



## 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:** May 15, 2019  
**Re:** Issuance of a Purchase Order to Marlin Engineering, Inc. for the Lakes by the Bay Canoe/Kayak Launch 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 LAKES BY THE BAY PARK CANOE/KAYAK LAUNCH PROJECT; AND PROVIDING AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On June 23, 2016, the Town was awarded a Grant from the Florida Department of Environmental Protection (FDEP) Land and Water Conservation Fund for the installation of a canoe/kayak launch at Lakes by the Bay Park (the "Project"). On May 17, 2017, the Town Council approved the issuance of a Purchase Order (via Resolution # 17-40) to Marlin Engineering for Professional Design Services. For this phase of the project, Town Staff is recommending Marlin Engineering, Inc for the Construction Engineering and Inspection Services (*Attachment "A"*). Town Staff has negotiated the proposed Professional Construction Engineering and Inspection Services with Marlin Engineering, Inc., utilizing the same hourly rates adopted in the "non-exclusive" Professional Services Agreement on January 2, 2015 via Resolution #14-63, in the amount not to exceed \$11,933.88.





As part of this Construction Engineering and Inspection Services, Marlin Engineering, Inc. will be providing the following services throughout the duration of the project:

- Pre-Construction Meeting
- Attendance of Monthly Project Progress Meetings
- Review Contractor's Pay Applications
- Review Contractor's Requests for Information
- Review Technical Evaluations for Potential Change Orders Submitted
- Review Shop Drawings and any Revisions
- Perform On-Site Visits and Monitor Construction Activities
- Prepare Written Bi-Weekly Project Progress Summary Report

The Construction Engineering and Inspection Services has been allocated in the Town's Fiscal Year 2018-2019 Operating Budget through the Park Impact Fees in the amount of \$11,933.88.

### **RECOMMENDATION**

We recommend that the Town Council adopt the attached Resolution authorizing the Town Manager to issue a Purchase Order in the amount of \$11,933.88. to Marlin Engineering, Inc. to provide Professional construction engineering and inspection services for the Lakes by the Bay Park Canoe/Kayak Launch Project pursuant to the terms and conditions set forth in the Town's "non-exclusive" Professional Services Agreement on January 2, 2015 via Resolution #14-63.

### **ATTACHMENT(S)**

- Attachment "A" – Consultant Project Proposal (*dated May 6, 2019*)

