



## 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:** Authorization of Town Manager to Negotiate and Issue and Additional Purchase Order to Wolfberg Alvarez & Partners

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND ISSUE AN ADDITIONAL PURCHASE ORDER TO WOLFBERG ALVAREZ & PARTNERS FOR THE AQUATIC FACILITY CONSTRUCTION PLANS AND FINAL DESIGN SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On September 16, 2015, the Town Council adopted Resolution No. 15-61, authorizing the Town Manager to negotiate and execute a professional service agreement between the Town and Wolfberg Alvarez & Partners (the "Consultant") for Request for Qualifications (RFQ) No. 15-05 Aquatic Facility Conceptual Plans Design & Cost Estimate Services. The Town Council selected the Consultant and then adopted Resolution No. 16-21, authorizing the Town Manager to issue a purchase order to the Consultant, for professional engineering and design services for the Aquatic Facility Conceptual Plans Design and Cost Estimate Services.

The following Public Involvement Meetings were held:

Date	Location
June 9, 2016	Town Hall – Council Chambers
July 19, 2016	Cutler Ridge Park
August 23, 2016	Town Hall – Council Chambers
October 4, 2016	Cutler Bay Senior High - Auditorium
October 22, 2016	Town Hall – Council Chambers



During the Regular Town Council Meeting on January 18, 2017, the Consultant provided a summary of the five (5) Public Involvement Meetings. The Consultant successfully completed the Scope of Services outlined in RFQ 15-05 and provided the final report dated January 27, 2017.

As a result of the five (5) Public Involvement Meetings, the Town Council desires to expedite the development of the construction design plans.

### **RECOMMENDATION**

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to negotiate and issue an additional purchase order with Wolfberg Alvarez & Partners for construction plans and final design services for the Aquatic Facility plans in accordance with Section VIII of the Professional Services Agreement between the Town and Consultant.