



## 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: Award of ITB #17-03: Safe Routes to School Cutler Bay Middle School

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING ACOSTA TRACTORS INC. FOR THE CONSTRUCTION OF SAFE ROUTES TO SCHOOL CUTLER BAY MIDDLE SCHOOL PROJECT; PROVIDING FOR RATIFICATION OF INVITATION TO BID NO. 17-03; AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On July 21, 2015, the Town of Cutler Bay (the "Town") was awarded a grant from the Florida Department of Transportation (FDOT) through the Transportation Alternatives Program (TAP) cycle to fund the Safe Routes to School (SRTS) Cutler Bay Middle School Project. As per Resolution #15-55, the Town executed the Local Agency Program (LAP) Agreement with FDOT and authorized the Town Manager and/or his designee to execute all further documents and agreements necessary in order for the Town to receive the grant.

On February 21, 2017, FDOT sent a Notice to Proceed that authorized the Town to proceed with the construction phase of the Local Agency Program (*Attachment "A"*). On March 13, 2017, the Town issued an Invitation to Bid (ITB) #17-03: Safe Routes to School Cutler Bay Middle School. The ITB was advertised in a newspaper of general circulation (*Attachment "B"*), which complies with Chapter 24, Article II of the Town Code. A "Mandatory" Pre-Bid Meeting was held on April 11, 2017, at which time four (4) potential bidders, where in attendance as well as the Engineer of Records (Kimley-Horn & Associates), and the Construction Engineering Inspector (R.J. Behar & Company) (*Attachment "C"*). The ITB had a due date and time of May 2, 2017 at 3:00p.m. The Town received one (1) sealed bid package, from potential contractors which, were publicly opened at Town Hall (*Attachment "D"*). The bid submittal was for \$392,521.52.





A comprehensive Bid Submittal Review was completed by the Town's Public Works Department which verified Acosta Tractors Inc. being an FDOT Prequalified Contractor at the time of bid opening, and the recommendation of Acosta Tractors Inc. as the lowest and responsive bidder. A copy of first ranked bidder: Acosta Tractors Inc. bid submittal is attached (***Attachment "E"***).

A copy of the Concurrence Letter, dated May 9, 2017, from the Florida Department of Transportation advising the Town to proceed with the award recommendation to Acosta Tractors, Inc. is attached (***Attachment "F"***).

The funding for the Project is being provided as a result of the Transportation Alternatives Program Grant through FDOT in the amount of \$352,521.52.

### **RECOMMENDATION**

Based on Town staff's evaluation of the "lowest & responsive" bidder: Acosta Tractors Inc. it is recommended that the Town Council adopt the attached Resolution.

### **ATTACHMENTS**

- Attachment "A" – FDOT Notice to Proceed Letter
- Attachment "B" – ITB 17-03 Daily Business Review Advertisement
- Attachment "C" – ITB 17-03 Pre-Bid Meeting Sign in Sheet
- Attachment "D" – ITB 17-03 Summary of Bid Opening
- Attachment "E" – Acosta Tractors Inc Bid Submittal
- Attachment "F" – FDOT Construction Award Letter

