



## 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:** April 17, 2019

**Re:** Issuance of an Invitation to Bid (ITB): Miscellaneous Roadway and Drainage Improvements

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF AN INVITATION TO BID (ITB) FOR MISCELLANEOUS ROADWAY AND DRAINAGE IMPROVEMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

As a result of the Road Transfer Agreement, adopted by Resolution No. 08-11, between Miami-Dade County (the "County"), the ownership of all the local roadways, was transferred to the Town of Cutler Bay (the "Town"). As a result of the Town opting-out of the County's Stormwater Utility (Resolution No. 07-18), the existing storm drainage structures were all transferred to the Town. The Town's adopted Stormwater Utility Master Plan (Resolution No. 08-50), has identified several neighborhoods with localized flooding in need of drainage improvements. Throughout the past years, the Town's Public Works Department (the "Department") has performed repairs to numerous roadway and drainage structures, which have been reported by residences and/or discovered through route patrol, by staff.

The Town has developed a comprehensive Invitation to Bid ("ITB") No. 19-08 document for Miscellaneous Roadway and Drainage Improvements which will allow the Town to solicit sealed bids to perform planned roadway and drainage improvements and emergency repairs. The ITB was developed, utilizing a "Unit" pricing which, will allow Town staff to expedite emergency repairs and the construction of a qualifying grant related and/or planned Capital Improvement Project(s).





Section 24-45 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 Department is responsible for overseeing the Stormwater Utility Funds. The Department desires and it is in the best interest of the Town to contract with the most qualified and experienced contractor to provide Miscellaneous Roadway and Drainage Improvements on all Town owned and maintained roadways. Funding for this service is included within the Stormwater Utility Funds and the Department in the 2018-19 Fiscal Year budget.

### **RECOMMENDATION**

We recommend that the attached Resolution authorizing the Town Manager to issue an Invitation to Bid (ITB) No. 19-08 for Miscellaneous Roadway and Drainage Improvements be adopted.

