

HOMELAND DEFENSE/ NEIGHBORHOOD IMPROVEMENT BOND OVERSIGHT BOARD AGENDA

1/26/10 – 6:00 P.M.
CITY OF MIAMI
CITY HALL CHAMBERS
3500 PAN AMERICAN DRIVE
MIAMI, FLORIDA 33133

I. **APPROVAL OF THE MINUTES FOR THE MEETINGS OF JULY 28, 2009 AND OCTOBER 27, 2009.**

II. **NEW BUSINESS:**

Introduction of New Board Members:

- Henry Goa nominated by Mayor Tomas Regalado
- Robert Powers nominated by Mayor Tomas Regalado

III. **OLD BUSINESS:**

1. Pilot Program for Synthetic Turf at Micanopy Traffic Circle
2. Brickell Avenue Decorative Pedestrian Crosswalks
3. Simpson Park Renovation Phase II – Additional Funding
4. Cooling Tower Support Bracket Replacement

IV. **NEW ITEMS:**

1. Blanche Park New Survey
2. Kennedy Park New Vita Course
3. New Dinner Key Marina Dockmaster Building – Design Services
4. Virginia Key Beach North Point Mountain Bike Trails
5. Caribbean Marketplace Renovations – Design Services
6. Calle Ocho Improvements – East of SW 37th Avenue
7. Calle Ocho Improvements – East of SW 27th Avenue
8. Sunshine Law & Cone of Silence handouts provided by Assistant City Attorney, Robin Jones-Jackson

V. **CHAIRMAN OPEN AGENDA:**

- Homeland Defense/Neighborhood Improvements Bond Oversight Board 2009 Annual Report

VI. **ADDITIONAL ITEMS:**

**HOMELAND DEFENSE/
NEIGHBORHOOD IMPROVEMENT
BOND OVERSIGHT BOARD
MINUTES**

**7/28/09 – 6:00 P.M.
CITY OF MIAMI
CITY HALL CHAMBERS
3500 PAN AMERICAN DRIVE
MIAMI, FLORIDA 33133**

The meeting was called to order at 6:12 p.m., with the following members found to be

Present: Rolando Aedo (Vice Chairman)
Eileen Broton
Luis Cabrera
Mariano Cruz
Charisse L. Grant
Pablo Perez-Cisneros
Gary Reshefsky
Hattie Willis

Absent: Hugo P. Arza
Luis De Rosa
Robert A. Flanders (Chairman)
Kay Hancock-Apfel
Ricardo Lambert
Carmen Matos
Jose Solares

ALSO PRESENT: Rafael Diaz, Assistant City Attorney
Ola O. Aluko, Director, CIP Department
David Mendez, Assistant Director, CIP Department
Ed Blanco, Project Supervisor, Parks & Recreation
Officer Martin Garcia, Police Department
Andre Bryan, Project Manager CIP Department
Orlando Diez, Construction Manager, CIP Department
Carlos Vasquez, Construction Manager, CIP Department
Danette Perez, Board Liaison, CIP Department
Marcia Lopez, Public Relations Specialist, CIP Department
Teri-Elizabeth Thomas, City Clerk's Office

July 28, 2009

I. APPROVAL OF THE MINUTES FOR THE MEETING OF JUNE 23, 2009.

HD/NIB MOTION 09-27

A MOTION TO APPROVE THE MINUTES OF THE MEETING OF JUNE 23, 2009.

MOVED: P. Perez-Cisneros
SECONDED: M. Cruz
ABSENT: H. Arza, L. De Rosa, R. Flanders, K. Hancock-Apfel, R. Lambert, C. Matos,
J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

II. NEW ITEMS:

1. Merrie Christmas Park New Swings

NAME OF PROJECT: <u>MERRIE CHRISTMAS PARK NEW SWINGS</u>
TOTAL DOLLAR AMOUNT: <u>\$60,000 (\$50,000 is Homeland Defense)</u>
SOURCE OF FUNDS: <u>Neighborhood Park Improvements</u>
ACCOUNT CODE(S): <u>3331419</u>
DESCRIPTION OF PROJECT: <u>Installation of a new swing set on a rubber surface.</u>

HD/NIB MOTION 09-28

A MOTION TO FUND MERRIE CHRISTMAS PARK NEW SWINGS.

MOVED: M. Cruz
SECONDED: P. Perez-Cisneros
ABSENT: H. Arza, L. De Rosa, R. Flanders, K. Hancock-Apfel, R. Lambert, C. Matos,
J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

2. Police Department Property Unit Outdoor Storage

NAME OF PROJECT: <u>POLICE DEPARTMENT PROPERTY UNIT OUTDOOR STORAGE</u>
TOTAL DOLLAR AMOUNT: <u>\$870,928 (\$116,235.00 is Homeland Defense)</u>
SOURCE OF FUNDS: <u>Police Homeland Defense Preparedness</u>
ACCOUNT CODE(S): <u>312048</u>
DESCRIPTION OF PROJECT: <u>Design and construction of an outdoor storage building for the MPD Property Unit Division. The project consists of a new 600 s.f. 16' ht. air conditioned warehouse type building with heavy duty steel storage shelves. Additional work as of September: add a 750 s.f. second floor office space above the new storage building (under construction). This new work will require design modification to the existing storage building plans and permit revisions.</u>

HD/NIB MOTION 09-29

A MOTION TO FUND POLICE DEPARTMENT PROPERTY UNIT OUTDOOR STORAGE.

MOVED: M. Cruz
SECONDED: L. Cabrera
ABSENT: H. Arza, L. De Rosa, R. Flanders, K. Hancock-Apfel, R. Lambert, C. Matos,
J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

Gary Reshefsky requested that the Board be provided with site plans or pictures of the project.

