



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: May 17, 2017

Re: Issuance of Request for Qualification (RFQ) #17-06 – General Planning Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATION (RFQ) FOR GENERAL PLANNING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town of Cutler Bay Department of Community Development would like to release a Request for Qualification (RFQ) to identify two (2) qualified professional Planning Consulting firms to assist the Department planning staff prepare and review technical planning documents and studies. Prior to releasing the RFQ, Chapter 24, Article II of the Town Code requires the Town Manager to seek authorization from the Town Council to advertise the solicitation for bids or proposals.

In order to comply with our procurement process, staff has developed a Request for Qualification in which two (2) technically qualified Planning Consultants (the “Consultant”) will be selected. The RFQ requires that the project managers and task leaders must be certified planners and member of the American Institute of Certified Planners (AICP).

The Consultant will be selected based on:

- Urban planning credentials and accomplishments of key members of the team
- Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town
- Consultant’s track record of on time and within budget project performance
- Credentials and accomplishments of the Consultant Project Manager
- Credentials and accomplishments of the Consultant in general
- Compliance with the Response preparation and submission requirements





The Consultant selected will provide the following services:

- General planning services
- Concurrency Review
- Land use and zoning analysis
- Transportation studies
- Traffic Engineering Services
- Geographic Information Services
- Surveying Services
- Environmental studies (Brownfield Redevelopment)
- Plan and permit review (includes inspections services)
- Natural and cultural resources assessments
- Water resources planning
- Public outreach support services
- Review landscape plans

RECOMMENDATION

We recommend that the attached resolution authorizing the Town Manager to issue a Request for Qualifications (RFQ #17-06) be adopted.

