



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Legislation Details (With Text)

File #:	Item # 2018-129	Version:	1	Name:	
Type:	Resolution	Status:		Withdrawn	
File created:	6/13/2018	In control:		Town Council	
On agenda:	6/20/2018	Final action:		6/20/2018	
Title:	A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING FERGUSON GLASGOW SCHUSTER SOTO, INC. PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 18-03 FOR ARCHITECTURAL SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Manager Memo-Award of RFQ 18-03 Architectural Services, 2. Manager Memo-Attachment A- Advertisement-Daily Business Review, 3. Manager Memo-Attachment B-Mandatory Pre-Bid Meeting Sign-in Sheet, 4. Manager Memo-Attachment C-Town Selection Committee's Recommendation, 5. Manager Memo-Attachment D-Bidder's Submittal Package, 6. Resolution-Approving Award of RFQ 18-03 Architectural Services, 7. Resolution-Exhibit A- Architectural Services Agreement				

Date	Ver.	Action By	Action	Result
6/20/2018	1	Town Council	withdrawn	

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: June 20, 2018

Re: Award of RFQ # 18-03 Architectural Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING FERGUSON GLASGOW SCHUSTER SOTO, INC. PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 18-03 FOR ARCHITECTURAL SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council on March 21, 2018 via Resolution No. 18-18 authorized staff to issue a Request for Qualifications (“RFQ”) No. 18-03: Architectural Services. The RFQ was advertised in a newspaper of general circulation (*Attachment “A”*) which, complies with the Town’s Code Chapter 24, Article II. A “Mandatory” pre-RFQ meeting was held on April 24, 2018 at 10:00 a.m., at which time, thirteen (13) potential respondents participated (*Attachment “B”*). The RFQ had a due date and time of May 22, 2018 at 2:00 p.m. The Town received seven (7) sealed bid packages, from potential contractors which, were publicly opened at Town Hall.

A comprehensive RFQ submittal review was completed by the Town’s Selection Committee for RFQ 18-03 (*Attachment “C”*) which resulted in the recommendation of Ferguson Glasgow Schuster Soto Inc. as the “most responsible and responsive” proposer.

A copy of proposer: Ferguson Glasgow Schuster Soto, Inc. RFQ submittal is attached as (*Attachment “D”*).

Per Section III, Section 2.5, Compensation, of the RFQ, the vendor’s compensation will be based on the discrepancies found that the Town chooses to move forward with and the vendor is only compensated on findings the Town approves and actually receives. In the event the Town declines to move forward with any or all discrepancies, the Town will not pay for any of the services performed.

RECOMMENDATION

Based on the Selection Committee’s evaluation and recommendation of the “most responsible and responsive” proposer: Ferguson Glasgow Schuster Soto, Inc., it is recommended that the Town Council approve the attached Resolution.

ATTACHMENTS

- Attachment “A” - Advertisement - Daily Business Review (*April 3, 2018*)
- Attachment “B” - Mandatory Pre-Bid Meeting Sign-in Sheet (*April 24, 2018*)
- Attachment “C” - Town Selection Committee’s Recommendation (*June 5, 2018*)
- Attachment “D” - Bidder’s Submittal Package