



# Town of Cutler Bay

Town Hall  
10720 Caribbean Blvd  
Cutler Bay, FL 33189

## Memorandum

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**File #:** Item # 2019-211, **Version:** 1

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## MEMORANDUM

**To:** Honorable Mayor and Town Council

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

**Date:** October 16, 2019

**Re:** Issuance of Purchase Order to R.J. Behar & Company, Inc. for the Construction Engineering and Inspection Services for the Bike/Pedestrian Facilities Improvements.

### 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 BIKE/PEDESTRIAN FACILITIES IMPROVEMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

The Transportation Planning Organization (TPO), formerly known as the Miami-Dade Metropolitan Planning Organization (MPO), is committed to funding transportation alternatives projects that help improve safety and mobility for residents and visitors. On March 18, 2015, Town of Cutler Bay ("Town") staff submitted a grant proposal for the development of the "Cutler Bay Bike/Ped Facilities Improvements" (*Attachment "A"*). On November 2, 2015, the Town's project received the Transportation Alternatives Program (TAP) Award Letter for a grant in the amount of \$360,640.00 for the construction phase (*Attachment "B"*).

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 an 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 Bike/Pedestrian Facilities Improvements Project ("Project").

Town staff has determined that the Consultant would be the best suited to provide Services for the Project and has negotiated the proposed Services in an amount not to exceed \$65,942.00 (*Attachment "C"*). The Town's portion of the Charter County Transit Surtax Proceeds (PTP Funds) will fund the proposed Services cost. Funding for the project is included in the Town's Fiscal Year 2019-2020 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 \$65,942.00, for Services for the Project, based on the same terms and conditions as stated in the Agreement.

### **ATTACHMENT(S)**

- Attachment "A" - Miami-Dade Metropolitan Planning Organization (MPO) Grant Application
- Attachment "B" - Project Improvement Location
- Attachment "C" - MPO Award Letter
- Attachment "D" - Consultant's Proposal