



## MEMORANDUM

**To:** Honorable Mayor and Town Council

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

**Date:** April 20, 2016

**Re:** Issuance of a Purchase Order to TLC Engineering for Architecture, Inc., for RFQ #15-12 “HVAC Equipment and Controls Replacement”

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### 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 TLC ENGINEERING FOR ARCHITECTURE, INC. FOR PROFESSIONAL ENGINEERING AND DESIGN SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

The Town Council adopted Resolution No. 16-09, authorizing the Town Manager to negotiate and execute a professional services agreement between the Town and TLC Engineering for Architecture, Inc. (“TLC”), for professional engineering and design services to replace an existing heating, ventilation & air conditioning (“HVAC”) equipment and controls with a new HVAC system for the Town Center Building located at 10720 Caribbean Boulevard.

Town staff has negotiated the proposed design and engineering services with TLC, which would include HVAC engineering and coordinating pre-design test and balance to confirm existing conditions prior to design, electrical engineering pertaining to power, electrical distribution, fire alarm, and raceways for other low voltage systems, structural engineering and commissioning. The total negotiated cost for these professional services is \$115,685.00 (*Attachment “A”*). Town staff and TLC will work closely to design the new HVAC system to meet LEED Gold standards/requirements, for our Town Center Building.

### RECOMMENDATION

Town staff recommends that the attached Resolution be adopted, authorizing the Town Manager to issue a purchase order in an amount not to exceed \$115,685.00, based on the same terms and conditions as stated in the professional services agreement.

