



MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, Town Manager
Date: September 27, 2017
Re: Authorizing the Town Manager to Issue a Purchase Order to Kimley Horn & Associates, Inc.

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 KIMLEY-HORN AND ASSOCIATES, INC. FOR THE FINAL TOWN CENTER PLAZA CONSTRUCTION PLANS AND DESIGN SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town of Cutler Bay purchased an approximately 2.27-acre parcel of land adjacent to the Town Center Building in 2010. In accordance to the guidelines established in the Town's adopted Parks Master Plan, the Town wishes to utilize the space to create a community gathering plaza. On March 18, 2015, the Town approved Resolution No. 15-21 authorizing the issuance of Request for Qualifications (RFQ) No. 15-06 Town Center Plaza Conceptual Plans Design & Cost Estimate Services. Kimley Horn & Associates, Inc. (the "Consultant") submitted a high-quality proposal and was awarded the contract on October 21, 2015 via Town Council Resolution No. 15-72.

During the Regular Town Council Meeting on January 18, 2017, the Consultant provided a summary of the five (5) Public Involvement Meetings hosted to create a vision of the Town Center Plaza. The Consultant successfully completed the Scope of Services outlined in RFQ No. 15-06 and provided the final report dated January 18, 2017.

On April 19, 2017, the Town adopted Resolution No. 17-34, authorizing the Town Manager to negotiate and issue an additional purchase order to the Consultant for the Town Center Plaza Final Construction Plans and Design Services. The development of Final Construction Plans is imperative for the Town to move forward with the development of the Town Center Plaza, and to seek grants and alternative funding to offset the estimated \$13.9 Million project.



Since April 2017, Town staff has been in negotiations with the Consultant in accordance with Resolution No. 17-34. Kimley-Horn & Associates provided the Town with a final Construction Plan and Design Services cost estimate of \$998,530. It is important to note that industry standard for the design and construction phase services for this type of project is approximately 7% - 10% of the estimated probable construction cost. Kimley-Horn's team fee for schematic design thru construction phase services for the Town Center Plaza is approximately 7.1% of the estimated probable construction cost of \$13.9 Million.

RECOMMENDATION

If it is the Town Council's desire to move forward with this project, it is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to issue a purchase order to Kimley Horn & Associates, Inc. for Final Construction Plans and Design Services of the Town Center Plaza in the amount of \$998,530.

ATTACHMENTS

- Attachment "A" – Kimley Horn & Associates Summary Report

