



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: September 18, 2019

Re: Issuance of a Request for Qualifications (RFQ): Professional Engineering Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ENGINEERING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town's Public Works Department (the "Department") is responsible for overseeing various Capital Improvement Projects and conducting studies to determine the need for future infrastructure improvements. The Department desires, and finds it is in the best interest of the Town, to contract with the most qualified and experienced Consultants in providing Professional Engineering Services (the "Services") to the Department.

The Town has developed a comprehensive Request for Qualifications (RFQ) No. 19-10 document, which will allow the Town to solicit sealed bids to identify the best available Consultants for the following services: General Civil Engineering, Transportation Planning and Engineering, Update of the Current Stormwater Master Plan, and Landscape Architecture.

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. In addition, pursuant to the *Consultants' Competitive Negotiation Act* (Chapter 287.055 f.s.), the Town intends to retain three (3) Consultants to provide the services detailed in the RFQ to fulfill the needs of quick response and professional expertise.

RECOMMENDATION

We recommend that the attached Resolution authorizing the Town Manager to issue a Request for Qualifications (RFQ) No. 19-10 for Professional Engineering Services be adopted.

