



# VILLAGE OF KEY BISCAINE

## Office of the Village Manager

*Village Council*  
Robert L. Vernon, *Mayor*  
Jorge E. Mendia, *Vice Mayor*  
Michael Davey  
Enrique Garcia  
Steve Liedman  
Thomas Thornton  
Patricia Weinman

*Village Manager*  
Genaro "Chip" Iglesias

**DT:** October 3, 2007

**TO:** Honorable Mayor and Members of the Village Council

**FR:** Genaro "Chip" Iglesias, Village Manager

**RE:** Calusa Park Request for Proposals

A handwritten signature in black ink, appearing to be "Chip" Iglesias, is written over the "TO" and "FR" lines of the memo.

### RECOMMENDATION

It is recommended that the Village Council reject the four (4) proposals that were submitted in response to the Calusa Park Request for Proposals. The required services are architectural, environmental, and a land survey. It is further recommended that the Council authorize me to obtain those necessary professional services (land survey and environmental survey) in the manner that is set forth below

### EXPLANATION

In August my office issued a Request for Proposals for a survey, environmental assessment, and architectural work that would result in a site plan for Calusa Park that would maximize the potential to create contiguous open space for playing fields. On September 21, 2007, the Village received the attached letter from Wilfredo Borroto offering his architectural services on a pro-bono basis.

Should the Council wish to proceed in this direction, it is necessary to accept his services and reject the four (4) proposals that were submitted in response to the Calusa Park Request for Proposals. The next step is to engage the services of an environmental engineer and land surveying company. I intend to select EAS Engineering to perform the environmental assessment at a fee of \$7500.00. EAS engineering has the necessary expertise in environmental assessments and permitting requirement. Their proposal is attached. I expect the land survey to be less than \$10,000.

As indicated in the attached May 4, 2005 minutes from the Committee on the Amendment of the Crandon Park Master Plan meeting. The Village committed to complete improvements to Calusa Park by May 2007. In return for this commitment, the County permitted the lights to remain in Crandon Park until 2013.

September 21, 2007

Mr. Jud Kurlancheek, Director  
Building, Zoning & Planning Department  
Village of Key Biscayne  
85 West McIntyre Street  
Key Biscayne, Florida 33149

Dear Jud,

As per our recent conversation, I propose to do the schematic site plan for the Calusa Park pro-bono.

Please send me a survey and an environmental study of the existing land and buildings including all existing utilities. I will need to meet with you, any of your representatives and members of the Athletic Club involved in this project before I start the design process.

Let me know when it is convenient for all. I will be out of town October 3 through October 8.

Sincerely,

Wilfredo Borroto



EAS ENGINEERING, INC.

55 ALMERIA AVE • CORAL GABLES • FLORIDA 33134 • (305) 445-5553 • FAX. (305) 444-2112 • WWW.EAS-ENG.COM

October 2, 2007

Judd Kurlancheek  
Village of Key Biscayne  
85 W. McIntire St  
Key Biscayne, Florida 33149

Re: Calusa Park  
Environmental Site Assessment

Dear Mr. Kurlancheek:

EAS Engineering, Inc. is pleased to submit the following proposal for professional environmental and engineering services related to the above referenced project. It is our understanding that you require assistance in assessing the environmental impacts associated with the renovation of Calusa Park on Key Biscayne.

Based upon our understanding of your requirements, we have prepared a scope of services which we feel will be responsive to your needs. Our scope of services includes the following tasks:

TASK 1 SITE ASSESSMENT

TASK 2 MISCELLANEOUS GENERAL CONSULTING

**TASK 1 - SITE ASSESSMENT**

This task will begin with the collection of background materials, such as drawings, surveys or aerial photographs, as well as any other pertinent information which may be available. A site assessment will then be conducted, which will consist of a site inspection to document existing environmental conditions, particularly wetland resources. EAS Engineering will mark the edge of the existing wetlands, using survey flags, wood stakes, or surveyors' tape. The survey will be conducted by others.

**TASK 2 - MISCELLANEOUS GENERAL CONSULTING**

This task will allow EAS Engineering, Inc. to perform miscellaneous assignments which may be required but do not fall within the scope of the first task. It is understood that work under this task will be performed only at your discretion and with your authorization. Work charged under this task could include additional site inspections, zoning assistance meetings with agencies, litigation assistance, etc.

Based upon our experience with similar assignments, we believe it is best to provide our work for Task 1 (Site Assessment) on a fixed fee basis and for Task 2 (Miscellaneous General Consulting) on an hourly basis plus expenses, against a budget estimate.

The following professional fees have been established for the task described above.

TASK 1 - SITE ASSESSMENT	\$ 7,500	Fixed Fee
TASK 2 - MISC. GENERAL CONSULTING	As Authorized	Hourly Plus Expenses

Please note that these fees do not include out of pocket expenses. Out of pocket expenses include mileage, water quality or soil testing, application and permit fees, surveys by a registered surveyor, or out of pocket expenses listed in Paragraph 2 of the attached General Conditions for Professional Engineering Services.

