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# VILLAGE OF KEY BISCAINE

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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:** April 22, 2008

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

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

**RE:** Capital Improvement Plan (CIP) Consultant Selection

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

### RECOMMENDATION

It is recommended that the Village Council approve:

1. the selection of Keith and Schnars as our Consultant;
2. direct that my office enter into contract negotiations with this firm; and,
3. should negotiations with Keith and Schnars not be successful, then the Council authorizes negotiations with the second firm, Bermello Ajamil and Partners.

### EXPLANATION

As per the direction of the Village Council, the Village published a Request for Qualifications (RFQ) for a Capital Improvement Plan (CIP) Consultant. Three firms replied to the RFQ. These included Keith and Schnars, Bermello Ajamil and Partners, and Fielding Nair International.

A Committee composed of Jud Kurlancheek, Eugenio Santiago, and Armando Nunez interviewed each firm. The Committee recommended that Keith and Schnars be selected. I am supporting this recommendation. Attached are the review criteria, Committee rankings, and Request for Qualifications.

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

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

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING THE SELECTION OF TOP RANKED FIRM KEITH AND SCHNARS AS THE CAPITAL IMPROVEMENTS PLAN CONSULTANT; DIRECTING THE VILLAGE MANAGER TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT WITH KEITH AND SCHNARS; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE WITH SECOND RANKED FIRM, BERMELLO AJAMIL AND PARTNERS, SHOULD NEGOTIATIONS WITH KEITH AND SCHNARS 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 Capital Improvement Plan Consultant to which three firms submitted their qualifications; and

WHEREAS, Village staff evaluated all of the firms and based upon their qualifications recommended Keith and Schnars as the top-ranked firm and Bermello Ajamil and Partners as the second-ranked firm; and

WHEREAS, the Village Manager, utilizing the findings of the staff evaluation committee, and on his own behalf, recommends the firm of Keith and Schnars (the "Consultant") to provide professional services concerning the provision of capital improvement planning services for the Village of Key Biscayne (the "Village"); and

WHEREAS, should negotiations with the Consultant fail, the Village Manager recommends the selection of the firm of Bermello Ajamil and Partners (the "Alternative Consultant") as the second-ranked firm to provide professional services concerning the provision of capital improvement planning services for the Village; and

WHEREAS, the Village Council desires to authorize the Village Manager, under his authority as Village Manager, to negotiate an agreement including a scope of services and

fees with the Consultant (Keith and Schnars) and with the Alternative Consultant (Bermello Ajamil and Partners), in the event that the negotiations with the Consultant are not successful .

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 Keith and Schnars as the Consultant is approved, subject to the requirements of this resolution.

B. That the Village Manager is authorized to negotiate terms and fees with the Consultant concerning the provision of capital improvement planning services for the Village, subject to final Village Council approval of the Consultant's contract at a regular or special council meeting.

C. That the Village Manager is authorized to negotiate terms and fees with Bermello Ajamil and Partners (the "Alternative Consultant"), should negotiations fail with the Consultant, concerning the provision of capital improvement planning services for the Village, subject to final Village Council approval of the Alternative Consultant's contract at a regular or special council meeting.

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

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

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ROBERT VERNON, MAYOR

ATTEST:

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CONCHITA H. ALVAREZ, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

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Village Attorney

**VILLAGE OF KEY BISCAWAYNE**  
**REQUEST FOR QUALIFICATIONS**  
**CAPITAL IMPROVEMENT PLAN**  
**SCOPE OF SERVICES**

**The Work Product**

The Village is seeking a Consultant to assist in the preparation of a Five Year Capital Improvements Plan (CIP). The CIP will be the official statement of public policy regarding the long range physical development of the Village.

It is estimated there will be two workshops with the Village Council, a presentation before the Council in early June and two public hearings in September. These meetings and hearings are part of the Village's FY09 budget process.

