



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2017-057, Version: 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: April 19, 2017

Re: Authorization of Town Manager to Negotiate and Issue an Additional Purchase Order to Wolfberg Alvarez & Partners

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND ISSUE AN ADDITIONAL PURCHASE ORDER TO WOLFBURG ALVAREZ & PARTNERS FOR THE AQUATIC FACILITY CONSTRUCTION PLANS AND FINAL DESIGN SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On September 16, 2015, the Town Council adopted Resolution No. 15-61, authorizing the Town Manager to negotiate and execute a professional service agreement between the Town and Wolfberg Alvarez & Partners (the "Consultant") for Request for Qualifications (RFQ) No. 15-05 Aquatic Facility Conceptual Plans Design & Cost Estimate Services. The Town Council selected the Consultant and then adopted Resolution No. 16-21, authorizing the Town Manager to issue a purchase order to the Consultant, for professional engineering and design services for the Aquatic Facility Conceptual Plans Design and Cost Estimate Services.

The following Public Involvement Meetings were held:

Date	Location
June 9, 2016	Town Hall - Council Chambers
July 19, 2016	Cutler Ridge Park
August 23, 2016	Town Hall - Council Chambers
October 4, 2016	Cutler Bay Senior High - Auditorium
October 22, 2016	Town Hall - Council Chambers

During the Regular Town Council Meeting on January 18, 2017, the Consultant provided a summary of the five

(5) Public Involvement Meetings. The Consultant successfully completed the Scope of Services outlined in RFQ 15-05 and provided the final report dated January 27, 2017.

As a result of the five (5) Public Involvement Meetings, the Town Council desires to expedite the development of the construction design plans.

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to negotiate and issue an additional purchase order with Wolfberg Alvarez & Partners for construction plans and final design services for the Aquatic Facility plans in accordance with Section VIII of the Professional Services Agreement between the Town and Consultant.