



## Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM  
Town Manager

# MEMORANDUM

**To:** Honorable Mayor and Town Council  
**From:** Rafael G. Casals, ICMA-CM, CFM, Town Manager  
**Date:** September 26, 2018  
**Re:** Award of RFQ # 18-05 Architectural Services

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING SALTZ MITCHELSON ARCHITECTS, INC. PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 18-05 FOR ARCHITECTURAL SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

The Town Council on March 21, 2018 via Resolution No. 18-18 authorized staff to issue a Request for Qualifications ("RFQ") No. 18-05: Architectural Services. The RFQ was advertised in a newspaper of general circulation (*Attachment "A"*) which, complies with the Town's Code Chapter 24, Article II. A "Mandatory" pre-RFQ meeting was held on July 27, 2018 at 10:00 a.m., at which time, twelve (12) potential respondents participated (*Attachment "B"*). The RFQ had a due date and time of August 24, 2018 at 2:00 p.m. The Town received ten (10) sealed bid packages, from potential contractors which, were publicly opened at Town Hall.

A comprehensive RFQ submittal review was completed by the Town's Selection Committee for RFQ 18-05 (*Attachment "C"*) which resulted in the recommendation of Saltz Michelson Architects, Inc. as the "most responsible and responsive" proposer.

A copy of proposer: Saltz Michelson Architects, Inc. RFQ submittal is attached as (*Attachment "D"*).

Per Section III, Section 2.5, Compensation, of the RFQ, the vendor's compensation will be based on the discrepancies found that the Town chooses to move forward with and the vendor is only compensated on findings the Town approves and actually receives. In the event the Town declines to move forward with any or all discrepancies, the Town will not pay for any of the services performed.





## **RECOMMENDATION**

Based on the Selection Committee's evaluation and recommendation of the "most responsible and responsive" proposer: Saltz Michelson Architects, Inc., it is recommended that the Town Council approve the attached Resolution.

## **ATTACHMENTS**

- Attachment "A" – Advertisement – Daily Business Review (*July 6, 2018*)
- Attachment "B" – Mandatory Pre-Bid Meeting Sign-in Sheet (*July 27, 2018*)
- Attachment "C" – Selection Committee's Recommendation (*September 12, 2018*)
- Attachment "D" – Selected Bidder's Submittal Package

