



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 Execute a Professional Services Contract with 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 NEGOTIATE AND ISSUE AN ADDITIONAL PURCHASE ORDER TO KIMLEY HORN & ASSOCIATES, INC. FOR THE TOWN CENTER PLAZA CONSTRUCTION PLANS AND FINAL DESIGN SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On October 21, 2015, the Town Council adopted Resolution No. 15-72, authorizing the Town Manager to negotiate and execute a professional service agreement between the Town and Kimley Horn & Associates, Inc. (the "Consultant") for Request for Qualifications (RFQ) No. 15-06 Town Center Plaza Conceptual Plans Design & Cost Estimate Services. The Town Council selected the Consultant and then adopted Resolution No. 16-27, authorizing the Town Manager to issue a purchase order to the Consultant, for professional engineering and design services for the Town Center Plaza Conceptual Plans Design & Cost Estimate Services.

The following Public Involvement Meetings were held:

Date	Location
May 31, 2016	Town Hall – Council Chambers
June 28, 2016	Cutler Ridge Park
July 26, 2016	Town Hall – Council Chambers
August 30, 2016	Cutler Ridge Park
October 11, 2016	Cutler Bay Senior High - Auditorium



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 15-06 and provided the final report dated January 18, 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 Kimley Horn & Associates, Inc. for construction plans and final design services for the Town Center Plaza plans in accordance with Section VIII of the Professional Services Agreement between the Town and Consultant.