

RESOLUTION NO. 2008- \_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING THE SELECTION OF TOP RANKED FIRM IBI GROUP AS THE VILLAGE RECREATION AND OPEN SPACE CONSULTANT; DIRECTING THE VILLAGE MANAGER TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT WITH THE IBI GROUP AS SOON AS POSSIBLE; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE WITH SECOND RANKED FIRM, ZYSCOVICH ARCHITECTS, SHOULD NEGOTIATIONS WITH THE IBI GROUP FAIL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the direction of the Village Council, the Village published a Request for Qualifications (the "RFQ") for a Recreation and Open Space Consultant to which six firms submitted their qualifications; and

WHEREAS, Village staff evaluated all of the firms and based upon their qualifications recommended IBI Group as the top-ranked firm and Zyscovich Architects as the second-ranked firm; and

WHEREAS, the Village Council desires to obtain the professional services of IBI Group (the "Consultant") concerning the provision of recreational and open space consulting services for the Village of Key Biscayne (the "Village"), with the determination of the use of 530 Crandon Boulevard in the Village constituting the majority of the work; and

WHEREAS, should negotiations with the Consultant fail, the Village Council desires to obtain the professional services of Zyscovich Architects (the "Alternative Consultant") as the second-ranked firm concerning the provision of recreational and open space consulting services for the Village of Key Biscayne (the "Village"), with the determination of the use of 530 Crandon Boulevard in the Village constituting the majority of the work.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE VILLAGE 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. Implementation.

A. That the selection of IBI Group as the Village Recreation and Open Space Consultant is approved.

B. That the Village Manager is authorized to act for the Village with regard to entering into contract negotiations with the Consultant concerning the provision of recreational and open space consulting services for the Village, subject to final Village Council approval.

C. That the Village Manager is authorized to act for the Village with regard to entering into contract negotiations with the Alternative Consultant, should negotiations fail with the Consultant, concerning the provision of recreational and open space consulting services for the Village, subject to final Village Council approval.

Section 3. Effective Date. That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
ROBERT VERNON, MAYOR

ATTEST:

CONCHITA H. ALVAREZ, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

Village Attorney



# 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:** March 31, 2008

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

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

**RE:** Recreation and Open Space Consultant Selection

A handwritten signature in black ink, appearing to be "Genaro", is written over the "FR:" line of the memo.

## **RECOMMENDATION**

It is recommended that the Village Council approve:

1. the selection of IBI Group as our Recreation and Open Space Consultant;
2. direct that my office enter into contract negotiations with this firm; and,
3. should negotiations with IBI Group not be successful, then the Council authorizes negotiations with the second firm, Zyscovich Architects.

## **EXPLANATION**

As per the direction of the Village Council, the Village published a Request for Qualifications (RFQ) for a Recreation and Open Space Consultant. Six firms replied to the RFQ. Village staff (Jud Kurlancheek, Eugenio Santiago, and Todd Hofferberth) interviewed each of the firms and recommended that IBI Group be selected. Attached are the RFQ, rankings and evaluation criteria. As determined by the Village Council, the RFQ states that "the determination of the use of 530 Crandon Boulevard shall constitute the majority of the work".

Once the contract is negotiated, it will be submitted to the Village Council for final consideration.

## RFP RECREATION AND OPEN SPACE CHARRETTE SCORING SHEET SUMMARY

REVIEWER/FIRM	JUD KURLANCHEEK	TODD HOFFERBERTH	EUGENIO SANTIAGO
CALVIN GIORDANO	69.0 (#4)	73.0 (#5)	72.0 (#5)
GREEN PLAY LLC	52.0 (#6)	80.0 (#4)	70.0 (#6)
ZYSCOVICH ARCHIT.	87.0 (#2)	93.0 (#2)	85.0 (#1)
BERMELLO AJAMIL	81.0 (#3)	92.0 (#3)	81.5 (#4)
IBI GROUP	90.0 (#1)	99.0 (#1)	84.0 (#2)
EDAW, INC.	69.0 (#4)	73.0 (#5)	82.0 (#3)
CHALGUB, INC.	38.0 (#7)	69.0 (#7)	65.0 (#7)

TOTAL POINTS:

CALVIN GIORDANO:	$69.0 + 73.0 + 72.0 = 214.0$	(#5)
GREEN PLAY LLC:	$52.0 + 80.0 + 70.0 = 202.0$	(#6)
ZYSCOVICH ARCHIT.:	$87.0 + 93.0 + 85.0 = 265.0$	(#2)
BERMELLO AJAMIL:	$81.0 + 92.0 + 81.5 = 254.5$	(#3)
IBI GROUP:	$90.0 + 99.0 + 84.0 = 273.0$	(#1)
EDAW, INC.:	$69.0 + 73.0 + 82.0 = 224.0$	(#4)
CHALGUB, INC.:	$38.0 + 69.0 + 65.0 = 172.0$	(#7)

## 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 and the use Village owned property at 530 Crandon Boulevard.

#### 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 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. The determination of the use of 530 Crandon Boulevard shall constitute the majority of the work.

#### 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 uses consisting of various combinations of active and passive uses consistent with previously identified policies. The use of this property should be considered in the context of the Civic Center and the overall recreation and open space needs of the Village.

Based on public input at the Charrette, the Consultant will prepare hand drawn sketches of how the site may be used to meet the needs of the community. 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 and 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 February 15, 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.



# RFP RECREATION AND OPEN SPACE CHARRETTE SCORING SHEET

Vendor Name: \_\_\_\_\_

<b>Response to requirements of RFP</b> Weight = 15	
<b>Relevant experience in achieving a consensus – Project Team</b> Weight = 15	
<b>Methodology to conduct the work:</b> a. Recreation and Open Space b. 530 Crandon Weight = 15	
<b>Familiarity with Recreation and Open Space issues of the Village</b> Weight = 10	
<b>Familiarity with Recreation Concurrency requirements, EAR, 2020 Vision Plan, and Master Plan</b> Weight = 10	
<b>Estimated Time</b> a. Recreation and Open Space Component b. 530 Crandon Boulevard Weight = 10	
<b>Demonstrated an understanding of the Recreation and Open Space needs of the Village of Key Biscayne</b> Weight = 10	
<b>Demonstrated an understanding of how 530 fits into the Recreation needs of the Village and how the site relates to the Civic Center and Village Green</b> Weight = 10	
<b>Ability to meet the 90 day time frame</b> Weight = 5	
<b>TOTAL POINTS</b> Weight = 100	

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Name

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Signature

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Date