



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2018-070, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: March 21, 2018

Re: Award of ITB #17-10: Manta Drive Roadway Improvement Project

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING METRO EXPRESS, INC. FOR THE CONSTRUCTION OF THE MANTA DRIVE ROADWAY IMPROVEMENT PROJECT; AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On October 26, 2016, the Town of Cutler Bay (the "Town") was awarded a grant from the Florida Department of Transportation ("FDOT") through the Transportation Alternatives Program ("TAP") cycle to fund the Manta Drive Roadway Improvement Project. Per Resolution #17-87, the Town executed the Local Agency Program ("LAP") Agreement with FDOT and authorized the Town Manager, or his designee, to execute all further documents and agreements necessary in order for the Town to receive the grant.

On November 22, 2017, FDOT sent a Notice to Proceed that authorized the Town to proceed with the construction phase of the Local Agency Program. On January 10, 2018, the Town issued an Invitation to Bid #17-10 ("ITB"): Manta Drive Roadway Improvement Project. The ITB was advertised in a newspaper of general circulation (*Attachment "A"*), which complies with Chapter 24, Article II of the Town Code. A "Mandatory" Pre-Bid Meeting was held on January 31, 2018 at 10:00 am, at which time fifteen (15) potential bidders were in attendance as well as the Construction Engineering Inspector (R.J. Behar & Company) (*Attachment "B"*). The ITB had a due date and time of February 22, 2018 at 3:00 pm. The Town received five (5) sealed bid packages from potential contractors, which were publicly opened at Town Hall.

A comprehensive Bid Submittal Review was completed by the Town's Public Works Department which verified that Metro Express, Inc. is a FDOT Prequalified Contractor at the time of bid opening and the recommendation of Metro Express, Inc. as the lowest and responsive bidder (*Attachment "C"*). A copy of first ranked bidder: Metro Express, Inc. bid submittal is attached (*Attachment "D"*).

The Town has budgeted for this Project within the Town's Public Works 2017-2018 Fiscal Year Operating Budget. Funding for this Project will be provided by the TAP Grant in the amount of \$344,260.00 from FDOT and the remainder will be funded with the Town's People's Transportation Plan (PTP) Funds.

RECOMMENDATION

Based on Town staff's evaluation of the "lowest & responsive" bidder: Metro Express, Inc. it is recommended that the Town Council adopt the attached Resolution.

ATTACHMENTS

- Attachment "A" - Advertisement - Daily Business Review (*January 10, 2018*)
- Attachment "B" - Mandatory Pre-Bid Meeting Sign in Sheet (*January 31, 2018*)
- Attachment "C" - Bid Submittal Review
- Attachment "D" - Bidder Submittal Package