



**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

Date: January 20, 2021

Re: **Award of RFP No. 20-04: Tree Planting Service**

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING VISUALSCAPE, INC. FOR THE TREE PLANTING PROGRAM PURSUANT TO REQUEST FOR PROPOSAL NO. 20-04; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On July 15, 2020, the Town of Cutler Bay (the "Town") issued Request for Proposals ("RFP") No. 20-04: Tree Planting Program. The RFP was advertised on October 15, 2020 in the Daily Business Review (a newspaper of general circulation), which complies with the Town's Code Chapter 24, Article II. A Mandatory Pre-Bid Meeting was held on November 4, 2020 at 10:00 AM, at which seven (7) potential bidders were in attendance. The RFP had a due date and time of December 2, 2020 at 10:00 AM. The Town received two (2) sealed proposal packages from potential contractors which were publicly opened at Town Hall. At the bid opening, it was discovered that SFM Services, Inc. made a scrivener's error by swapping the proposal form bid sheets between RFP No. 20-04 and RFP No. 20-05, as the bids were due the same date. The Town Manager consulted with Town Attorney and was advised that SFM Services, Inc.'s bid submittal could be evaluated once SFM Services, Inc. clarified the error in writing.

A Selection Committee was chosen by the Town Manager, which included the Public Works Director, Parks and Recreation Director, and Stormwater Utility Manager. Individual Committee members reviewed each of the two (2) bid submittals. The evaluation criteria for the Selection Committee were established by RFP No. 20-04. Each Committee member awarded points for each scoring category, outlined in the RFP and proposal scores were calculated to determine the rankings. On December 16, 2020, the Selection Committee met to discuss the rankings. The proposal receiving the highest total from the Committee was VisualScape, Inc.

Contractors	Total Points
VisualScape, Inc.	97.67
SFM Services, Inc.	88.92





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### **ASSOCIATED BID DOCUMENTS**

The following documents are available for public review with the Town's Public Works Department.

- October 15, 2020: RFP 20-04 Daily Business Review Advertisement
- November 4, 2020: RFP 20-04 Pre-Bid Meeting Sign in Sheet
- December 2, 2020: VisualScape, Inc. Bid Submittal
- December 2, 2020: RFP 20-04 Summary of Bid Opening
- December 2, 2020: RFP 20-04 Selection Committee Appointment Memorandum
- December 15, 2020: SFM Services, Inc. E-mail Clarification
- December 16, 2020: Selection Committee Proposal Review

### **RECOMMENDATION**

Based on Town staff's evaluation of the "lowest and responsive" bidder, VisualScape, Inc., it is recommended that the Town Council approve the attached Resolution.

