



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: February 21, 2018

Re: Issuance of a Purchase Order to Marlin Engineering, Inc. for the Construction Engineering and Inspection Services for the SW 100 Avenue Stormwater Retrofit 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 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 100 AVENUE STORMWATER RETROFIT PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On September 17, 2014, the Town Council adopted Resolution No. 14-63, authorizing the Town Manager to negotiate and execute a Non-Exclusive Professional Services Agreement (“Agreement”) between the Town and Marlin Engineering, Inc. (“Consultant”), in response to the Consultant’s submission to Request for Qualifications No. 14-05 Professional Engineering Services. On January 2, 2015, the Town Manager executed the Agreement between the Town and Consultant. Town staff is seeking professional services to assist the Public Works Department in the construction engineering and inspection services (“Services”) for the SW 100 Avenue Stormwater Retrofitting Project (“Project”).

Town staff has determined that Consultant is the best suited to provide the Services for the Project and has negotiated a proposal in an amount not to exceed \$96,985.16 (*Attachment “A”*). A portion of the Town’s Charter County Transit Surtax Proceeds (“PTP Funds”) will fund the proposed costs for the Services. Funding for the Project is included in the Town’s Fiscal Year 2017-18 Operating Budget.





RECOMMENDATION

Town staff recommends that the attached resolution be adopted, authorizing the Town Manager to issue a purchase order in an amount not to exceed \$96,985.16 to Consultant for Services for the Project, based on the same terms and conditions as stated in the Agreement.

ATTACHMENTS

- Attachment “A” – SW 100 Avenue Stormwater Retrofit Project Proposal

