



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2017-209, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: November 15, 2017

Re: Issuance of a Purchase Order to VisualScape, Inc. for Tree 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 SERVICES AS A RESULT OF HURRICANE IRMA WITHIN THE TOWN OWNED AND MAINTAINED ROADWAYS; 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 No. 17-02 (RFP): 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 No. 17-26. Town staff is requesting the issuance of a Purchase Order to VisualScape, Inc. for Tree Services. Funding for this service is included within the Public Works Funds in the Town's 2017-18 Fiscal Year Budget.

VisualScape, Inc. crews are to remove attached broken limbs and/or branches as well as damaged trees that are still in place to the extent they pose an immediate threat on right-of-ways on Town owned and maintained roadways ("ROW"). Tree 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.

On Sunday, September 10, 2017, Hurricane Irma made landfall in South Florida. Hurricane Irma was predicted

by the National Hurricane Center to be a major hurricane affecting the entire State of Florida and required timely precautions to be taken to protect the communities, critical infrastructure, and general welfare.

In preparation for the Hurricane, Florida Governor Rick Scott declared a State of Emergency by Executive Order No. 17-235 effective on Monday, September 4, 2017. Subsequently, Miami-Dade County Mayor Carlos Gimenez of Miami-Dade County declared a State of Emergency for Miami-Dade County effective on Tuesday, September 5, 2017. It was imperative for the Town of Cutler Bay to move swiftly to protect our residents and community resources. A State of Emergency for the Town was declared on September 6, 2017 in accordance to Chapter 12, Article II, Section 12-23 of the Town Code of Ordinances (*Attachment "A"*).

As per Federal Emergency Management Agency's (FEMA) Public Assistance Program and Policy Guide FP 104-009-2/April 2017, Pages 50-52 (*Attachment "B"*), FEMA only reimburses for contracted costs charged on a per-tree/limb basis if:

- The tree has a diameter of 6 inches or greater measured 4.5 feet above ground level
- Has a split trunk
- Has a broken canopy
- Is leaning at an angle greater than 30 degrees
- Removal of broken limbs or branches that are 2 inches or larger in diameter (measured at the point of break)
- The limbs or branches extend over the public ROW
- The limbs or branches pose an immediate threat

RECOMMENDATION

We recommend that the attached Resolution be adopted, authorizing the Town Manager to issue a Purchase Order for \$100,000 to VisualScape, Inc. for Tree Services within the Town's right-of-ways, based on the same terms and conditions as stated in RFP No. 17-02.

ATTACHMENTS

- Attachment "A" - Town's Declaration of State of Emergency (Hurricane Irma)
- Attachment "B" - FEMA Public Assistance Program and Policy Guide FP 104-009-2/April 2017 (Pages 50-52)