



# Town of Cutler Bay

Town Hall  
10720 Caribbean Blvd  
Cutler Bay, FL 33189

## Memorandum

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**File #:** Item # 2018-067, **Version:** 1

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## MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, Town Manager

**Date:** March 21, 2018

**Re:** Issuance of Request for Qualification (RFQ) #18-03 Architectural Services for the Town Center Building

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ARCHITECTURAL SERVICES, FOR THE TOWN CENTER BUILDING; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

The Town purchased the South Dade 2 Building (Town Center Building), located at 10720 Caribbean Boulevard Cutler Bay, Florida. As the Owner of the building, the Town is scheduled to perform various tenant improvements.

In order to comply with our procurement process, staff has developed a Request for Qualifications in which one (1) qualified and licensed Professional Services Contractor (the "Contractor") will be selected. The Contractor will be selected based on:

- **Scope of Services/Plan:** Approach to the Scope of Services, specifically a work plan explaining the methodology to be followed in order to perform the services required.
- **Compensation:** Unit pricing based on the Scope of Services.
- **Proposer Qualifications & Experience:** Description of the firm, including the size, range of activities, and the number of years with relative experience with governmental accounts.
- **References:** Town will conduct an investigation of references, including a record check or consumer affairs complaints.

Chapter 24, Article II, Section 24-45 of the Town Code requires the Town Manager to obtain authorization from the Town Council to advertise solicitations for bids and proposals prior to advertising the solicitation. Additionally, pursuant to Chapter 287.055, Florida Statutes, the Town intends to retain consultants to provide professional services.

### RECOMMENDATION

We recommend that the attached resolution authorizing the Town Manager to issue a Request for Qualifications (RFQ

#18-03) be adopted.