



## 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:** Award of ITB No. 19-01: Lakes by the Bay Canoe/Kayak Launch Project

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING V ENGINEERING & CONSULTING CORP. FOR THE LAKES BY THE BAY CANOE/KAYAK LAUNCH PROJECT; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On December 28, 2018, the Town issued Invitation to Bid No. 19-01 ("ITB"): Lakes by the Bay Canoe/Kayak Launch Project (the "Project") to identify the best available contractor to provide construction services. The ITB was advertised in a newspaper of general circulation (*Attachment "A"*), which complies with Chapter 24, Article II of the Town's Code. A Mandatory Pre-Bid Meeting was held on January 29, 2019 at 10:00 AM, at which time thirteen (13) potential bidders were in attendance (*Attachment "B"*). The ITB had a due date and time of February 19, 2019 at 3:00 PM. The Town received six (6) sealed bid packages from potential bidders, which were publicly opened at Town Hall.

A comprehensive Bid Submittal Review was completed by the Town's Parks and Recreation Department and Marlin Engineering (the Town's "Consultant"), which verified V Engineering & Consulting Corp. as the "lowest and responsive" bidder (*Attachment "C"*). A copy of first ranked bidder V Engineering & Consulting Corp. bid submittal is attached (*Attachment "D"*).

The Town has budgeted for the construction services of the project within the 2018-19 Operating Budget and the project will be funded by the Town's General Fund.





## **RECOMMENDATION**

Based on Town Staff's and Town's Consultant's evaluation of the "lowest & responsive" bidder, V Engineering & Consulting Corp., it is recommended that the Town Council approve the attached Resolution selecting V Engineering & Consulting Corp. to perform the Project.

## **ATTACHMENTS**

- Attachment "A" – Advertisement - Daily Business Review (*December 14, 2018*)
- Attachment "B" – Mandatory Pre-Bid Meeting Sign-in Sheet (*January 29, 2019*)
- Attachment "C" – Town Consultant Bid Review (*April 30, 2019*)
- Attachment "D" – Bidders Submittal Package (*V Engineering & Consulting Corp.*)

