



## Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM  
Town Manager

# MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: March 20, 2019

Re: Issuance of a Request for Proposals (RFP): Park Landscape/Grounds Maintenance Services for ten (10) Town owned park facilities.

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR PARKS LANDSCAPE/GROUNDS MAINTENANCE SERVICES FOR PARKS AND PARKWAYS LOCATED WITHIN THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

The Parks and Recreation Department is responsible for overseeing the landscaping/grounds maintenance of ten (10) Town owned park facilities which were transferred to the Town from Miami-Dade County. The Department desires to contract with the most qualified and experienced contractor to provide landscape/grounds maintenance services for Town owned park facilities.

The Parks and Recreation Department is requesting sealed proposals from qualified bidders to provide high quality landscape/grounds maintenance of Town owned parks. Town staff has set a high-standard of excellence for all our contractors and recommends that a formal request for proposal (RFP) process be issued to obtain continued professional landscape maintenance services.

An RFP has been prepared to identify the best available contractor to provide landscape/grounds maintenance services for the ten (10) park facilities located within the Town. Chapter 24, Article II of the Town Code requires the Town Manager to obtain authorization from the Town Council in order to advertise solicitations for bids and proposals, prior to advertising the public notice.





The Town has budgeted for these Services within the FY 2018-19 Parks and Recreation Operating Budget.

### **RECOMMENDATION**

We recommend that the attached Resolution authorizing the Town Manager to issue a Request for Proposals (RFP #19-07) for Park Landscape/Grounds Maintenance Services be adopted.

