



**Miami-Dade**  
**Transportation Planning Organization**  
111 NW 1st Street, Suite 920  
Miami, Florida 33128

July 17, 2020

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Miami-Dade TPO  
Executive Director  
Aileen Bouclé, AICP

Honorable Tim Meerbott, Mayor  
Town of Cutler Bay  
10720 Caribbean Boulevard, Suite 105  
Cutler Bay, FL 33189

SUBJECT: FY 2021 SMART Moves Program Award

Dear Mayor Meerbott:

The Miami-Dade Transportation Planning Organization (TPO) Governing Board, at their April 23, 2020 meeting, approved the FYs 2021 and 2022 Unified Planning Work Program (UPWP) which included an award to the Town of Cutler Bay of up to \$100,000 to conduct the 2020 Cutler Bay Transportation Master Plan Update.

The next step in the process is the execution of an Interlocal Agreement between the TPO and the Town of Cutler Bay. To complete an Interlocal Agreement, the Town of Cutler Bay needs to submit a Scope of Services, Project Schedule, and Project Cost which reflects the 20% minimum local match requirement. Please provide these documents and a signed "Condition of Award" form (attached) to Mr. Oscar Camejo of my staff. These documents will be incorporated into a draft Interlocal Agreement, which will be returned to you for your signature. A Notice-to-Proceed letter will be provided to the Town once the Interlocal Agreement is fully executed by both parties. No work shall commence on the 2020 Cutler Bay Master Plan Update until the Interlocal Agreement and receipt of the Notice-to-Proceed letter are finalized.

Thank you for participating in the SMART Moves Program. We look forward to working with Mr. Rafael Casals, Town Manager, and his staff in producing this important transportation-related product. Should you have any questions, or require additional information, please do not hesitate to contact me at 305-375-4507.

Sincerely,

A handwritten signature in blue ink that reads "Aileen Bouclé".

Aileen Bouclé, AICP  
Executive Director

- c. Rafael Casals, Town Manager, Town of Cutler Bay  
Lisa Colmenares, Miami-Dade TPO  
Oscar Camejo, Miami-Dade TPO

Attachment