



## 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:** July 15, 2020

**Re:** Issuance of a Request for Proposals (RFP): Townwide Tree Trimming Maintenance Services (Right-of-Ways of Town-owned Roads)

## 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 Town of Cutler Bay ("Town") is responsible for overseeing the aesthetic appearance of all Town-owned roadways, which were transferred to the Town by Miami-Dade County ("County"). The Town Public Works Department ("Department") desires to contract with the most qualified and experienced contractor to provide Townwide Tree Trimming Maintenance Services on all Town-owned roadways, right-of-ways, medians, swales, and cul-de-sacs.

The Department is requesting sealed proposals from qualified bidders to provide high quality tree trimming maintenance services of Town-owned roadways. As a result of the Road Transfer Agreement, several roads and medians that were previously maintained by the County 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 be issued to obtain a Town-wide Tree Trimming Maintenance Service within the Town's municipal limits.

Request for Proposal ("RFP") No. 20-05 has been prepared to identify the best available contractor to provide Tree Trimming Maintenance Service for right-of-ways of Town-owned roads. Chapter 24, Article II of the Town Code 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.





The Town has budgeted for these services within the FY 2019-20 Public Works Operating Budget.

### **RECOMMENDATION**

It is recommended that the Town Council approve the attached Resolution, which authorizes the Town Manager to issue RFP No. 20-05 for Townwide Tree Trimming Maintenance Services.

