



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2017-101, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: June 21, 2017

Re: Issuance of a Purchase Order to VisualScape, Inc. for Tree Planting Services for the Cutler Bay Streetscape Enhancement 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 VISUALSCAPE INC. FOR TREE PLANTING SERVICES FOR THE CUTLER BAY STREETSCAPE ENHANCEMENT PROJECT; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Public Works Department is responsible for overseeing the aesthetic appearance of Town owned roadways which were transferred to the Town of Cutler Bay (the "Town") from Miami-Dade County (the "County"). Trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community. Trees are essential to life by reducing heating and cooling costs, cleaning and purifying the air, providing shelter and food for wildlife, and by planting and taking care of our trees, an invaluable contribution is being made to the lives of future generations.

Cutler Bay has been a Tree City USA designee since 2009 and has received the Tree Growth Award, each year since 2012. Since adopting our Tree Master Plan in 2009, the Town has planted approximately 3,479 trees. This project will advance the community's tree strategy by increasing the overall tree canopy of our community and educating residents and business owners about the importance of urban forestry.

On December 13, 2016, the Town of Cutler Bay submitted a grant proposal to Miami-Dade County Parks, Recreation and Open Spaces Department requesting \$12,500 to assist with the planting of trees on the swale and public right-of-way of various local and/or county roads throughout the Town. On February 23, 2017, the Town received notification that the grant was "approved" (**Attachment "A"**) and on March 16, 2017 the Town entered into an Agreement with Miami-Dade County Parks, Recreation and Open Spaces Department via Resolution #17-18 (**Attachment "B"**).

The County has awarded the Town a \$12,500 grant which will provide funding for the Cutler Bay Streetscape

Enhancement Project and will allow the Town to plant a total of thirty-five (35) trees within the Town. The Town will provide matching funds in the amount of \$12,850.

On April 19, 2017, Town Council awarded the Request for Proposals (RFP) #17-01: Tree Planting Program contract to VisualScape, Inc. A total of three (3) sealed bids were submitted, as a result of the Town's solicitation process. VisualScape, Inc. was selected as the "lowest responsive and responsible bidder", via Town Resolution #17-25. Town staff is requesting the issuance of a Purchase Order to VisualScape, Inc. for Town Tree Planting Services for the Cutler Bay Streetscape Enhancement Project. Funding for this service is included within the Stormwater Utility Funds in the Town's 2016-17 Fiscal Year Budget. VisualScape, Inc. has provided a proposal based on unit prices from RFP #17-01 for Tree Planting Services for the Cutler Bay Streetscape Enhancement Project (*Attachment "C"*).

RECOMMENDATION

We recommend that the attached Resolution be adopted, authorizing the Town Manager to issue a Purchase Order in the amount not to exceed \$25,350 to VisualScape, Inc. for Tree Planting Services for the Cutler Bay Streetscape Enhancement Project, based on the same terms and conditions as stated in RFP #17-01.

ATTACHMENTS

- Attachment "A" - NEAT Streets Miami - Grant Award Letter
- Attachment "B" - NEAT Streets Agreement
- Attachment "C" - VisualScape Proposal