



## 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: **Approving a Second Amendment to the Agreement with VisualScape, Inc.**  
RFP No. 19-04: Landscape Maintenance Services (Right-of-Ways)

### REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING A SECOND AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES (RIGHT-OF-WAYS) AGREEMENT WITH VISUALSCAPE, INC. FOR ADDITIONAL SCOPE OF SERVICES WITHIN TOWN DESIGNATED RIGHT-OF-WAYS FOR AN ANNUAL AMOUNT OF \$5,800.00; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

### BACKGROUND AND ANALYSIS

On July 17, 2019, the Town Council adopted Resolution No. 19-54, approving a Landscape Maintenance Services (Right-of-Ways) Agreement (the "Agreement") with VisualScape, Inc. (the "Contractor"), for services outlined in Request for Proposal (RFP) No. 19-04. On April 22, 2020, the Town adopted Resolution No. 20-13, which approved a First Amendment to the Agreement for the purpose of adding additional landscape maintenance sites to the scope of services for an additional annual amount of \$5,700.00. The Contractor has been providing the Town-wide mowing, landscape, and litter patrol services in a manner that meets or exceeds our expectations since the inception of the contract.

The Public Works Department has identified an additional landscape maintenance site that was not included in the original Scope-of-Services, as outlined in RFP No. 19-04.

- S.W. 85th Avenue and S.W. 213 Street  
(both sides of the street adjacent to guardrail and behind lake embankments)

In order to continue the high level of service, which is being offered by our existing Contractor, Town staff has negotiated the proposed amendment to the Agreement. On November 6, 2020, Town staff received a proposal from the Contractor for the additional maintenance services in addition to the current contract RFP No. 19-04. The proposal is for twenty-nine (29) mowing services yearly at a per service cost of \$200.00. Town staff has determined that it is in the best interest of the Town to amend the Agreement with VisualScape, Inc. for an annual amount of \$5,800.00 for additional maintenance services, on the site identified above. Funding for the additional landscape maintenance services are budgeted within the Public Works Department's FY 2020-21 Operating Budget.





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### **ASSOCIATED AMENDMENT DOCUMENTS**

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

- New Landscape Site Images (S.W. 85th Avenue and S.W. 213 Street)
- November 6, 2020 – VisualScape, Inc. Proposal

### **RECOMMENDATION**

It is recommended that the Town Council adopt the attached Resolution, which authorizes the Town Manager to execute a Second Amendment to the Landscape Maintenance Service (Right-of-Ways) Agreement with VisualScape, Inc. for additional landscape maintenance services for the sites identified above for an additional annual amount of \$5,800.00, with the same terms and conditions as defined in RFP No. 19-04.

