMENT GROUP, LLC FOR PROPERTY MANAGEMENT SERVICES; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT RELATING TO THE SAME; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

At the February 18, 2015 Town Council meeting, authorization was given to advertise a Request for Proposals (“RFP”) No. 15-04 Property Management Services for the Town Center Building. In accordance with the Town’s Purchasing Ordinance No. 06-22, the RFP was publicly advertised on February 25, 2015 (*Attachment “A”*). A “Mandatory” pre-bid meeting was held on March 13, 2015 at which time four (4) potential bidders attended (*Attachment “B”*), of which, the Town received two (2) proposals by the designated April 8, 2015 deadline. As provided for in the RFP, an Evaluation Committee was established to Evaluate and Rank each of the responsive bidders’ proposals. On April 23, 2015, the Evaluation Committee met to Evaluate and Rank each of the two (2) submittals. Attached for your review, are the Evaluation Committee’s Ranking Sheets (*Attachment “C”*). Please find attached for your review the highest ranked firm’s proposal package (*Attachment “D”*).

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to execute a Professional Services Agreement with AJP Management Group, LLC for Property Management Services for the Town Center Building.