**Components of the Capital Improvement Plan**

Preparation of the CIP will require meetings with Village staff. In the past, the Village Council approved projects on annual basis as part of the budget process. In May of 2006, the Village Council accepted the 2020 Vision Plan which was recommended by a Committee. The 2020 Vision Plan was the first compilation of capital improvements since the adoption of the Master Plan in 1994. In 2007, the Department of Community Affairs approved our Evaluation and Appraisal Report (EAR). The preparation of the CIP will be based on these planning documents in addition to other projects that are being considered by the Village. The 2020 Vision Plan, EAR and FY08 budget may be viewed at our website ([www.keybiscayne.fl.gov](http://www.keybiscayne.fl.gov)). Copies of the Master Plan may be reviewed and/or purchased in the Building, Zoning, and Planning Department.

At a minimum, the CIP will provide the following information:

1. A listing, description, estimated cost, and funding source for each project.
2. The fiscal year in which the project will be placed.
3. Evaluation criteria in order to prioritize each project including the methodology to rate each project.
4. The lead Department that will be responsible for implementing the project.
5. Methodology to track the implementation of each project.

**Submission Requirements**

The Consultant shall submit eight (8) copies of the proposal in the following format:

1. A Statement of the Understanding of the scope of work.
2. Background and Organization of the Consulting Firm.
3. An Organizational Table of personnel that will be assigned to the project. Should your firm be requested to make a presentation before Staff or the Village Council, it is requested that the Project Manager be the lead presenter.
4. Resumes of personnel that will perform the work.
5. A list of clients your firm performed work that is similar to this Request for Qualifications and the personnel that worked on each assignment.
6. A statement of delivery time to complete a draft CIP by June 2, 2008. The draft will be part of the FY09 Village Council Budget Workshop in mid June.
7. A price to complete the scope of work.
8. Proposed schedule and flow chart.

### **Submission Date**

Proposals must be received no later than March 21, 2008 Eastern Standard Time at 12:00 p.m. Any proposal submitted after the above noted date and time will not be accepted under any circumstances and will be returned unopened. Please do not contact staff.

Consultants interested in providing the required professional services shall submit one (1) original and six (6) copies of their qualifications to the Village of Key Biscayne Clerk's office by the submission deadline to the attention of:

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

### **Consultant Qualifications, Evaluation and Selection Process**

The consultant shall demonstrate that the firm has experience in each of the following areas of expertise. A Committee composed of staff will evaluate each submission based on the below criteria:

1. Response to the requirements contained in this RFQ

2. Relevant experience in achieving a consensus regarding recommended projects and adoption of CIP's.
3. Familiarity with prior and suggested capital improvements in the Village.
4. Ability to meet the June 2 timeframe.
5. An example of a CIP that was prepared by the Project Team that you feel may be appropriate for the Village.
6. An understanding of the hopes and aspirations of our residents compared to the financial challenges facing the Village.
7. Demonstrated familiarity with the FY08 Village Budget, 2020 Vision Plan, EAR, and Master Plan.
8. Price including a breakdown of employee hourly costs.

Staff will provide the Village Manager with a recommendation. The Village Manager will then provide the Village Council with a recommendation. The Village Council will select the Consultant.

# CAPITAL IMPROVEMENT PLAN CONSULTANT QUALIFICATIONS AND EVALUATION

EVALUATION CRITERIA (MAXIMUM OF 10 POINTS PER CRITERIA)	Fielding Nair International	Bermello (ba)	Keith and Schnars
1. Response to the requirements contained in this RFQ.			
2. Relevant experience in achieving a consensus regarding recommended projects and adoption of CIP's.			
3. Familiarity with prior and suggested capital improvements in the Village.			
4. Ability to meet the June 2 timeframe.			
5. An example of a CIP that was prepared by the Project Team that you feel may be appropriate for the Village.			
6. An understanding of the hopes and aspirations of our residents compared to the financial challenges facing the Village.			
7. Demonstrated familiarity with the FY08 Village Budget, 2020 Vision Plan, EAR, and Master Plan.			
8. Price including a breakdown of employee hourly costs.			
<b>TOTAL SCORE</b>			

