



## Memorandum

File #: Item # 2019-31, Version: 1

## MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: February 20, 2019

Re: Award of ITB No. 18-06: Franjo Park Athletic Fields Lighting Project

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING ELECTRICAL CONTRACTING SERVICE, INC. FOR THE FRANJO PARK ATHLETIC FIELDS LIGHTING PROJECT; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

On December 14, 2018, the Town issued Invitation to Bid No. 18-06 ("ITB"): Franjo Park Athletic Fields Lighting Project to identify the best available contractor to provide construction services. The ITB was advertised in a newspaper of general circulation (*Attachment "A"*), which complies with Chapter 24, Article II of the Town's Code. A Mandatory Pre-Bid Meeting was held on January 11, 2019 at 10:00 AM, at which time nineteen (19) potential bidders were in attendance (*Attachment "B"*). The ITB had a due date and time of February 1, 2019 at 2:00 PM. The Town received four (4) sealed bid packages from potential bidders, which were publicly opened at Town Hall.

A comprehensive Bid Submittal Review was completed by the Town's Park and Recreation Department and Town's consultant Stantec, which verified Electrical Contracting Service, Inc. as the "lowest and responsive" bidder (*Attachment "C"*). A copy of first ranked bidder Electrical Contracting Services, Inc. bid submittal is attached (*Attachment "D"*).

The Town has budgeted for the services for the project within the 2018-19 Operating Budget and the project will be funded by the Town's General Fund, Federal Emergency Management Agency reimbursement funds, and Florida Municipal Insurance Trust insurance proceeds; and

## **RECOMMENDATION**

Based on Town staff's and Town's consultant Stantec, evaluation of the "lowest & responsive" bidder: Electrical Contracting Service, Inc. it is recommended that the Town Council approve the attached Resolution.

## **ATTACHMENTS**

Attachment "A" - Advertisement - Daily Business Review (*December 14, 2018*)

Attachment "B" - Mandatory Pre-Bid Meeting Sign-in Sheet (*January 11, 2019*)

Attachment "C" - Town Consultant Bid Review

Attachment "D" - Bidders Submittal Package