



# Town of Cutler Bay

Town Hall  
10720 Caribbean Blvd  
Cutler Bay, FL 33189

## Memorandum

File #: Item # 2021-8, Version: 1

## Memorandum

To: Honorable Mayor and Town Council

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

Date: January 20, 2021

Re: **Cutler Ridge Section 3 Resurfacing and Drainage Improvements Project**  
Issuance of Purchase Order for Construction Engineering and Inspection (CEI)  
Consultant: Stantec Consulting Services, Inc.

### 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 STANTEC CONSULTING SERVICES, INC. FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR CUTLER RIDGE SECTION 3 RESURFACING AND DRAINAGE IMPROVEMENTS PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

### BACKGROUND AND ANALYSIS

On April 22, 2020, the Town Council adopted Resolution No. 20-14, authorizing the Town Manager to negotiate and execute a Non-Exclusive Professional Services Agreement ("Agreement") between the Town of Cutler Bay (the "Town") and Stantec Consulting Services, Inc. ("Consultant"), in response to the Consultant's submission of the Request for Qualifications No. 14-05 Professional Engineering Services.

Town Staff is seeking professional services to assist the Public Works Department in the Construction Engineering and Inspection Services ("Services") for the Cutler Ridge Section 3 Resurfacing and Drainage Improvements Project ("Project").

Town Staff has determined that Consultant is the best suited to provide the Services for the Project and has negotiated the proposed Services in an amount not to exceed \$83,924.00. The Town's Charter County Transit Surtax Proceeds will fund the proposed costs for the Services. Town has been awarded a \$200,000.00 State Appropriation Grant (FDEP) for construction of the Project. Funding for the Services is included in the Town's Fiscal Year 2020-21 Operating Budget.

### ASSOCIATED BID DOCUMENTS

The following document is available for public review with the Town's Public Works Department.

- November 17, 2020: Consultant Proposal

### RECOMMENDATION

It is recommended that the Town Council adopt the attached Resolution, which authorizes the Town Manager to issue a

Purchase Order in an amount not to exceed \$83,924.00 to Stantec Consulting Services, Inc. for Construction Engineering and Inspection Services of the Cutler Ridge Section 3 Resurfacing and Drainage Improvements Project.