Print Evaluators Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## CAPITAL IMPROVEMENT PLAN CONSULTANT SCORING SHEET SUMMARY

REVIEWER/FIRM	JUD KURLANCHEEK	ARMANDO NUNEZ	EUGENIO SANTIAGO
FIELDING NAIR INT.	44.0 (#3)	40.0 (#3)	65.0 (#3)
BERMELLO AJAMIL	65.0 (#1)	50.0 (#2)	69.0 (#2)
KEITH & SCHNAARS.	64.0 (#2)	57.0 (#1)	73.0 (#1)

TOTAL POINTS:            FIELDING NAIR:             $44.0 + 40.0 + 65.0 = 149.0$             (#3)  
                                   BERMELLO AJAMIL:         $65.0 + 50.0 + 69.0 = 184.0$             (#2)  
                                   KEITH & SCHNAARS:       $64.0 + 57.0 + 73.0 = 194.0$             (#1)

## Exhibit \_\_: Scope of Services

### A. Scope of Services

#### TASK 1.0 - Project Organization / Review and Synthesis of Park and Open Space Policies

- 1.1 **Project Kickoff Meeting:** IBI will meet with Village staff to develop a final scope of services for the project. In addition, IBI and Village staff will refine and finalize the project time line and schedule, method for public involvement and agency meetings, locations of meetings, methods of public meeting advertisement among other topics.
- 1.2 **Existing Data, Base Maps and Graphic Exhibits–** IBI shall create and submit base maps for Village review of the 230 Crandon Boulevard site using existing aerials; maps of existing GIS/Cad information (as supplied by the Village) and supplemented with field observations. Graphic maps of the overall inventory of Parks and Open Space shall also be assembled – as well as all publicly-owned land. IBI shall submit the base plans to the Village for review. IBI shall augment all data with field observations and notes. IBI will meet with the Village one time to receive and discuss any comments.
- 1.3 **Review of Park and Open Space Policies -** IBI shall assemble and review park and open space policies of the Village of Key Biscayne. The policies include but are not limited to:
- Village of Key Biscayne Comprehensive Plan
  - 2020 Vision Plan
  - Current EAR
- IBI will document the policies; review the progress made toward completion of the plans; document land that has been acquired for recreation and open space; and properties considered for potential acquisition.
- 1.4 **Draft Policy Evaluation Memorandum -** IBI will summarize the above information into a memorandum for the project. IBI will submit the memorandum to the Village via email for review. IBI will meet with Village staff one time to receive and discuss comments. Modification or revision to the memo shall be made per Village staff comments.

#### **Products/Deliverables:**

- *Final scope of services with final project schedule – via email*
- *Public involvement process, scheduling and venue including meeting list with participants, location, time, and agenda – via email*
- *Project base map/graphic exhibit development – via email*
- *Policy Evaluation Memorandum – via email*

## **TASK 2.0 – Identification of Implementation Options**

- 2.1 **Preliminary Implementation Strategies Memorandum** – Based on comments and input from Village Staff on the Policy Evaluation Memorandum, IBI shall develop a menu of options to meet the Village's needs for parks and open space, including the identification of potential park and open space sites within and outside the village. IBI will include a list of potential funding sources for the future implementation of the project. IBI's review shall also consist of – but not limited to - the Village's existing CIP; upcoming County projects, State projects and other public works projects that may facilitate the implementation of the program.
- 2.2 **Implementation Memorandum Submittal** – IBI shall submit the memorandum via email to the Village for review and comment. IBI shall meet with Village staff one time to review comments.
- 2.3 **Final Implementation Strategies Memorandum** – IBI shall revise the document per the Village's comments and submit to the Village for approval.

