



## MEMORANDUM

**To:** Honorable Mayor and Town Council

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

**Date:** April 20, 2016

**Re:** Issuance of Purchase Order to Wolfberg Alvarez & Partners. RFQ #15-05  
“Aquatic Facility Conceptual Plans Design & Cost Estimate 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 TO WOLFBERG ALVAREZ & PARTNERS FOR PROFESSIONAL ENGINEERING AND DESIGN SERVICES FOR THE AQUATIC FACILITY CONCEPTUAL PLANS DESIGN AND COST ESTIMATE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

The Town Council adopted Resolution #15-61, authorizing the Town Manager to negotiate and execute a professional service agreement between the Town and Wolfberg Alvarez & Partners for RFQ #15-05 Aquatic Facility Conceptual Plans Design & Cost Estimate Services. The attached proposal represents the scope of services and final negotiated professional design and engineering services, to assist the Town in the preparation of construction contract documents for Design and Engineering Services for the Aquatic Facility Conceptual Plans Design & Cost Estimate Services Project at Cutler Ridge Park.

Town staff has negotiated the proposed design and engineering services with Wolfberg Alvarez & Partners as per RFQ #15-05. The total negotiated cost for these professional services is \$68,060 (Attachment “A”) which will include:

- Attendance at public meetings with the Town’s staff and interested community stake holders. A maximum of five (5) meetings have been included.
- Preparation of a Project Program delineating spatial requirements, adjacencies, and activities housed, etc.
- Preparation of Master Plan(s), Floor Plan(s), exterior elevations and rendering of final selected scheme. A maximum of three (3) options shall be developed.
- Preparation of Construction Cost Budget.



## **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 \$68,060 to Wolfberg Alvarez & Partners for Design and Engineering Services for the Aquatic Facility Conceptual Plans Design & Cost Estimate Services.

