



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2017-053, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: April 19, 2017

Re: Award of RFP No. 17-01: Tree Planting Program

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING VISUALSCAPE, INC. PURSUANT TO REQUEST FOR PROPOSAL NO. 17-01 FOR THE TOWN'S TREE PLANTING PROGRAM; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council on September 21, 2016 via Resolution No. 16-50 authorized staff to issue a Request for Proposal (RFP) No. 17-01: Tree Planting Program. The RFP was advertised in a newspaper of general circulation (*Attachment "A"*) which, complies with the Town's Code Chapter 24, Article II. A "Mandatory" pre-RFP meeting was held on March 7, 2017 at 11:00 a.m., at which time seven (7) potential bidders participated (*Attachment "B"*). The RFP had a due date and time of March 30, 2017 at 4:00 p.m. The Town received three (3) sealed bid packages, from potential contractors which, were publicly opened at Town Hall.

A comprehensive Bid Submittal Review was completed by the Town's Public Works Department (*Attachment "C"*) which resulted in the recommendation of VisualScape Inc. as the "lowest and responsive" bidder.

A copy of first ranked bidder: VisualScape Inc. bid submittal is attached as (*Attachment "D"*).

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.

ATTACHMENTS

- Attachment "A" - Advertisement - Daily Business Review
- Attachment "B" - Pre-RFP Meeting Sign-in Sheets
- Attachment "C" - Town's Selection Committee's Recommendation
- Attachment "D" - Bidder's Submittal Package