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**Title:** 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.

**Sponsors:**

**Indexes:**

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**Attachments:** 1. Manager Memo-Issuance of PO Marlin Engineering CEI Canoe Kayak, 2. Manager Memo-Attachment A-Consultant Project CEI Proposal, 3. Resolution-Approving Issuance PO Marlin Engineering CEI Canoe Kayak, 4. Resolution-Exhibit A-Consultant CEI Project Fee Schedule

Date	Ver.	Action By	Action	Result
5/15/2019	1	Town Council	adopted	Pass

**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*)