### *Products/Deliverables:*

- *Preliminary Implementation Strategies Memorandum – via email*
- *Final Implementation Strategies Memorandum – via email*

## **TASK 3.0 – Public Participation / Facilitation**

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- 3.1 **Public Involvement Program** – IBI shall conduct the following meetings with concerned stakeholders:

**APRIL 23, 2008**

- Focus Group / Stakeholder meetings with special interest groups (to be determined)
- One-on-one meetings with elected officials
- Public telephone survey
- Interviews with Village staff

The Village is responsible for the following:

- Identification of stakeholder groups
- Scheduling of groups / meeting rooms

IBI shall submit written meeting minutes to the Village summarizing the outcomes of the focus group meetings, one-on-one meetings and interviews with Staff. A draft set of questions for the telephone survey shall be

submitted to the Village for review/comment prior to the execution of the survey. The survey results will be submitted to the Village for consideration after completion.

- 3.2 Charrette Preparation** – IBI shall design a postcard mailer to advertise the proposed charrette. The Village shall mail and distribute the postcard to potential attendees. IBI shall also create posters advertising the charrette and submit to the Village for distribution.

Other advertisements/media to be included by the Village include the Village's web site, advertisements in local newspapers and on the electronic message board. IBI shall provide digital artwork to the Village for easy conversion and use for these advertisements. Advertisements shall commence a minimum of two weeks prior to the event.

- 3.3 Charrette Facilitation** - IBI will facilitate one (1) public workshop within the Village of Key Biscayne to seek input and obtain general consensus on park and open space implementation strategies, and the potential development of 530 Crandon Boulevard. The charrette is designed to prioritize projects and implementation strategies. The workshop shall be a highly structured event, and shall have the following components:

- Overview of the project – IBI will create an electronic presentation using still photographs and video to provide participants with the background information necessary to understand the nature of the charrette;
- Presentation of Park and Open Space Policies Review;
- Presentation of Park and Open Space Implementation Options
- Prioritization Exercise of Open Space Needs and Potential Implementation Options
- Visual 'virtual' tour of the 530 Crandon Boulevard site, including the context of the Civic Center;
- Visual preference survey of site development opportunities;
- Small group sessions to develop program suggestions.

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APRIL 23, 2008

***Products / Deliverables:***

- ***Meeting minutes of interviews / meetings via email***
- ***Telephone Survey results via printed copy***
- ***Charrette advertisement postcards – via email***
- ***Digital files for use on Village web site and newspaper ads to advertise the charrette – via email***
- ***Public charrette summary memorandum – via email***

#### **TASK 4.0 – 530 Crandon Boulevard Development Options**

- 4.1 **Site Development Program** – IBI shall submit a written site development program to the Village for approval. This program shall be based on the results of the public charrette and input during the public involvement program.
- 4.2 **Preliminary Conceptual Site Plans** - IBI shall prepare conceptual site plan alternatives which will identify proposed primary recreation activity zones such as: pedestrian and vehicular circulation, parking, drainage, landscaping, restrooms, and / or other elements outlined in the proposed program for the development of the 530 Crandon site based on the approved site development program. The conceptual site plan alternatives shall be rendered in a color graphic format.
- 4.3 **Review Meetings** - IBI shall meet with the Village staff to discuss the conceptual plan. During these meetings, the plans shall be evaluated and critiqued by all parties.
- 4.4 **Final Conceptual Site Plans** - Based upon the comments and concerns, IBI shall refine and revise the concepts and submit to the Village for final staff approval and preparation of presentation materials for Task 5.