3. Bicycle Parking Racks – District 2

NAME OF PROJECT: BICYCLE PARKING RACKS – D2
TOTAL DOLLAR AMOUNT: <u>\$8,000</u>
SOURCE OF FUNDS: <u>District 2 Neighborhood Quality of Life Improvements</u>
ACCOUNT CODE(S): <u>311712</u>
DESCRIPTION OF PROJECT: <u>The purchase of eight (8) tandem bicycle parking racks. For additional information, the Coconut Grove Business Improvement District (BID) will purchase two (2) bicycle parking racks and Miami Parking Authority will install all ten racks and BID will be responsible for maintaining all ten bicycle racks.</u>

HD/NIB MOTION 09-30

A MOTION TO FUND BICYCLE PARKING RACKS -- DISTRICT 2.

MOVED: H. Willis
SECONDED: M. Cruz
ABSENT: H. Arza, L. De Rosa, R. Flanders, K. Hancock-Apfel, R. Lambert, C. Matos, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

4. Curtis Park New Pool Facility Design Services

NAME OF PROJECT: CURTIS PARK NEW POOL FACILITY DESIGN SERVICES
TOTAL DOLLAR AMOUNT: <u>\$3,475,000 (\$1,297,159 is Homeland Defense)</u>
SOURCE OF FUNDS: <u>Neighborhood Park Improvements, Impact Fees and Sunshine State Financing</u>
ACCOUNT CODE(S): <u>331419</u>
DESCRIPTION OF PROJECT: <u>Demolition of the existing pool facility and construction of a new pool facility within the existing facility footprint. The new pool facility will include the following key elements: pool heater system, swimming pool with a maximum depth of 6 feet, splash park features, and pool bath house (includes showers, toilet stalls, lifeguard office, storage and pump room).</u>

HD/NIB MOTION 09-31

A MOTION TO FUND CURTIS PARK NEW POOL FACILITY DESIGN SERVICES.

MOVED: G. Reshefsky
SECONDED: H. Willis
ABSENT: H. Arza, L. De Rosa, R. Flanders, K. Hancock-Apfel, R. Lambert, C. Matos, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

III. UPDATES:

1. Williams Park New Community Building *(Note: Project Name Change)*

Eileen Broton stated that the project is a design-build project. This is a new 5,000-square-foot community building with other site improvements such as drainage remediation. This is a LEED silver park building. The design was originally created for the Antonio Maceo building and this design footprint has been used for several other buildings. The building will contain offices, a multipurpose room, arts and crafts room, computer room, classrooms and restrooms. The design is expected to be complete in October, with construction anticipated to begin in November.

2. Athalie Range Park Soccer/Football Field Improvements *(Note: Project Name Change)*

Eileen Broton stated that the project has been on the books since 2005. The project includes new sports lighting, storage, landscaping, irrigation, drainage, walkways and fencing. The field is used by the optimistic little league right now, so the work will begin at the end of their season. This project went out as a conventional bid.

Carlos Vasquez, Construction Manager, CIP Department, reported that the bid came in lower than the original estimate. The original estimate was about 15 percent more than the actual bid price. The contract was awarded, and notice to proceed is going to be issued very soon. The project is estimated to begin at the end of fall this year, and the project is estimated to take 10 or 11 months to complete.

IV. CHAIRPERSON'S OPEN AGENDA:

V. ADDITIONAL ITEMS:

- ***No meeting is scheduled for August 2009. The next regularly scheduled meeting is on September 22, 2009. Please mark your calendars accordingly.***
- **Jose Marti Park ADA Compliance**

Charisse L. Grant clarified that the item at the previous meeting regarding ADA compliance at Jose Marti was related to older portions of the park that had to be brought up to ADA compliance and were not related to the new building at Jose Marti Park.

- **Orange Bowl Leftover Funds**

Ola Aluko, CIP Director, stated that the funds left over from the Orange Bowl development were shifted to the site development and other developments towards the Marlins Stadium. Counsel subsequently requested clarification from the bond counsel as to the appropriateness of this adjustment. Word has since been received from the bond counsel that the shift is okay.

HD/NIB MOTION 09-32

A MOTION TO ADJOURN TODAY'S MEETING.

MOVED: M. Cruz

SECONDED: H. Willis

ABSENT: H. Arza, L. De Rosa, R. Flanders, K. Hancock-Apfel, R. Lambert, C. Matos,
J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

HOMELAND DEFENSE/ NEIGHBORHOOD IMPROVEMENT BOND OVERSIGHT BOARD MINUTES

10/27/09 – 6:00 P.M.
CITY OF MIAMI
CITY HALL CHAMBERS
3500 PAN AMERICAN DRIVE
MIAMI, FLORIDA 33133

The meeting was called to order at 6:06 p.m., with the following members found to be

Present: Hugo P. Arza
Eileen Broton
Robert A. Flanders (Chairman)
Ricardo Lambert
Gary Reshefsky
Hattie Willis
Jose Solares

Absent: Rolando Aedo (Vice Chairman)
Luis Cabrera
Mariano Cruz
Luis De Rosa
Kay Hancock-Apfel
Pablo Perez-Cisneros
Robin Jones-Jackson, Assistant City Attorney

ALSO PRESENT: Gary Fabrikant, Assistant Director, CIP Department
Gillian Thomas, President & CFO, Miami Science Museum
Sheldon Roy, Sr. VP of Development, Miami Science Museum
Officer Martin Garcia, Police Department
Nelson Cuadras, Senior Project Manager CIP Department
Richard Pope, Project Manager, CIP Department
Sandra Vega, Project Manager, CIP Department
Orlando Diez, Construction Manager, CIP Department
Genady Beylin, Project Manager, CIP Department
Danette Perez, Board Liaison, CIP Department
Marcia Lopez, Public Relations Specialist, CIP Department
Teri-Elizabeth Thomas, City Clerk's Office

October 27, 2009

I. APPROVAL OF THE MINUTES FOR THE MEETING OF JULY 28, 2009.

NOT TAKEN UP DUE TO LACK OF QUORUM.

