



## MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, Town Manager

**Date:** March 18, 2015

**Re:** Issuance of a Request for Qualifications (RFQ) # 15-05  
Aquatics Facility Conceptual Plans Design and Cost Estimate Services

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES – AQUATICS FACILITY CONCEPTUAL PLANS DESIGN AND COST ESTIMATE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

During this past summer, Town has hosted a series of eight (8) Public Involvement meetings which, were publically advertised in local newspapers, website, blast emails, and via electronic message boards placed throughout the Town. As in the process for the first Strategic Master Plan, the series of Public Involvement meetings have encouraged maximum public participation where both our residents and business community have articulated and voted on their personal priorities projected for the next five (5) years: 2014-19.

In order to realize the Town's Vision and achieve its Mission, Town Government must deliver outstanding results in each of the nine (9) different Strategic Achievement Categories:

- #1 Resident Friendly and Responsive Town Government
- #2 Financial Stability and Sustainability
- #3 Growth Management and Infrastructure Needs
- #4 Economic and Business Development
- #5 Community Identity, Unity and Pride
- #6 Public Safety
- #7 **Parks and Recreation**
- #8 Codes and Code Enforcement
- #9 Public Works





One of the activities listed within Goal # 7, is for the Town to “renovate the Cutler Ridge pool (consider increasing to an Olympic size swimming pool”. As a result, Town staff has developed a Request for Qualification (RFQ), in order to obtain professional services to develop an Aquatics Facility Conceptual Plans Design & Cost Estimate Services.

The selected professional services firm will be required to host a minimum of five (5) Community Visioning Workshops, in order to obtain direct feedback from residents / users of our existing pool facility. Upon the completion of an acceptable Conceptual Design, the selected firm would then develop a Cost Estimate, to complete the desired Aquatics Facility.

### **RECOMMENDATION**

We recommend that the attached resolution be adopted, authorizing the Town Manager to issue a Request for Qualifications (RFQ #15-05), to obtain professional services to develop an Aquatics Facility Conceptual Plans Design & Cost Estimate Services.

