



# Town of Cutler Bay

Town Hall  
10720 Caribbean Blvd  
Cutler Bay, FL 33189

## Memorandum

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**File #:** Item # 2020-50, **Version:** 1

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## MEMORANDUM

**To:** Honorable Mayor and Town Council

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

**Date:** March 18, 2020

**Re:** Approving a First Amendment to the Agreement with VisualScape, Inc. - RFP No. 19-04: Landscape Maintenance Services (Right-of-Ways)

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING A FIRST AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES (RIGHT-OF-WAYS) AGREEMENT WITH VISUALSCAPE, INC. FOR ADDITIONAL SCOPE OF SERVICES WITHIN TOWN DESIGNATED RIGHT-OF-WAYS FOR AN ANNUAL AMOUNT OF \$5,700.00; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

On July 17, 2019, the Town Council adopted Resolution No. 19-54, approving a Landscape Maintenance Services (Right-of-Ways) Agreement with VisualScape, Inc. (the "Contractor"), for services outlined in Request for Proposal (RFP) No. 19-04. The Contractor has been providing the Town-wide mowing, landscape, and litter patrol services in a manner that meets or exceeds our expectations since the inception of the contract.

On January 15, 2020, the Town Council adopted Resolution No. 20-02, approving a covenant for maintenance of certain improvements along S.W. 211 Street from S.W. 112 Avenue (Allapattah Road) to S.W. 108 Court with Miami-Dade County (*Attachment "A"*). Per the covenant, the Town will be responsible for the installation, operation and maintenance of landscaping inside the concrete curb separators and vegetation in sidewalk joints along S.W. 211 Street from S.W. 112 Avenue (Allapattah Road) to S.W. 108 Court, within the public road rights-of-ways (*Attachment "B"*). The Town will maintain the bike lanes free and clear of debris and other deleterious material.

The Public Works staff has identified that these additional landscape maintenance service needs are not included in the original Scope-of-Services, as outlined in RFP No. 19-04. In order to continue the high level of

service, which is being offered by our existing Contractor, Town staff has negotiated the proposed amendment to the Landscape Maintenance Services (Right-of-Ways) Agreement to include the following;

Landscape Management for the new Landscaping installed inside the Bike Lane Curb Separators and vegetation in sidewalk joints along SW 211 Street from SW 112 Avenue (Allapattah Road) to SW 108 Court

Town staff has determined that it is in the best interest of the Town to amend the Landscape Maintenance Agreement with VisualScape, Inc. (*Attachment "C"*) for an annual amount of \$5,700.00 for additional maintenance services, on the sites identified above.

Funding for the additional landscape maintenance services are budgeted within the Public Works Department's FY 2019-20 Operating Budget.

### **RECOMMENDATION**

It is recommended that the Town Council adopt the attached Resolution, authorizing the Town Manager to execute a First Amendment to the Landscape Maintenance Service (Right-of-Ways) Agreement with VisualScape, Inc. for additional landscape maintenance services for the sites identified above, with the same terms and conditions as defined in RFP No. 19-04.

### **ATTACHMENT(S)**

- Attachment "A" - Covenant for Maintenance Agreement (*dated February 12, 2020*)
- Attachment "B" - New Landscape Sidewalk Joints
- Attachment "C" - VisualScape, Inc. Proposal (*dated February 25, 2020*)