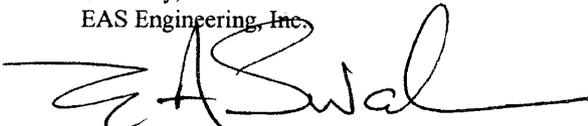
Regulatory agency plan review fees and permit fees are not included in the budgets for any tasks. They are your responsibility. Please note that this budget is a budget estimate and not a fee maximum.

Hourly rates and out of pocket expenses will be charged per the rates stated in Paragraphs 1 and 2 of the attached General Conditions for Professional Engineering Services. Invoicing will be per Paragraph 3 of the General Conditions.

Please be informed that we have already initiated the services described above, based on your verbal authorization. We request that you acknowledge acceptance of this proposal by signing the enclosed copy of this letter and the General Conditions for Professional Engineering Services, and returning them to us, along with a retainer in the amount of One Thousand Dollars (\$1,000.00). This retainer will be applied to our final invoice for services. Work under this agreement will not begin until signed copies of both the agreement and general conditions are received. Invoices will be submitted monthly.

On behalf of EAS Engineering, Inc. we wish to express our appreciation for the opportunity to submit this proposal. We look forward to a continued relationship on this and future projects.

Sincerely,  
EAS Engineering, Inc.



Edward A. Swakon, P. E.  
President

Enclosure

This proposal and the attached General Conditions for Professional Engineering Services are acknowledged and accepted by:

Village of Key Biscayne

By: \_\_\_\_\_

Date \_\_\_\_\_

**Report on Meeting of the  
Committee on the Amendment of the  
Crandon Park Master Plan  
May 04, 2005**

**Purpose:**

The Committee on the Amendment of the Crandon Park Master Plan conducted a public meeting in the conference room of the Hickman Building, 275 NW 2nd Street, Miami, Florida on Wednesday May 4, 2005, at 2:00 P.M. (agenda attached). This was a second follow-up to the meeting held on December 7, 2004, to hear of the Village of Key Biscayne's progress and give consideration to recommendations to allow the continuation of the lighted ballfields at Crandon Park.

The following Committee members were present:

Mary Munson, Chairperson  
Dean C. Colson  
George F. Knox  
Bruce Matheson

The following Miami-Dade County Staff were present:

Alex Muñoz, Assistant County Manager  
Vivian Donnell Rodriguez, Director, Park & Recreation Department  
Oren Rosenthal, Assistant County Attorney  
Diamela Del Castillo, Assistant County Attorney  
Frank Faragalli, Assistant to Director P&R Department  
Tim Byrnes, Region Manager, P&R

The following Village of Key Biscayne representatives and supporters were present:

Robert Oldakowski, Mayor, Village of Key Biscayne  
Jacqueline Menendez, Manager, Village of Key Biscayne  
Todd Hofferbeth, Director Village P&R Department  
Joe Serota, Village Attorney

Also present:

Commissioner Carlos Gimenez  
Joe Arriola, City Manager, City of Miami

Sign-in sheet is attached

**I. Welcome & Introduction -**

The Chairperson called the meeting to order at 2:10 p.m. with all members present and all introductions were made. Chairperson noted that Ms Mabel Miller had requested the opportunity to make a short presentation and that it would be inserted into the agenda at the conclusion of old business.

II. **Approval of the Minutes –**

The Chairperson asked for approval of the minutes from the December 7, 2004, meeting. Mr. Colson moved to approve the report, Mr. Matheson seconded, and the motion to approve the report passed unanimously.

III. **Old Business -**

The Chairperson asked the Village to update the Committee relevant to the issues and conclusions of the May 18, 2004 meeting.

**Village Discussion:**

The Mayor of the Village of Key Biscayne (Robert Oldakowski) thanked the CPAC for the extension through June 2005. He noted that the issues of the past meeting were still relevant, those being: Progress on a Virginia Key Master Plan (VKMP) and the Timetable for getting the plan done and construction to start. The Mayor noted that there was a new consideration in the proposed quid pro quo between the Village and the County for improvements at Crandon Park. The Mayor discussed the progress of the master plan development with the hiring of a consultant to lead the process. The City of Miami has issued a RFQ for the assessment of remediation and implementation of the landfill clean up and expects replies in about a week. In conclusion the Mayor asked the Committee to grant an 8-10 year extension, or sooner if the Virginia Key fields are ready. The Mayor also suggested a shorter time extension with benchmarks if the CPAC preferred. Mayor asked the Village Manager to present the proposal for a quid pro quo project with the Parks Director. In conclusion the Mayor reiterated that significant progress had been made in the VKMP, and that the Village accepted the extension as a short-term request, not a permanent solution. The Mayor also noted that the Village continues to build reserve funds for future athletic field development. Mayor asked Commissioner Gimenez and City Manager Arriola to make some comments.

Commissioner Gimenez spoke to the issue of the vision for Virginia Key, and expressed the County commitment to the planning process and the fact that the athletic fields were part of the vision, not only for the Village but also for other areas as a regional asset.

