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# VILLAGE OF KEY BISCAYNE

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## 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:** November 28, 2007

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

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

**RE:** Recreation and Open Space Charrette: Draft Request for Qualifications

A large, stylized handwritten signature in black ink, likely belonging to Genaro "Chip" Iglesias, is written over the "TO" and "FR" lines of the memo.

### RECOMMENDATION

That the Village Council review the draft Request for Qualifications for a Recreation and Open Space Charrette and provide the appropriate direction to Staff.

### EXPLANATION

As requested by the Village Council, attached is a draft Request for Qualifications for a Recreation and Open Space Charrette. Staff estimates the cost of these services will be approximately \$35,000 to \$50,000. The FY08 Capital Outlay includes this project with a maximum cost of \$50,000.

## Request for Qualifications

### Village of Key Biscayne Recreation and Open Space Charrette

#### Introduction

The Village of Key Biscayne is soliciting proposals for professional planning services to assist in the identification of actions to meet the community's need for parks and open space.

#### Scope of Services

##### Task 1. Review and Synthesis of Park and Open Space Policies

The Consultant will document park and open space policies listed in the Comprehensive Master Plan, 2020 Vision Plan and the current Evaluation and Appraisal Report (EAR). The Consultant will document land that has been acquired for recreation and open space and properties which have been considered for acquisition but were not acquired since incorporation.

The Consultant will design a post card that the Village will mail to property owners and place in prominent locations. The post cards will be enlarged as posters and distributed throughout the Village by our staff. The website will be utilized to further inform residents. The Village will advertise the meetings in local newspapers and on the electronic message board.

##### Task 2. Identification of Implementation Options

Based on the above policy documents and prior land inventories, the Consultant will develop and document a menu of options to meet the Village's need for parks and open space, including the identification of potential park and open space sites within and outside the Village. This information will be presented at the Charrette.

##### Task 3. Recreation and Open Space Charrette

The Consultant will facilitate a Charrette to seek public input and identify areas of consensus on park and open space implementation strategies and the potential development of 530 Crandon Boulevard. The Charrette will be designed to prioritize projects and implementation strategies.

##### Task 4. 530 Crandon Boulevard

The purpose of this portion of the Charrette is to achieve a consensus on the use of this property. During the Charrette, the public will identify alternative

use programs consisting of various combinations of active and passive uses consistent with previously identified policies. At the Charrette, the Consultant will prepare hand drawn sketches of how the site may be used to meet the needs of the community as identified by the public. After the Charrette, the Consultant will refine these sketches for presentation purposes before the Village Council.

#### Task 5. Summary Report - Recreation and Open Space Implementation Strategy

The Consultant will prepare a summary report to include the identification of specific actions to be taken in implementing polices to expand park and open space facilities, including but not limited to a conceptual development plan for 530 Crandon Boulevard.

#### Task 6. Presentations

The Consultant will make a presentation at one (1) Council Workshop and up to two (2) presentations to the Village Council. The format will be PowerPoint.

#### Submission Requirements

The Consultant shall submit eight (8) copies of proposals in the following format.

1. Firm Background, Organization and Location
2. Key Personnel
3. Project Understanding / Familiarity with Key Biscayne
4. Relevant Experience
5. Unique Qualifications for the Assignment

#### Schedule

The consultant shall be prepared to commence the assignment immediately and complete the work within ninety (90) days from project initiation. It is anticipated the Charrette will be scheduled in April.

#### Contact Information

If you have questions regarding this RFP, they can be directed to:

Jud Kurlancheek, AICP, Director

Department of Building, Zoning & Planning  
Village of Key Biscayne  
88 W. McIntyre Street  
Key Biscayne, Florida 33149

Telephone: 305 365 8908  
E Mail: vkbbzp@aol.com

Submission Deadline

Proposals shall be submitted no later than January 11, 2007 at 12:00 P.M.  
and addressed to:

Office of the Village Clerk  
Conchita H. Alvarez, CMC, Village Clerk  
88 W. McIntyre Street  
Key Biscayne, FL 33149

Proposals submitted after the deadline will be automatically rejected.