



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: March 21, 2018

Re: Issuance of a Purchase Order to Stantec Consulting Services, Inc. to provide Professional Design Services for the Gulfstream Elementary Complete Streets Project for Gulfstream Road (from Caribbean Boulevard to SW 211 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 GULFSTREAM ELEMENTARY COMPLETE STREETS PROJECT FOR GULFSTREAM ROAD (FROM CARIBBEAN BOULEVARD TO SW 211 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 Gulfstream Elementary Complete Streets 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 \$77,963.00 (*Attachment “A”*). The Town’s People’s Transportation Plan (PTP) Funds will fund the proposed Services cost. Funding for the Project is included in the Town’s Fiscal Year 2017-18 Operating Budget.

The Town would like to improve Gulfstream Road from Caribbean Boulevard to SW 211 Street. The scope of improvements will include milling and resurfacing existing asphalt, sidewalk repair (up to two adjacent houses on cross street), Americans with Disabilities Act compliant ramp repairs/replacement with detectable warning surfaces as needed, installation of curb and gutters at select intersections to control rutting, pavement marking and signage with high emphasis





crosswalks at all intersections, bicycle sharrows, and the installation of two solar speed check signs. The project does not include drainage or lighting.

As part of the Purchase Order, the Consultant will be providing the following Services: obtaining a topographic and boundary survey of the project limits. They will also perform a site visit and assessment with photographs (damaged sidewalk flags will be catalogued). The plan set will include cover sheet, typical sections, geometry, pavement marking and signage, notes and details. An estimate of probable cost and a bid form will be provided. Landscaping plans will not be provided; however, a few new trees may be shown on the civil plans. Plans will be submitted to Miami-Dade County Traffic Engineering Division for approval on the signage and striping and to Florida Department of Transportation (“FDOT”) District 6 for Local Agency Program related conformance. Services include assistance and coordination to have plans reviewed and approved by the required departments. Formal electronic responses to FDOT will be required. Permit and review 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 to Consultant, in an amount not to exceed \$77,963.00, for Services for the Project, based on the same terms and conditions as stated in the Agreement and Resolution No. 14-63.

ATTACHMENTS

- Attachment “A” – Gulfstream Elementary Complete Streets Project Proposal
- Attachment “B” – Roadway Existing Conditions

