



# Town of Cutler Bay

Town Hall  
10720 Caribbean Blvd  
Cutler Bay, FL 33189

## Memorandum

File #: Item # 2017-063, 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 Execute a Professional Services Contract with Kimley Horn & Associates, Inc.

### 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 KIMLEY HORN & ASSOCIATES, INC. FOR THE TOWN CENTER PLAZA CONSTRUCTION PLANS AND FINAL DESIGN SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

On October 21, 2015, the Town Council adopted Resolution No. 15-72, authorizing the Town Manager to negotiate and execute a professional service agreement between the Town and Kimley Horn & Associates, Inc. (the "Consultant") for Request for Qualifications (RFQ) No. 15-06 Town Center Plaza Conceptual Plans Design & Cost Estimate Services. The Town Council selected the Consultant and then adopted Resolution No. 16-27, authorizing the Town Manager to issue a purchase order to the Consultant, for professional engineering and design services for the Town Center Plaza Conceptual Plans Design & Cost Estimate Services.

The following Public Involvement Meetings were held:

Date	Location
May 31, 2016	Town Hall - Council Chambers
June 28, 2016	Cutler Ridge Park
July 26, 2016	Town Hall - Council Chambers
August 30, 2016	Cutler Ridge Park
October 11, 2016	Cutler Bay Senior High - Auditorium

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 15-06 and provided the final report dated January 18, 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 Kimley Horn & Associates, Inc. for construction plans and final design services for the Town Center Plaza plans in accordance with Section VIII of the Professional Services Agreement between the Town and Consultant.