



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: June 15, 2016

Re: Issuance of Request for Qualification (RFQ) # 16-01
General Contractor Services for All Town Park Facilities and Town Center Building.

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 GENERAL CONTRACTOR SERVICES FOR ALL TOWN PARK FACILITIES AND TOWN CENTER BUILDING; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town owns and operates nine (9) park facilities and the Town Center Building which requires routine maintenance and repairs. Town Staff has historically experienced delays in performing routine repairs which require obtaining three (3) written proposals, as per purchasing Ordinance No. 06-22. Unfortunately, this current process is very time consuming, since many of the repairs are considered by contractors to be minor in nature therefore, written proposals/quotes are delayed. In order to streamline the procurement process, staff has developed a Request for Qualifications (RFQ) in which one (1) “pre-qualified” General Contractor will be selected. The contractor will be selected to coordinate repairs/perform repairs on all Town owned facilities. The contractor will be selected based on their experience and qualifications performing similar types of repairs on municipal and commercial facilities, track record of completing projects within budget, accomplishments of project manager, etc.

The Request for Qualifications has been prepared to identify the best qualified General Contractor to provide miscellaneous services and/or materials, associated with maintenance and/or tenant build-outs. The selected “pre-qualified” General Contractor will be issued individual request for written quotes, developed by Town staff. The “pre-qualified” contractor will submit their written proposal, at which time will be evaluated by individual department staff. Upon completing the review of the contractor’s proposal including all supporting



documents, Town staff will issue a “Work Authorization” to the selected General Contractor, in accordance with the Town’s Purchasing Ordinances.

The selected “pre-qualified” General Contractor will be required to adhere to the Town’s Purchasing Ordinances (No. 06-22 and No. 13-05) Town staff will require the selected General Contractor to provide written estimates from potential sub-contractors in order to comply with the Town’s purchasing policies.

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to issue a Request for Qualifications (RFQ) for General Contractor services for all Town owned facilities and Town Center Building.

