



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 19, 2017

Re: Issuance of an Invitation to Bid (ITB): Townwide Bus Shelter Phase I

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF AN INVITATION TO BID (ITB) FOR NEW BUS SHELTERS AT VARIOUS LOCATIONS THROUGHOUT THE TOWN; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town is interested in adopting a Townwide Bus Shelter Project, consisting of the removal and replacement of the existing aluminum bus shelters originally installed and owned by the Miami-Dade Transit Authority (MDT). With the incorporation of the Town of Cutler Bay, ownership of the existing Bus Shelters was transferred over to the Town. The vision of the Town's Elected Officials, Town Administration, Community leaders and Town Residents is to provide new bus shelters that shall have architectural features such as coral rock and/or keystone that provides a Historic Character and Image similar to the Old Cutler Road Historic Path.

The proposed construction for Phase I, shall strive to beautify the Town's image by removing four (4) existing aluminum bus shelters and unappealing advertisements that come with them, and replacing them with three (3) decorative bus shelters. Two (2) of the existing aluminum bus shelters sites will be consolidated into one (1) bus shelter site due to their close proximity from each other. An additional eight (8) decorative bus shelters will be installed at existing bus stop locations with no shelter, for a grand total of eleven (11) decorative bus shelters (*Attachment "A"*).

The Town of Cutler Bay would like to implement new bus shelters at various locations throughout Town. The shelters will match the design and specifications of those completed for the Caribbean Boulevard project. The project will also incorporate a bench, trash can, and bike post to match those previously implemented.





An Invitation to Bid (ITB) has been prepared to identify the best available contractor to provide construction services for the Townwide Bus Shelters Phase I Project. Town Code Chapter 24, Article II, 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.

The Town has budgeted for the Project within the Town's Public Works 2016-2017 Fiscal Year Operating Budget.

RECOMMENDATION

We recommend that the attached Resolution authorizing the Town Manager to issue an Invitation to Bid (ITB #17-04) for the Townwide Bus Shelters Phase I Project be adopted.

ATTACHMENTS

- Attachment "A" – Bus Shelter Locations

