



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2017-188, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: October 18, 2017

Re: Issuance of a Purchase Order to VisualScape, Inc. for Tree Stump Removal Services (as a result of Hurricane Irma)

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 STUMP REMOVAL SERVICES WITHIN THE TOWN'S DESIGNATED RIGHT-OF-WAYS; AND PROVIDING FOR 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. 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.

On April 19, 2017, Town Council awarded the Request for Proposals (RFP) #17-02: Tree Trimming Maintenance Services contract to VisualScape, Inc. A total of two (2) 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 #17-26. Town staff is requesting the issuance of a Purchase Order to VisualScape, Inc. for Townwide Tree Stump Removal Services. Funding for this service is included within the Public Works Funds in the Town's 2017-18 Fiscal Year Budget.

VisualScape, Inc. crews shall remove tree stumps from right-of-ways throughout the Town's owned and maintained roadways. Stump removal is to include extraction, transport, disposal, and filling of the root-ball hole. All the debris is to be hauled away at the end of each work day.

As per Federal Emergency Management Agency's (FEMA) Public Assistance Program and Policy Guide FP

104-009-2/April 2017, Pages 50-52 (*Attachment "A"*), FEMA only reimburses contracted costs charged on a per-stump basis if:

- The stump is 2 feet or larger in diameter measured 2 feet above the ground; and
- Extraction is required as part of the removal.

RECOMMENDATION

We recommend that the attached Resolution be adopted, authorizing the Town Manager to issue a Purchase Order in an amount not to exceed \$75,000 to VisualScape, Inc. for Tree Stump Removal Services within the Town's right-of-ways, based on the same terms and conditions as stated in RFP #17-02.

ATTACHMENTS

- Attachment "A" - FEMA Public Assistance Program and Policy Guide FP 104-009-2/April 2017 (Pages 50-52)