



VILLAGE OF KEY BISCAI NE

Office of the Village Manager

Village Council
Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*
Luis F. de La Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James Taintor

MEMORANDUM

Village Manager
John C. Gilbert

DATE: January 13, 2015
TO: Honorable Mayor and Council Members
FROM: John C. Gilbert, Village Manager
RE: Multi-Purpose Civic Center Park and Dog Park

RECOMMENDATION

It is recommended that the Village Council approve the attached Resolution authorizing the Village Manager to execute an Agreement with Stantec (attached as Exhibit "A") for the design of a Multi-Purpose Civic Center Park at 530 Crandon Boulevard and a Dog Park at the North end of the Village Green.

BACKGROUND

On October 28, 2014, the Village Council selected Stantec to provide consultant services for the design of a Multi-Purpose Civic Center Park at 530 Crandon Boulevard and a Dog Park at the North Village Green.

Stantec will provide programming and preparation of a site plan for each park as desired by Council. A baseline site plan with a list of additional improvements will be presented for the Council to decide which are to be included in the final site plan. Once the site plans are approved, a supplemental agreement for Construction Documents and Administration will follow for Council's authorization. The design and construction of both parks will proceed independently from each other.

At this time, it is not possible to determine the number of hours required to design each park as the improvements are not known. As such, the attached agreement provides for hourly rates and the resolution limits the design fee for both parks in an amount not to exceed \$50,000. The Building, Zoning and Planning Director has determined the hourly rates are within industry standards.

Reviewed by Ms. Lillian Arango from Weiss Serota Helfman Pastoriza Cole & Boniske as to form and legal sufficiency.

RESOLUTION NO. 2015- _____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAWAYNE, FLORIDA, SELECTING THE PROPOSAL OF STANTEC CONSULTING SERVICES, INC. FOR DESIGN SERVICES IN CONNECTION WITH THE MULTI-PURPOSE CIVIC CENTER AND DOG PARK; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE AN AGREEMENT FOR SUCH SERVICES; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village of Key Biscayne (“Village”) wishes to commence initial design services for its Multi-Purpose Civic Center and Dog Park, including program and site plan development (the “Services”); and

WHEREAS, the Village of Key Biscayne (“Village”) issued a Request for Qualifications (“RFQ”) for the Services; and

WHEREAS, in response to the RFQ, Stantec Consulting Services, Inc. (“Consultant”) submitted a response and proposal for the Services requested, which proposal is attached hereto as Exhibit “A” (the “Proposal”); and

WHEREAS, after review and consideration, the Village Council recommends that the Consultant be selected to perform the Services; and

WHEREAS, the Village Council desires to select the Proposal and award the agreement to the Consultant for the Services, and authorize the Village Manager to execute a Professional Services Agreement (the “Agreement”) consistent with the Proposal attached hereto as Exhibit “A”, in an amount not to exceed \$50,000.00; and

WHEREAS, the Village Council finds that it is in the best interest of the Village to approve the Proposal of the Consultant and authorize and award the Agreement for the Services, and proceed as indicated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. That each of the recitals stated above is hereby adopted and confirmed.

Section 2. Consultant Selected. The Village Council hereby selects the Consultant for the Services pursuant to the Proposal attached hereto as Exhibit "A."

Section 3. Village Manager Authorized. The Village Manager is hereby authorized to enter into an Agreement with the Consultant for the Services, consistent with the Proposal attached hereto as Exhibit "A", subject to approval as to form, content, and legal sufficiency by the Village Attorney.

Section 4. Implementation. That the Village Manager is hereby authorized to take any and all action which is necessary to implement the Proposal for the Services and the purposes of this Resolution.

Section 5. Effective Date. That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this ____ day of January, 2015.

MAYRA PEÑA LINDSAY, MAYOR

ATTEST:

CONCHITA H. ALVAREZ, MMC
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY

Exhibit "A"



January 5, 2015

File: 177901946

Village of Key Biscayne
88 W. McIntyre Street
Key Biscayne, Florida 33149

Attention: **Jud Kurlancheek, AICP**

Reference: **Design of a Multi-Purpose Civic Center Park and Dog Park**
RFQ 2014-01 – (revised proposal)

Dear Mr. Kurlancheek,

We are pleased to submit this proposal for professional services for your consideration on the above two projects as per our selection by Council on October 28, 2014. Having discussed with you our approach and the Village's requested tasks for this first part of our services, the following represents our understanding of the scope of work and needed deliverables together with our estimated schedule.

Scope of Project

Task 1 Dog Park Design shall consist of the development of a 24,000 SF ± Dog Park at the north end of the Village Green. Our services will include the programming and site planning. Programming meetings will be held with the Parks and Recreation Director, Village Staff and the Dog Park Committee and presentations to the Village Council, as required. Stantec will provide one rendered site plan and estimate of probable cost of construction for the presentation / meetings.