II. OLD BUSINESS:

1. Additional Grant to the Miami Museum to Support the Development of a Science Museum Facility in Bicentennial Park

➤ Gillian Thomas, President & CEO of Miami Science Museum

Gillian Thomas reported that the project is on target with design work, 50 percent complete with schematic design. The Museum requested that the City release the Homeland Defense funding to help match the Department of Energy grant. The City requested that the funding be largely spent on equipment, which has been purchased now and will go to the new museum. This is all part of the energy tracker series of exhibits, which are both inside and outside. The first installations are two components of the energy playground, which will be a much larger exhibit in the new museum. The second component is the energy dance floor, the centerpiece of the energy exhibits. Another component is a wind ventilator. Planning permission has just been received from the City of Miami for its installation. Another component is the green roof demonstration project. There will be sections of green roof on the new museum building. That is the overall progress on the specific funding from the City. In the new year, the project should be starting with the MUSP process. The Science Museum is working in parallel with MAM.

Sheldon Roy, Sr. VP of Development, Museum of Science, reported that in reference to fundraising, the Museum has raised \$22 million in private funds, largely from the Museum's board but with outside support as well. A couple of gifts have exceeded \$5 million and other gifts that are lower than \$5 million. The Museum has received some corporate support from Ryder and from FP&L as well. FP&L has verbally agreed to in-kind support for equipment and materials and also in the form of contributed services, technical expertise and their research department, as well as a cash gift next spring. Ryder has already signed a committed agreement to support the Museum's physics and moving things exhibit, which was received last July. The Museum hopes to secure at least three more lead gifts in this coming year so that next year this time the public phase of the capital campaign can be rolled out, which is gifts of \$10 million and less in various tiers. The Museum has raised about \$200 million, two-thirds of the anticipated \$300 million from fundraising.

2. Pilot Program for Synthetic Turf at Micanopy Traffic Circle

NOT TAKEN UP DUE TO LACK OF QUORUM.

3. Brickell Avenue Decorative Pedestrian Crosswalks

NOT TAKEN UP DUE TO LACK OF QUORUM.

4. Simpson Park Renovation Phase II – Additional Funding

NOT TAKEN UP DUE TO LACK OF QUORUM.

5. Cooling Tower Support Bracket Replacement

NOT TAKEN UP DUE TO LACK OF QUORUM.

III. UPDATES:

1. The College of Policing

Nelson Cuadras, Senior Project Manager, CIP Department, reported that the contractor is now working on punch list items and final inspections. The building is scheduled to be occupied the first week of January. The project was completed on time and within budget.

2. City of Miami MMPD Fire Suppressor Modifications

Eileen Broton reported that the project is now complete and up to Code.

Officer Martin Garcia, Police Department, reported that the PAF was updated and everything is up and working.

3. Fire Station No. 11 Design & Construction Services

Eileen Broton reported that the additional scope of work requested by the Fire Department is the design and construction of a temporary site to accommodate the firefighter staff until completion of the new structure. This added cost is available using the original estimated contingency for the project. The shell of the new construction was 50 percent complete two months ago and the project was on schedule at that time.

Orlando Diez, Project Manager, CIP Department, reported that the project is almost 59 percent complete. All of the interior work is almost complete on the first floor.

Sandra Vega, Project Manager, CIP Department, stated the project did not have a LEED design because when the project began the City did not have that vision at that time. In order to implement the LEED designs now, it would be prohibitive in terms of cost because the entire project would have to be reviewed to start the process of permitting again.

4. Fire Station No. 13 Design & Construction Services

Eileen Broton reported that the estimated cost of construction does not include utility and signalization costs. There is an estimated increase of 10 percent for the project for LEED certification. This will be a silver LEED building. The increase is within the total budget and is viewed as a good investment with energy savings realized over the life of the building in accordance with the request of the Board to be ecologically proactive. Permitting will begin approximately April 2010.

Sandra Vega, Project Manager, CIP Department, reported that the construction documents are 90 percent complete. The project is in the reviewing phase by the construction manager and the project manager to provide comments to the consultants. An updated estimate is being obtained for the construction of the fire station. After the review is completed, the permitting phase will begin. It's anticipated to start early November.

5. Fairlawn Storm Sewer Improvements Phase III – Design Services

Eileen Broton reported that the project scope includes road and street improvements, including trenches and piping for runoff within the area bounded by Southwest 8th Street and West Flagler Street and Southwest 47th Avenue and Southwest 57th Avenue. The design is 100 percent complete and the project will go out for bid and construction estimates to begin in November.

Gary Fabrikant reported that the project is currently out to bid. The bids are due this Thursday. Award is expected some time by the end of November or beginning of December. Construction is anticipated to begin in January 2010.

6. Tamiami Storm Sewer Improvements – Construction Services

Eileen Broton reported that the construction is complete and under budget. There were added site improvements made for drainage of areas near the initial project that could be dovetailed. Final completion of this work is estimated for late October.

Genady Beylin, Project Manager, CIP Department, reported that there were several additional change orders added to the work requested by the City. The project has been expanded a little so completion of the project is estimated for mid-November. The project is currently on budget and savings are expected.

IV. **CHAIRPERSON'S OPEN AGENDA:**

Chairman Flanders spoke of the board's accomplishments and expressed his gratitude to fellow board members for their dedicated service and contributions as members of the Homeland Defense/Neighborhood Improvement Bond Oversight Board.

Chairman Flanders stated his resignation from the Homeland Defense/Neighborhood Improvement Bond Oversight Board.

V. **ADDITIONAL ITEMS:**

➤ PAF Forms

There will be an additional fourth column on the project analysis form for all new projects as requested by the Board. All new projects will have the fourth column to show estimated cost and actual cost so that the history of the cost is on one page, providing a dashboard view.



DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

1. DATE: 9/22/09 DISTRICT: 2
NAME OF PROJECT: PILOT PROGRAM FOR SYNTHETIC TURF AT MICANOPY TRAFFIC CIRCLE
INITIATING DEPARTMENT/DIVISION: Public Works Department
INITIATING CONTACT PERSON/CONTACT NUMBER: Francis Mitchell (305) 416-1218
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER:

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$8,000

SOURCE OF FUNDS: District 2 Neighborhood Quality of Life
ACCOUNT CODE(S): 311712

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:
DESCRIPTION OF PROJECT: Removal of existing sod, haul off and installation of synthetic turf at Micanopy traffic circle.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [X] YES [] NO [] N/A DATE APPROVED: 9/15/09
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED: 9/22/09
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:

CONSTRUCTION COST:

Is conceptual estimate within project budget? [] YES [] NO

If not, have additional funds been identified? [] YES [] NO

Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:

Justifications for change:

Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?

Have additional funds been identified? [] YES [] NO

Source(s) of additional funds:

Time impact

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:

Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: 9/22/09

Enclosures: Back-Up Materials [X] YES [] NO



natural looking artificial grass

14181 SW143rd Ct Miami, FL 33186 Tel. 305 234-5800 Fax. 305 234-7575

PROPOSAL/WORK ORDER

Date: August 26, 2009

Stephanie N. Grindell, P.E.

Director of Public Works City of Miami.

Job site (if different than above): Traffic Circle round-a-bout at approx. 1800 Micanopy

General Scope of Work

Remove applicable existing sod, haul off and Install approximately 1,369 sq ft of synthetic turf. Circle dimensions are approximately 37' in diameter.

Installation ↙ Full Installation

Wherever necessary, present sod and soil will be removed and site graded to accommodate a minimum of 3" base of crushed aggregate and a top layer of compacted sand. More material may be required to create desired undulations in the area. Turf is placed, cut and seamed according to manufacturer's specifications. All seams are glued using a heavy duty outdoor turf adhesive and turf is typically secured with galvanized fasteners. A top coat of fine sand or other specified infill is typically applied onto the turf and worked into the pile by power broom.

Price(s)

44oz two color, monofilament with 24 oz Urethane backing (free upgrade from 20oz)... @\$5.50.....\$7,529.50
 56oz two color, monofilament with 24 oz Urethane backing (free upgrade from 20oz)... @\$5.65.....\$7,734.85
 50oz Luxury monofilament with 24 oz Urethane backing (free upgrade from 20oz)..... @\$5.65.....\$7,871.75
 Individual Turf Spec Specifications attached

Payment Terms

50% deposit is due at time of contract and balance due at time of completion.

Warranty

Easy Grass turf is backed by a Eight Year Manufacturer's Limited Warranty against UV degradation, material defect. Installation is warranted for one year.

Easy Grass, LLC	Date	Print Name
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Signed and Accepted	Date	Print Name
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Estimates are valid for 30 days and are subject to actual site inspection. Easy Grass is not responsible for damage incurred to irrigation systems or buried cabling not disclosed by customer and made a part of the work order. Client is responsible for capping sprinklers and securing area during work period. Work order becomes active upon signatures of both parties. Client grants Easy Grass permission to take and use photos for promotional purposes. Turf specifications may vary and be substituted with a equal comparable. Easy Grass not responsible for system flaws caused by drainage base not installed by Easy Grass.



EasyGrass
natural looking artificial grass

107 AVE. SW 4^{ST.} • MIAMI-DADE COUNTY

www.easygrass.net 1.800.988.6156

Lopez, Marcia

From: Perez, Danette
Sent: Tuesday, August 25, 2009 5:37 PM
To: Rodriguez, Monica U
Cc: Saenz, Pilar; Smith, Yvette; Lopez, Marcia; Jaramillo, Wendy
Subject: FW: Synthetic Grass - Micanopy Traffic Circle
Attachments: PROPOSAL.Miami.traffic circles final.doc; Easy Grass - 107 Ave and SW 4 Street.pdf

Hi Monica:

Per your request, we will request \$8K from D2's QOL. Thanks for the proposal and photo.

Danette Perez, Public Relations Coordinator
"Building Better Neighborhoods"
City of Miami - Capital Improvements Program
444 SW 2 Avenue - 8th Floor
Miami, Florida 33130
Ph: (305) 416-1286
Fax: (305) 400-5042
Email: daperez@miamigov.com
Website: www.miamigov.com/capitalprojects



From: Rodriguez, Monica U
Sent: Tuesday, August 25, 2009 2:04 PM
To: Perez, Danette
Cc: Lopez, Marcia; Jaramillo, Wendy
Subject: RE: Synthetic Grass - Micanopy Traffic Circle

Hi Danette. Attached please find the documentation you requested below for inclusion in the BOB Agenda for 9/22/09. The proposal and specs provided are from a specific company, Easy Grass. However, the purchasing department has decided that this is not a sole source purchase, and will be soliciting proposals from other companies. Therefore, we do not yet know the exact company that will be installing the synthetic grass. The quote is in the amount of \$7,871.75. Can we request QOL funds in the amount of \$8,000, to be on the safe side?

Please advise if you need any other information from me. Thanks again!!

Monica U. Rodriguez, Legislative and Contracts Manager



City of Miami
Department of Public Works
Telephone: 305-416-1237
Facsimile: 305-416-1278
murodriguez@miamigov.com

From: Perez, Danette
Sent: Wednesday, August 12, 2009 3:04 PM
To: Rodriguez, Monica U
Cc: Lopez, Marcia; Jaramillo, Wendy
Subject: RE: Easy Grass Pilot Program

Hi Monica:

The BOB is not meeting in August. Our next regularly scheduled meeting is on 9/22/09 and the item also needs to be presented to the BOB Audit Subcommittee on the week prior (9/14/09). We will need a vendor quotation with an estimated amount and the product information. Please keep in mind, the amount you ask for should be as close to the real cost as possible, if not you will have to go back to the BOB for any additional dollars. We will need the quote and product information/scope by no later than 9/9/09.

