



## 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 Stantec Consulting Services, Inc. to provide Professional Design Services for the Ingraham Avenue Road Roadway Improvements Project (from SW 212 Street to SW 213 Street)

## 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 STANTEC CONSULTING SERVICES, INC. FOR DESIGN SERVICES FOR THE INGRAHAM AVENUE ROAD ROADWAY IMPROVEMENTS PROJECT (FROM SW 212 STREET TO SW 213 STREET); 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 Stantec Consulting Services, 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 design services ("Services") for the Ingraham Avenue Road Roadway Improvements Project ("Project").

Town staff has determined that Consultant is the best suited to provide the Services for the Project and has negotiated the proposed Services in an amount not to exceed \$30,314.00 (*Attachment "A"*). The Town's Roadway Impact Fees will fund the proposed costs for the Services. Funding for the Project is included in the Town's Fiscal Year 2017-18 Operating Budget.

The Town would like to improve Ingraham Avenue Road from SW 212 Street to SW 213 Street. This street is currently a dirt road with a small stretch of asphalt pavement and has no sidewalks or driveway approaches. The scope of design improvements will include a new paved roadway, sidewalks, driveway approaches, drainage, back of sidewalk harmonization pavement markings and signage, and basic landscaping. The project does not include lighting.





As part of the Purchase Order, Consultant will be providing the following professional design services: obtaining a topographic and boundary survey and geotechnical testing, consisting of one percolation and two SPT borings tests. The plans will include typical sections, geometry, grading and drainage, pavement marking and signage, basic tree planting plans, notes and details. An estimate of probable cost and Specification will be provided. Plans will be submitted to Miami-Dade County for approval, but permit fees are not included in the proposal.

### **RECOMMENDATION**

Town staff recommends that the attached resolution be adopted, authorizing the Town Manager to issue a purchase order for the Services for the Project to Consultant, in an amount not to exceed \$30,314.00, on the same terms and conditions as stated in the Agreement.

### **ATTACHMENTS**

- Attachment “A” – Ingraham Avenue Road Proposal