Task 2 Civic Center Park shall consist of the development of a Civic Center Park at 530 Crandon Boulevard, including programming and site planning. Programming meetings will be held with the Amphitheater group and the Village Staff, presentations to the Village Council and public meetings, if required. Stantec will provide 3D renderings, two (2) presentation boards maximum and estimate of probable cost of construction for each presentation meetings. The presentation boards used for the Council meeting will be used for the public meetings, if required.

Scope of Services for Dog Park at the North end of the Village Green

Programming & Site Planning

This Phases' primary purpose is to provide programming and Site Plan for the Dog Park. This phase will include a more fully defined program requirement as may be desired by the related Village committees and Council. We will present one baseline site plan with a list of additional improvements. At that point the Council will decide which improvements will be included in the final site plan that will be the subject of a public hearing.



January 5, 2015
Jud Kurlancheek, AICP

Reference: Design of a Multi-Purpose Civic Center Park and Dog Park

Deliverables:

- Program Development
- Approved Site Plan

Schedule:

- 3 weeks after Notice to Proceed from Village
- 2 weeks after approval of program

Upon approval of the site plan by the Village Council, Stantec and Village may enter into a supplemental agreement for: Construction Documents, Permitting Assistance, Bidding Assistance and Construction Administration.

COMPENSATION:

Compensation is based on the attached man-hours breakdown and hourly rates and will be invoiced on an hourly basis per task in accordance with the Stantec rate schedule attached.

- Programming & Site Planning
 - Committee and Staff Meetings including meeting attendance, meeting preparation and meeting minutes
 - Council Presentations
 - Public Hearing Presentation, if required
 - Presentation boards - The work product will be a site plan and improvements that will be drawn in a similar fashion as the renderings presented at the Council meeting on October 28, 2014 and in response to the RFQ

Scope of Services for Civic Center Park at 530 Crandon Boulevard

Programming & Site Planning

This Phases' primary purpose is to provide programming and a Site Plan for Civic Center Park, and more fully define the program requirements as may be desired by the related Village committees and Council. We will present one baseline site plan with a list of additional improvements. At that point, the Council will decide which improvements will be included in the final site plan that will be the subject of a public hearing or meeting.

Deliverables:

- Program Development
- Approved Site Plan

Schedule:

- 3 weeks after Notice to Proceed from Village
- 2 weeks after approval of program

Upon approval of the site plan by the City Council, Stantec and Village may enter into a supplemental agreement for: Construction Documents, Permitting Assistance, Bidding Assistance and Construction Administration

COMPENSATION:

Compensation is based on the attached man-hours breakdown and hourly rates and will be invoiced on an hourly basis per task in accordance with the Stantec rate schedule attached.



January 5, 2015
Jud Kurlancheek, AICP

Reference: Design of a Multi-Purpose Civic Center Park and Dog Park

- Programing & Site Planning
 - Committee and Staff Meetings including meeting attendance, meeting preparation and meeting minutes
 - Council Presentations
 - Public Hearing Presentation, if required
 - Presentation boards - The work product will be a site plan and improvements that will be drawn in a similar fashion as the renderings presented at the Council meeting on October 28, 2014

Our proposal assumes that the Village will provide us with a current full project area survey, including the adjacent public right of way in AutoCAD electronic format.

All terms and conditions shall be per our Continuing Services Agreement for Engineering. We are ready to begin working on this assignment. If acceptable to you, we will accept a signed copy of this Professional Services Proposal as your written authorization to proceed with this assignment.

Thank you for the opportunity to be of service to the Village of Key Biscayne.

Sincerely,

Stantec Consultina Services Inc.

Javier F. Salman, AIA
Principal
Phone: 305-445-2900
Fax: 305.774.6277
javier.salman@stantec.com

Reviewed By: Ramon Castella, P.E., Vice President

VILLAGE OF KEY BISCAZYNE

Approved by:

Signature

Date

Title

U:\177901946\procurement\revised civic center prop JKurlancheek 11 13 14 rev.docx U:\177901946\procurement\revised civic center prop JKurlancheek 11 13 14 rev.docx

Rate Table S2015
Standard Hourly Rates for 2015

<i>Staff type</i>	<i>Classification</i>	<i>Hourly Rate</i>
01	Principal	\$ 204.00
02	Engineer (PE) or Architect (RA)	\$ 185.00
03	Engineer (EI) or Architect (AI)	\$ 163.00
04	Technician	\$ 94.00
05	Project Manager	\$ 140.00
06	Senior Inspector (CEI)	\$ 129.00
07	Clerical Assistant	\$ 77.00
08	Senior Inspector (CEI)	\$ 94.00
09	Inspector (CEI)	\$ 77.00

Stantec Consulting Services Inc.

January 5, 2015