Should you have any questions, please do not hesitate to contact me.

Thanks,
Danette Perez, Public Relations Coordinator
"Building Better Neighborhoods"
City of Miami - Capital Improvements Program
444 SW 2 Avenue - 8th Floor
Miami, Florida 33130
Ph: (305) 416-1286
Fax: (305) 400-5042
Email: daperez@miamigov.com
Website: www.miamigov.com/capitalprojects



From: Rodriguez, Monica U
Sent: Wednesday, August 12, 2009 2:35 PM
To: Perez, Danette
Subject: FW: Easy Grass Pilot Program

Good afternoon Danette. Commissioner Sarnoff has agreed to use his quality of life funds in order to fund a pilot program for the installation of synthetic grass in a traffic circle located in his District. We are currently in the process of finding out whether the vendor we intended on using is a sole source vendor of this particular product. If not, it will need to go out for bids. For the purposes of BOB approval, do you need to know the exact vendor, or do you need just general information regarding the usage of the quality of life funds? (i.e. type of project, estimated amount, etc.)

Please let me know the type of information needed and what the deadline is for submittal. Also, if there are any specific forms or documents I need to fill out.

Thank you for your help!!

Monica U. Rodriguez, Legislative and Contracts Manager



City of Miami
Department of Public Works
Telephone: 305-416-1237
Facsimile: 305-416-1278
murodriguez@miamigov.com

From: Grindell, Stephanie N
Sent: Monday, July 27, 2009 11:40 AM
To: Rodriguez, Monica U
Subject: FW: Easy Grass Pilot Program

Monica,
I will look to you to ensure that this gets through the process. I will give you a package of info for submittal to Danette Perez for Bond Oversight. See me for the package.

Stephanie N. Grindell, P.E.

Director of Public Works
City of Miami - Miami Riverside
444 SW 2nd Avenue, 8th Floor
Miami, Florida 33130
Phone (305) 416-1200

From: Grindell, Stephanie N
Sent: Monday, July 27, 2009 11:39 AM
To: 'marta@easygrass.net'; 'BAbboud@intldata.com'
Cc: Mitchell, Francis; Diaz, Julianne; Mendez, David; Anido, Bill; Nelson, Ron; Rodriguez, Monica U
Subject: RE: Easy Grass Pilot Program

To All,
Commissioner Sarnoff has agreed to fund the pilot for Micanopy from his quality of life funds.

The process is as follows:
PW will submit the item to the Bond Oversight Board for approval. The next meeting is September 22, 2009. Items must be submitted by Sept 4 and will first go to the Audit Committee on Sept 14. Once the item is approved by BOB, the item can be submitted for Commission Approval. If everything goes smoothly, I should be able to submit by the Sept 25 deadline for the Oct 22, 2009 Commission meeting. Assuming that the items passes (I see no reason why it should not), the item will be ready to start Procurement on Nov. 1. Hopefully, it will not take more that 1 month to resolve any procurement issues.

That being said, I hope to have the construction start sometime in January 2010. Keep in mind that this is currently a very fluid estimate of the start date.

Please don't be discouraged by the timeline. It can be frustrating but I have every intention of getting this done and of doing it as quickly as possible.

Regards,

Stephanie N. Grindell, P.E.
Director of Public Works
City of Miami - Miami Riverside
444 SW 2nd Avenue, 8th Floor
Miami, Florida 33130
Phone (305) 416-1200

From: Grindell, Stephanie N
Sent: Friday, June 19, 2009 2:58 PM
To: 'marta@easygrass.net'
Cc: 'BAbboud@intldata.com'; Mitchell, Francis; Diaz, Julianne; Mendez, David; Anido, Bill
Subject: Easy Grass Pilot Program
Importance: High

Marta,
Thank you for taking the time this morning to meet with us. Your presentation was very informative. As we discussed, I would propose a pilot program in order to test out the product and to see how the Community feels about the product once they have an adequate chance to see it installed. I propose the following 2 locations.

- 1) Traffic Circle located at the end of Micanopy Avenue (near 1809 or 1807 Micanopy).
- 2) The portion of median encompassing the monument of Martin Luther King, Jr on NW 62 Street just east of I-95.

These locations cover the two main types of application where I would consider placement in the future. As we discussed, please review the area to determine the full cost and the cost you would provide to the City as a pilot. Once I receive the costs, I will work with our Procurement and/or Legal to determine if and/or how the City can accommodate this placement.
Thanks

Stephanie N. Grindell, P.E.
Director of Public Works
City of Miami - Miami Riverside
444 SW 2nd Avenue, 8th Floor
Miami, Florida 33130
Phone (305) 416-1200



DEPARTMENT OF CAPITAL IMPROVEMENTS
PROJECT OVERVIEW FORM

1. DATE: 9/22/09 DISTRICT: 2
 NAME OF PROJECT: BRICKELL AVENUE DECORATIVE PEDESTRIAN CROSSWALKS
 INITIATING DEPARTMENT/DIVISION: Public Works Department
 INITIATING CONTACT PERSON/CONTACT NUMBER: Francis Mitchell (305) 416-1218
 C.I.P. DEPARTMENT CONTACT: _____
 RESOLUTION NUMBER: _____ CIP/PROJECT NUMBER: _____

2. BUDGETARY INFORMATION: Are funds budgeted? YES NO If yes,
 TOTAL DOLLAR AMOUNT: \$23,000

SOURCE OF FUNDS: District 2 Neighborhood Quality of Life
 ACCOUNT CODE(S): _____

If grant funded, is there a City match requirement? YES NO
 AMOUNT: _____ EXPIRATION DATE: _____
 Are matching funds budgeted? YES NO Account Code(s): _____
 Estimated Operations and Maintenance Budget _____

3. SCOPE OF PROJECT:

Individuals / Departments who provided input: _____
 DESCRIPTION OF PROJECT: Removal of the existing pedestrian crosswalk pavers and install new decorative crosswalks at the approximate intersection of SE 16th Road and SE 23rd Road.