The Village Manager Menendez presented a proposal that the Village was willing to fund improvements to the Calusa area as part of the requirements of the master plan. The proposal consisted of renovation of the recreation center, upgrading the restrooms, adding a storage room, and converting the existing four tennis courts to multi-purpose use. This seems like a good project as the Village has the latitude to make it happen, because the area is within the jurisdiction of the Village. The project cost estimate is \$250-\$300K. The Director of the Parks Department noted that the County is in agreement that this a worthy project. There was some discussion concerning the scope of work being within and the master plan.

City Manager Arriola noted that remediation for the clean up would begin in 90 days, with an estimated start of the clean up being 2008. How long the clean up will take is really unknown at this time. The Manager also confirmed that athletic fields are definitely part of the plan and reiterated that this is not just a City park, but also a park for everyone. The Manager was asked how the park would work. He replied that the park was too large for the City to manage and that possibly they would put a board together to govern the park. Mr. Knox noted that whatever the plan is there will be included a permanent solution to the CPAC narrow issue of the ballfields at Crandon Park. Mr.

Arriola concurred. There followed a discussion of the timing of the extension and the Village commitment of \$200-\$300K. Ms. Munson asked if giving an 8-10 year extension could be contingent upon ballfields being part of the VKMP? Mayor responded positively, asking if the commitment of the funds could be delayed until it was assured that the ballfields were part of the VKMP. This was rejected by the CPAC. The funds should be committed at the onset.

There was further discussion by Mr. Matheson on the size of the Virginia Key project and when the project would be done. Mr. Arriola noted the following preliminary schedule: 90 days to begin remediation; nine (9) months to complete the assessment; VKMP to be finished in 12-18 months. Timing of the VKMP will depend on the community involvement, which is important part of this projects process.

Mr. Matheson discussed the Calusa renovations including public access to the bay for viewing. He asked that the Village include the 3,500 ft. Mangrove boardwalk, which is part of the Master Plan. There followed a discussion of the value of the commitment related to the costs and improvements both off and on Crandon Park and the proposed improvements to the Village Green by the Village.

#### **Committee Discussion and Proposals:**

Discussion and questions from Committee members following the public presentation.

Ms Munson – Asked Committee to consider granting an 8-10 year extension or until the fields are actually built, but it would be contingent upon the lights and new ballfields being put into the VKMP, and also be contingent upon the quid pro quo.

Mr. Knox – Asked if there might be a way to fund the boardwalk. Commissioner Gimenez noted that we needed to know when GOB funds would be available for Crandon Park and as the County prioritizes projects, what needs to be done as part of the master plan including the boardwalk.

Mr. Knox - If appropriate that the Chairperson's suggestion be incorporated into a motion, with the understanding that maximum effort will be given by the Village and the County to expedite the contemplated improvements at Calusa, than he would move the adoption of the suggestion.

Ms Munson – Asked to amend the proposal in terms of the expectation for not only Calusa, but also all of Crandon Park. Mr. Knox noted that he was trying to focus on the Village interest and investment and that was the reason why Calusa was singled-out.

Mr. Matheson – Asked about the 8-10 years.

Ms Munson – Suggest up to eight (8) years, or less depending on completion of Virginia Key fields, contingent upon the ballfields being part of the VKMP, and contingent upon the quid pro quo.

Mr. Colson – There needs to be a time put on the quid pro quo. It needs to be funded and complete in up to two (2) years. If the Virginia Key project is not ready in eight (8) years the Village must to come back for another extension request.

Mr. Matheson commented on how quickly these kinds of projects could be completed.

Mr. Knox called the question and Mr. Colson seconded. The Chair asked CA Rosenthal to frame the motion that follows:

“The question before the Committee is to amend the Master Plan to allow for up to an additional eight (8) years of lights on the ballfields in question. That extension would be extinguished earlier if there were equal and suitable lit ballfields on the Virginia Key project at the time when it happens. Secondly, that would be contingent upon the

inclusion of the lighted ballfields in the VKMP, and the master plan being completed within two (2) years, and also contingent upon the quid pro quo as introduced by the Village to be completed in two (2) years.”

There was some discussion by the Committee on the proposal. The motion was amended to add that the CPAC would meet after two (2) years to review the progress of the two (2) contingencies that were granted two (2) years to be completed by.

Mr. Colson called the question, Mr. Knox seconded.

The motion passed unanimously

#### **IV. New Business:**

1. The Chair recognized Mabel Miller to discuss the idea of her offering her services to design the beginnings of a mangrove trail in the Calusa area. Ms. Miller noted that a pocket of mangrove next to the FPL sub-station could be developed into an elevated trail. She also noted that funding might be available. Ms Miller spoke of the possible advantages of this spot as a learning center.

2. The Chair noted that there were members on the Committee who could not continue, and given that issues the Committee has been dealing with were resolved today, that this may be the appropriate time to dissolve the existing Committee, which will than be re-appointed as allowed by the process and the Master Plan. Mr. Rosenthal affirmed that this was an appropriate motion for the Committee to consider.

Mr. Colson moved to dissolve the Committee, to be re-constituted later as per the Master Plan and to review the amendment passed today regarding the two (2) year review of the Village issue. Me. Knox seconded the motion.

The motion passed unanimously

Having no further business the meeting was adjourned.