



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2019-105, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

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

Date: May 15, 2019

Re: Issuance of a Request for Proposals (RFP): Emergency Debris Road Clearing Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR EMERGENCY DEBRIS ROAD CLEARING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town's Public Works Department will be responsible to "clear" all locally owned roadways of debris in the event of a natural disaster. The major arterial roadways will be "cleared" by either Miami-Dade County Public Works/Solid Waste Department and /or Florida Department of Transportation. Existing Town contracts allow both Public Works and Parks & Recreation Departments to utilize those contractors for the removal of debris in case of a declared emergency. The existing contractors will provide emergency debris removal services upon completing their normal restoration tasks (i.e., restoration of park equipment, removal of damaged trees, etc.).

Town staff has developed a FEMA compliant RFP #19-09 "Emergency Debris Road Clearing Services" to select two contractors to be responsible for clearing all Town-owned roadways of debris, in order to allow for the Town's Emergency Management personnel to commence their assessment efforts. Miami-Dade County's Public Works/Solid Waste Department will be responsible for the ultimate removal of all roadside debris. This effort will be closely coordinated through the Town's Public Works Department and the respective agencies.

Please find below an excerpt from RFP #19-09 - "Scope of Services" section:

“The work includes, but may not be limited to, the furnishing of all labor, materials, tools, equipment, machinery and services for roadway clearance which for the purpose of this Proposal, shall include the clearing of debris and all emergency related debris from Streets, Avenues, Town property and in certain instances private property within the Town of Cutler Bay (the “Town”). After an emergency event the contractor will, within two (2) hours of the conclusion of the event have the specified number of crews and manpower in the Town and begin to open and maintain all Town roadways clear of debris. Initial focus will be placed on opening all main roadways to vehicular traffic. The sequence of these openings will be determined by the Town. When all main streets are open focus will then be shifted to the secondary roadways with this sequence also being determined by the Town. Debris will be placed within the Town rights-of-way.”

Additionally, the selected contractor(s) will be responsible for all the necessary FEMA reimbursement documentation which will be coordinated by the Town’s Public Works Department.

RECOMMENDATION

We recommend that the attached Resolution authorizing the Town Manager to issue a Request for Proposals (RFP) No. 19-09 for Emergency Debris Road Clearing Services be adopted.