



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, Town Manager
Date: September 21, 2016
Re: Issuance of Request for Proposals (RFP #16-03) for:
Town-wide Tree Planting Program

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 A TOWNWIDE TREE PLANTING PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Public Works Department is responsible for overseeing the aesthetic appearance of all Town owned roadways which, were transferred to the Town from Miami-Dade County. The Department of Public Works desires and it is in the best interest of the Town to contract with the most qualified and experienced contractor to provide Town-wide Tree Planting Program on all Town owned roadways, right-of-ways, medians, swales, and cul-de-sacs. Funding for this service is included within the Public Works General Funds and the Stormwater Utility Funds in the Town's 2016-17 Fiscal Year budget.

As part of the Street Tree Master Plan which, was adopted via Resolution # 09-02 in January 2009, Town Staff is recommending approval for street tree planting. Since our incorporation, the Town has planted Live Oak trees, throughout our residential neighborhood. Additionally, the Town has received and continues its annual recertification efforts, for our prestigious Tree City USA designation.

The live oak tree "Quercus Virginia" is an ideal native tree for shade, open spaces, parks and where there are generous right-of-ways. The live oaks, in time, will form an archway over the paving creating a pedestrian friendly environment. Additional, tree increased canopy will reduce the levels of carbon monoxide and enhance the air quality throughout the surrounding neighborhoods.





The selected Live Oak trees will have the following specifications:

Live Oak, Florida Fancy, Container Grown (100 gallon), 16' Height, 6' Clear Trunk, 8'-9' Spread. Additionally, the live oaks will be warranted for one (1) year after the date the Town accepts the tree.

The RFP will also include a wide variety other Florida Native Trees the Town may select from for locations where Live Oaks are not the ideal choice for planting, and/or a different selection of Canopy is requested or required.

Town staff will “tag” all of the trees, at the nursery, in order to certify that each tree meets or exceeds the contract specification outlined in the bid documents, prior to planting process. Additionally, Town staff will coordinate the planting with our certified landscape architect which, was selected through the Professional Services Request for Qualifications.

The Public Works Department is requesting sealed proposals from qualified bidders, to provide high quality tree planting services of Town owned roadways. As a result of the Road Transfer Agreement (dated June 19, 2008), several roads/medians were previously maintained by Miami-Dade County Public Works Department’s contractors, which 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 (RFP) be issued to obtain a Town-wide Tree Planting Program.

Town Ordinance # 06-22 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.

Town staff is requesting that the Council, authorize the Town Manger to issue RFP #16-XX “Town-wide Tree Planting Program” to select one single contractor to be responsible for tree planting of all Town owned roadways.

Please find below and excerpt from RFP #16-XX: “Scope of Services” section:

“The Contractor must furnish all labor, materials, equipment, and supervision required to deliver, furnish and install trees throughout the Town for the Town's Tree Planting Program. Work includes but is not limited to installing trees, staking/guying, root barriers (where the Work Order requires installation), planting soil, tree removals/relocations, mulching, grading, herbicide treatment, watering, fertilizing, weed removal, grow-in period maintenance (for installed trees), removal and disposal as applicable to the work required by the Work Order, as stated in Section 2, 3, and 4.”





RECOMMENDATION

We recommend that the attached resolution be adopted, authorizing the Town Manager to issue a Request for Proposals (RFP #16-03) for Town-wide Tree Planting Program.

ATTACHMENTS

- Attachment “A” – Request for Proposals # 16-03 Tree Planting Program

