



# MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, Town Manager

**Date:** May 17, 2017

**Re:** Issuance of a Purchase Order to Marlin Engineering, Inc. for the Lakes by the Bay Canoe/Kayak Launch Project

## 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 MARLIN ENGINEERING, INC. FOR DESIGN SERVICES FOR THE LAKES BY THE BAY PARK CANOE/KAYAK LAUNCH PROJECT; AND PROVIDING AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On June 23, 2016, the Town was awarded a Grant from the Florida Department of Environmental Protection (FDEP) Land and Water Conservation Fund for the installation of a canoe/kayak launch at Lakes by the Bay Park. The Parks and Recreation Department will utilize the services of one of the Town's General Engineering Consultants that are currently under contract. For this project, Town Staff is recommending the Professional Design Services of Marlin Engineering, Inc. Town Staff has negotiated the proposed Professional Design Engineering Services with Marlin Engineering, Inc., utilizing the same hourly rates adopted in the "non-exclusive" Professional Services Agreement on January 2, 2015 via Resolution #14-63, in the amount of \$30,841.59.

As part of this Purchase Order, Marlin Engineering, Inc. will be providing the following services throughout the duration of the project:

- Pre-Design Services and Testing
- Host and coordinate Meetings with the Town
  - Two (2) Public Involvement Meetings
  - Two (2) Parks and Recreation Advisory Committee Meetings
- Design Services
- Opinion of Probable Cost



➤ Permitting Coordination

Design Services of the Lakes by the Bay Park Canoe/Kayak Launch Project include, but are not limited to, park shelter, kayak launch, pedestrian walkway, lighting, and parking. The Design Services has been allocated in the Town's Fiscal Year 2016-2017 Operating Budget through the Park Impact Fees in the amount of \$30,841.59.

**RECOMMENDATION**

We recommend that the Town Council adopt the attached Resolution authorizing the Town Manager to issue a Purchase Order in the amount of \$30,841.59 to Marlin Engineering, Inc. to provide Design Services for the Lakes by the Bay Park Canoe/Kayak Launch Project pursuant to the terms and conditions set forth in the Town's "non-exclusive" Professional Services Agreement on January 2, 2015 via Resolution #14-63.