ADA Compliant? YES NO N/A

Approved by Audit Committee? YES NO N/A DATE APPROVED: 9/15/09
 Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: 9/22/09
 Approved by Commission? YES NO N/A DATE APPROVED: _____
 Revision(s) to Original Scope? YES NO (If YES see Item 5 below)
 Time Approval 6 months 12 months Date for next Oversight Board Update: _____

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? YES NO If yes,
 DESIGN COST: _____
 CONSTRUCTION COST: _____
 Is conceptual estimate within project budget? YES NO
 If not, have additional funds been identified? YES NO
 Source(s) of additional funds: _____

Approved by Commission? YES NO N/A DATE APPROVED: _____
 Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input: _____
 Justifications for change: _____
 Description of change: _____

Fiscal Impact YES NO HOW MUCH? _____
 Have additional funds been identified? YES NO
 Source(s) of additional funds: _____

Time impact _____
 Approved by Commission? YES NO N/A DATE APPROVED: _____
 Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

6. COMMENTS: _____

APPROVAL: J. Maves
 BOND OVERSIGHT BOARD

DATE: 1/26/10
9/22/09

Lopez, Marcia

From: Grindell, Stephanie N
Sent: Monday, September 14, 2009 4:34 PM
To: 'msarnoff@sarnoffandbayer.com'; Sarnoff, Marc (Commissioner); Nelson, Ron; Rodriguez, Monica U; Lopez, Marcia
Cc: Mitchell, Francis
Subject: RE: Homeland Defense Bond Oversight Board - Audit Subcommittee

Thank you. Ron advised on max of \$23K.

Stephanie N. Grindell, P.E.
Director of Public Works
City of Miami - Miami Riverside
444 SW 2nd Avenue, 8th Floor
Miami, Florida 33130
Phone (305) 416-1200

From: Marc Sarnoff [mailto:msarnoff@sarnoffandbayer.com]
Sent: Monday, September 14, 2009 4:46 PM
To: Grindell, Stephanie N; Sarnoff, Marc (Commissioner); Nelson, Ron; Rodriguez, Monica U; Lopez, Marcia
Cc: Mitchell, Francis
Subject: RE: Homeland Defense Bond Oversight Board - Audit Subcommittee

Yes for this cost I can approve.

Commissioner Sarnoff

From: Grindell, Stephanie N [mailto:SGrindell@miamigov.com]
Sent: Monday, September 14, 2009 12:44 PM
To: Sarnoff, Marc (Commissioner); msarnoff@sarnoffandbayer.com; Nelson, Ron; Rodriguez, Monica U; Lopez, Marcia
Cc: Mitchell, Francis
Subject: Fwd: Homeland Defense Bond Oversight Board - Audit Subcommittee

Commissioner,

As you are aware, the original estimate for the 2 decorative pedestrian crosswalks was \$20K. FDOT later advised that the City would also be required to pay for the removal of the existing crosswalks and for bringing the area up to the proper elevation. This raised the cost to \$64K.

After further discussions with FDOT, they agreed to cover the cost of crosswalk removal and elevation change. The cost is estimated at \$22,308.

Please advise if you approve this expenditure of your QOL. I need to know today so that the item can be placed on tomorrow's Bond Oversight Audit Committee agenda.

Stephanie N. Grindell

Begin forwarded message:

From: "Rodriguez, Monica U" <MURodriguez@miamigov.com>
To: "Grindell, Stephanie N" <SGrindell@miamigov.com>
Cc: "Diaz, Julianne" <JuDiaz@miamigov.com>
Subject: FW: Homeland Defense Bond Oversight Board - Audit Subcommittee

FYI. They want confirmation that Commissioner Sarnoff will ok the additional funding...

Monica U. Rodriguez, Legislative and Contracts Manager
[cid:image004.jpg@01CA3533.00FE9910]City of Miami
Department of Public Works
Telephone: 305-416-1237
Facsimile: 305-416-1278
murodriguez@miamigov.com<<mailto:murodriguez@miamigov.com>>

From: Lopez, Marcia
Sent: Monday, September 14, 2009 11:57 AM
To: Rodriguez, Monica U
Cc: Saenz, Pilar; Perez, Danette; Jaramillo, Wendy
Subject: RE: Homeland Defense Bond Oversight Board - Audit Subcommittee

Monica:

In the attached email, Commissioner Sarnoff approved for 2 crosswalks not to exceed 20k. Please provide the two locations and advise where the remaining funds (\$2,308) will be budgeted from.

Thanks,

Marcia Lopez
Public Relations Specialist
City of Miami
Office of Capital Improvements Program
Phone: 305.416.1063 ~ Fax: 305.416.2153 ~
Website<<http://www.miamigov.com/CapitalImprovements/pages/>>

P Please consider the environment before printing this e-mail

From: Rodriguez, Monica U
Sent: Monday, September 14, 2009 11:17 AM
To: Lopez, Marcia
Cc: Perez, Danette; Jaramillo, Wendy
Subject: RE: Homeland Defense Bond Oversight Board - Audit Subcommittee

Hi Marcia. Here is the scope/estimate as requested.

Scope:

Removal of the existing pedestrian crosswalk pavers and install new decorative crosswalks at the approximate intersections of SE 16th Street and SE 23rd Streets.

Breakdown of Estimate:

Patterned/Textured Pavement =	\$18,590	
MOT (10%)=		\$1,859
Contingency=		\$1,859
Total Amount=	\$22,308	

Please let me know if you need any other information. Thanks for your help!