#### **Products/Deliverables:**

- ***Preliminary Conceptual Rendered Site Plans – one color copy each printed plus emailed electronic version***
- ***Site Development Program memorandum – via email***
- ***Final Conceptual Rendered Site Plans – one color copy each printed plus emailed electronic version***

#### **TASK 5.0 – Summary Report – Recreation and Open Space Implementation Strategy**

- 5.1 **Summary Report** – Based on comments and input from Village Staff on the Policy Evaluation Memorandum, the results of the public charrette and Staff comments on the Conceptual Site Plans, IBI shall develop and submit a Summary Report including the specific actions to be taken in implementing policies to expand park and open space facilities and a conceptual development plan for 530 Crandon Boulevard site.
- 5.2 **Review Meetings** – IBI shall meet with the Village one time to discuss review comments.
- 5.3 **Report Revisions** – IBI shall revise the Summary Report document one time per written comments. IBI shall then print the final Summary Report and submit to the Village for distribution.

***Products/Deliverables:***

- ***Draft Summary Report (via email)***
- ***Revised Summary Report – X printed hard copies***

**TASK 6.0 – Presentations**

6.1 **Presentations** – IBI shall present the contents of the Summary Report in a Powerpoint format at one (1) Council workshop and up to two (2) presentations to the Village Council.

***Products/Deliverables***

- ***Presentations to Village Council***

**TASK 7.0 – Additional Services**

7 **Additional Services** – IBI shall perform additional services for the Village only as directed by staff in writing.

Additional services may include but are not limited to:

- Additional master plans
- Additional meetings
- Construction documents

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**APRIL 23, 2008**

**B. Compensation – Complete Scope**

IBI shall invoice the Village monthly on a percentage of completion basis. Direct expenses are not included in the fees outlined below and are listed as a separate line item. The numbers below indicate a lump sum fee for services rendered.

Task 1 – Project Organization / Policy Review	\$15,300
Task 2 – Implementation Options	\$9,500
Task 3 – Public Participation	\$37,300*
Task 4 – Development Options	\$15,200
Task 5 – Summary Report	\$7,100
Task 6 – Presentations	\$6,700
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<b>Total Tasks 1-6</b>	<b>\$91,100</b>

\*Includes fees for telephone survey

The fee for **Task 7, Additional Services**, shall be billed using the attached Hourly Rate Schedule or as an agreed upon fixed fee as authorized by the Client.

The fee for direct expenses shall be billed against a cost not to exceed 5% of the base fee, or \$4,555, and shall be billed as needed.

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**APRIL 23, 2008**

**B. Compensation – 560 Crandon Site Only**

IBI shall invoice the Village monthly on a percentage of completion basis. Direct expenses are not included in the fees outlined below and are listed as a separate line item. The numbers below indicate a lump sum fee for services rendered.

Task 1 – Project Organization / Policy Review	\$5,400
Task 2 – Implementation Options	\$0
Task 3 – Public Participation	\$11,400
Task 4 – Development Options	\$15,200
Task 5 – Summary Report	\$0
Task 6 – Presentations	\$6,700
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<b>Total Tasks 1-6</b>	<b>\$38,700</b>

The fee for **Task 7, Additional Services**, shall be billed using the attached Hourly Rate Schedule or as an agreed upon fixed fee as authorized by the Client.

The fee for direct expenses shall be billed against a cost not to exceed 5% of the base fee, or \$1,950, and shall be billed as needed.

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**APRIL 23, 2008**

**B. Compensation – Planning Only**

IBI shall invoice the Village monthly on a percentage of completion basis. Direct expenses are not included in the fees outlined below and are listed as a separate line item. The numbers below indicate a lump sum fee for services rendered.

Task 1 – Project Organization / Policy Review	\$13,400
Task 2 – Implementation Options	\$9,500
Task 3 – Public Participation	\$35,300*
Task 4 – Development Options	\$0
Task 5 – Summary Report	\$5,000
Task 6 – Presentations	\$6,700
<b>Total Tasks 1-6</b>	<b>\$69,900</b>

\*Includes fees for telephone survey

The fee for **Task 7, Additional Services**, shall be billed using the attached Hourly Rate Schedule or as an agreed upon fixed fee as authorized by the Client.

The fee for direct expenses shall be billed against a cost not to exceed 5% of the base fee, or \$3,500, and shall be billed as needed.

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