



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: April 20, 2016

Re: Issuance of Purchase Order to Kimley-Horn and Associates, Inc. RFQ #15-06
“Town Center Plaza 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 TOWN MANAGER TO ISSUE A PURCHASE ORDER IN THE AMOUNT NOT TO EXCEED \$74,579 TO KIMLEY-HORN AND ASSOCIATES, INC. FOR TOWN CENTER PLAZA CONCEPTUAL PLANS DESIGN AND COST ESTIMATE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council adopted Resolution #15-72, authorizing the Town Manager to negotiate and execute a professional service agreement between the Town and Kimley-Horn and Associates, Inc., for RFQ #15-06 Town Plaza Conceptual Plans Design and Cost Estimate Services. The attached proposal represents the scope of services and final negotiated professional plans design and cost estimate services, to assist the Town in the preparation of construction contract documents for the Town Plaza Conceptual Plans Design and Cost Estimate Services project.

Town staff has negotiated the proposed design and engineering services with Kimley-Horn and Associates, Inc., as per RFQ #15-06. The total negotiated cost for these professional services is \$74,579 which will include:

- Task 1 – Conceptual Design: (Conceptual Design level plans and exhibits - 2 submittals)
- Task 2 – Opinion of Probable Costs (2 submittals)
- Task 3 – Project Meetings and Public Engagement

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 \$74,579 to Kimley-Horn and Associates, Inc., for the Town Plaza Conceptual Plans Design and Cost Estimate Services.