Monica U. Rodriguez, Legislative and Contracts Manager
[cid:image005.jpg@01CA3533.00FE9910]City of Miami
Department of Public Works
Telephone: 305-416-1237
Facsimile: 305-416-1278
murodriguez@miamigov.com<<mailto:murodriguez@miamigov.com>>

From: Lopez, Marcia
Sent: Monday, September 14, 2009 10:23 AM
To: Rodriguez, Monica U
Cc: Perez, Danette; Jaramillo, Wendy
Subject: RE: Homeland Defense Bond Oversight Board - Audit Subcommittee

Monica:

If you can provide us the information today (scope of work with estimates), we'll be able to add it to tomorrow's meeting. Give me a call when you get a minute.

Thanks,

Marcia Lopez
Public Relations Specialist
City of Miami
Office of Capital Improvements Program
Phone: 305.416.1063 ~ Fax: 305.416.2153 ~
Website<<http://www.miamigov.com/CapitalImprovements/pages/>>

P Please consider the environment before printing this e-mail

From: Rodriguez, Monica U
Sent: Friday, September 11, 2009 1:04 PM
To: Perez, Danette
Cc: Lopez, Marcia; Jaramillo, Wendy
Subject: FW: Homeland Defense Bond Oversight Board - Audit Subcommittee

Hi Danette. We were able to reduce the costs for the item mentioned below and are ready to proceed with placing it on the BOB Agenda. When is the next available meeting and corresponding deadline?

Monica U. Rodriguez, Legislative and Contracts Manager
[cid:image004.jpg@01CA3533.00FE9910]City of Miami
Department of Public Works
Telephone: 305-416-1237
Facsimile: 305-416-1278
murodriguez@miamigov.com<<mailto:murodriguez@miamigov.com>>

From: Grindell, Stephanie N
Sent: Monday, August 31, 2009 12:41 PM
To: Lopez, Marcia

Cc: Aluko, Ola O.; Mendez, David; Perez, Danette; Rodriguez, Monica U; Nelson, Ron; Diaz, Julianne; Jaramillo, Wendy

Subject: RE: Homeland Defense Bond Oversight Board - Audit Subcommittee

Marcia,

Please remove item #1 from the agenda. There has been an increase to the cost on item #1 and the additional funding has not been identified. If the issue is resolved in the future, I will be sure to let you know. Thanks for your help and sorry for any inconvenience.

Stephanie N. Grindell, P.E.

Director of Public Works

City of Miami - Miami Riverside

444 SW 2nd Avenue, 8th Floor

Miami, Florida 33130

Phone (305) 416-1200

From: Lopez, Marcia

Sent: Monday, August 31, 2009 12:26 PM

To: Grindell, Stephanie N; Vega, Sandra; Blanco, Edward; Diez, Orlando; Beylin, Genady; Ng, Keith; Pope, Richard; Fernandez, Joseph R

Cc: Aluko, Ola O.; Mendez, David; Saenz, Pilar; Fabrikant, Gary; Douge, Marcel; Lago, Jose; Cuadras, Nelson; Perez, Danette; Jaramillo, Wendy

Subject: Homeland Defense Bond Oversight Board - Audit Subcommittee

Good afternoon:

Our next Homeland Defense Bond Oversight Board is scheduled for 9/22/09, therefore, our next Audit Subcommittee meeting will be scheduled for the week of 9/14/09. This email lists both new project items and project updates. Please note that the PowerPoint slides are indented for project updates only. Also, please advise, if there are any other new items that needs BOB approval.

New Items:

- 1) Brickell Avenue Decorative Pedestrian Crosswalks – Stephanie Grindell (Pending crosswalk locations)
- 2) Pilot Program for Synthetic Turf – Stephanie Grindell
- 3) New Dinner Key Marina Dock Master Building – Sandra Vega
- 4) \$5,000 QOL for Blanche Park – Ed Blanco (Pending project information)
- 5) Cooling Tower Support Bracket Replacement- Orlando Diez (Pending PAF)
- 6) Simpson Park Additional \$20,000 Allocation – Ola Aluko (Pending project information)

Project Updates:

- 1) Fire Station No. 13 Design & Construction – Sandra Vega
- 2) Fire Station No. 11 Design & Construction – Orlando Diez
- 3) College of Policing – Orlando Diez
- 4) Tamiami Storm Sewer Improvements – Genady Beylin



DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

ADDITIONAL FUNDING

1. DATE: 9/22/09 DISTRICT: 2
NAME OF PROJECT: ADDITIONAL FUNDING FOR SIMPSON PARK RENOVATION PHASE II
INITIATING DEPARTMENT/DIVISION: Capital Improvements Program
INITIATING CONTACT PERSON/CONTACT NUMBER: Ola O. Aluko (305) 416-1280
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER: B-39910G

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$20,000 (\$200,000 previously approved)
SOURCE OF FUNDS: District 2 Neighborhood Quality of Life Improvements
ACCOUNT CODE(S): CIP # 311712

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:
Individuals / Departments who provided input:
DESCRIPTION OF PROJECT: For the implantation of a new landscape plan and the design of new and existing features at Simpson Park.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [X] YES [] NO [] N/A DATE APPROVED: 9/15/09
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED: 9/22/09
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN
Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:
CONSTRUCTION COST:
Is conceptual estimate within project budget? [] YES [] NO
If not, have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE
Individuals / Departments who provided input:
Justifications for change:
Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?
Have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Time impact
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: [Signature] 9/22/09



City of Miami

Legislation

Resolution

City Hall
3500 Pan American
Drive
Miami, FL 33133
www.miamigov.com

File Number: 09-00947


Final Action Date:

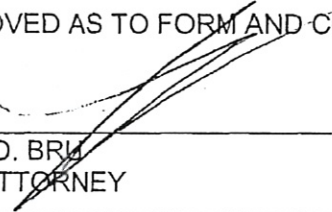
A RESOLUTION OF THE MIAMI CITY COMMISSION AUTHORIZING THE ALLOCATION OF FUNDS, IN AN AMOUNT NOT TO EXCEED \$220,000, FOR THE IMPLEMENTATION OF A NEW LANDSCAPE PLAN AND THE DESIGN OF NEW AND EXISTING FEATURES AT SIMPSON PARK; ALLOCATING SAID FUNDS FROM THE DISTRICT 2 QUALITY OF LIFE FUNDS.

