



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2018-003, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: January 17, 2018

Re: Issuance of a Purchase Order to R.J. Behar & Company, Inc. for the Construction Engineering and Inspection Services for the Manta Drive Roadway Improvement 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 R.J. BEHAR & COMPANY, INC. FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE MANTA DRIVE ROADWAY IMPROVEMENT PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On September 17, 2014, the Town Council adopted Resolution No. 14-63, authorizing the Town Manager to negotiate and execute a Non-Exclusive Professional Services Agreement ("Agreement") between the Town and R.J. Behar & Company, Inc. ("Consultant"), in response to the Consultant's submission to Request for Qualifications (RFQ) No. 14-05 Professional Engineering Services. On January 2, 2015, the Town Manager executed the Agreement between the Town and Consultant. Town Staff is seeking professional services to assist the Public Works Department in the Construction Engineering and Inspection Services ("Services") for the Manta Drive Roadway Improvement Project ("Project").

Town Staff has determined that Consultant is the best suited to provide the Services for the Project and has negotiated the proposed Services in an amount not to exceed \$66,802.40 (*Attachment "A"*). The Town's portion of the Charter County Transit Surtax Proceeds (PTP Funds) will fund the proposed Services costs. Funding for the Project is included in the Town's Fiscal Year 2017-18 Operating Budget.

RECOMMENDATION

Town Staff recommends that the attached Resolution be adopted, authorizing the Town Manager to issue a

purchase order to Consultant, in an amount not to exceed \$66,802.40, for Services for the Project, based on the same terms and conditions as stated in the Agreement.

ATTACHMENTS

- Attachment “A” - Manta Drive Project Proposal