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF MIAMI, FLORIDA:

Section 1. The allocation of funds, in an amount not to exceed \$220,000, for the implementation of a new landscape plan and the design of new and existing features at Simpson Park, is authorized, with funds allocated from the District 2 Quality of Life funds.

Section 2. This Resolution shall become effective immediately upon its adoption and signature of the Mayor.{1}

APPROVED AS TO FORM AND CORRECTNESS: 



JULIE O. BRILL
CITY ATTORNEY

Footnotes:

{1} If the Mayor does not sign this Resolution, it shall become effective at the end of ten calendar days from the date it was passed and adopted. If the Mayor vetoes this Resolution, it shall become effective immediately upon override of the veto by the City Commission.



**Simpson Park Renovations Phase II
Re-Opening and Ribbon Cutting Ceremony – October 23, 2009**





DEPARTMENT OF CAPITAL IMPROVEMENTS
PROJECT OVERVIEW FORM

PREVIOUSLY APPROVED

1. DATE: 5/26/09 DISTRICT: 2

NAME OF PROJECT: SIMPSON PARK RENOVATION PHASE II

INITIATING DEPARTMENT/DIVISION: Capital Improvements Program

INITIATING CONTACT PERSON/CONTACT NUMBER: Ola O. Aluko (305) 416-1280

C.I.P. DEPARTMENT CONTACT: _____

RESOLUTION NUMBER: _____ CIP/PROJECT NUMBER: B-39910G

2. BUDGETARY INFORMATION: Are funds budgeted? YES NO If yes,
TOTAL DOLLAR AMOUNT: \$950,000 (\$200,000 is Homeland Defense) and \$750,000 Donated by Enea Farden
Design, Larqon Group Inc., and Audi and various other groups
SOURCE OF FUNDS: District 2 Neighborhood Quality of Life Improvements
ACCOUNT CODE(S): CIP # 311712

If grant funded, is there a City match requirement? YES NO
AMOUNT: \$750,000 EXPIRATION DATE: _____
Are matching funds budgeted? YES NO Account Code(s): _____
Estimated Operations and Maintenance Budget _____

3. SCOPE OF PROJECT:

Individuals / Departments who provided input: _____

DESCRIPTION OF PROJECT: The project consists of a wood house/gateway, additional benches and deck
extension and accompanying landscaping.

ADA Compliant? YES NO N/A

Approved by Audit Committee? YES NO N/A DATE APPROVED: 5/18/09
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: 5/26/09
Approved by Commission? YES NO N/A DATE APPROVED: _____
Revision(s) to Original Scope? YES NO (If YES see Item 5 below)
Time Approval 6 months 12 months Date for next Oversight Board Update: _____

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? YES NO If yes,
DESIGN COST: _____
CONSTRUCTION COST: _____
Is conceptual estimate within project budget? YES NO
If not, have additional funds been identified? YES NO
Source(s) of additional funds: _____

Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input: _____

Justifications for change: _____

Description of change: _____

Fiscal Impact YES NO HOW MUCH? _____
Have additional funds been identified? YES NO
Source(s) of additional funds: _____

Time impact _____
Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

6. COMMENTS: _____

APPROVAL: Eileen Marcella Broton DATE: 5/26/09
BOND OVERSIGHT BOARD



AGENDA ITEM SUMMARY FORM

FILE ID: _____

Date: 4/15/09

Requesting Department: CIP

Commission Meeting Date: 5/28/09

District(s) Impacted: 1

Law Department
Matter ID No.
09-1159

Type: Resolution Ordinance Emergency Ordinance Discussion Item
 Other _____

Subject: Resolution accepting donated goods and services and authorizing a construction contract for Simpson Park.

Purpose of Item:

To request approval of the attached resolution, by a four-fifths (4/5ths) affirmative vote, after an advertised public hearing, ratifying the City Manager's recommendation, pursuant to section 18-85 of the Code of the City of Miami, Florida, as amended, waiving the requirements for competitive bidding procedures for the procurement of services; authorizing the City Manager to execute an agreement with Larqcon Group, Inc., in the not to exceed amount of \$200,000, for Phase II renovations to the City-owned Simpson Park, consisting of a wood house / gateway, additional benches, deck extension and accompanying landscaping, with funds allocated from CIP Project No. B-39910G; further accepting approximately \$750,000 in goods and services donated by Enea Garden Design, Larqcon Group, Inc., Audi, and various other groups to the Park.

Background Information:

City-owned Simpson Park comprises 5.5 acres of native hardwood hammock between 15th Road and South Miami Avenue. The City has recently renewed efforts to restore the park's natural beauty, and enhance its role as an educational tool for the surrounding community. The project is part of the Mayor's broader "Green Project." A public-private partnership between Audi, Enzo Enea (Enea Garden Design), Chad Oppenheim (Oppenheim Architecture) and the City of Miami aims to revitalize the park. The partnership has since donated a new entrance to Simpson Park, representing Phase I of construction consisting of a wood deck, benches, and landscaping. Phase II will consist of wood deck completion, a wood house structure, ground cover on pathways and a garden with benches. In addition, Enea has developed conceptual plans to further enhance the park and develop its educational features in the future. In all, approximately \$750,000 in donated goods and services have been or plan to be donated to the City. Donating groups include Audi (\$290,000 in cash, vehicles, volunteers, and services), Enea Garden Design (project management, design, construction administration), Larqcon Group, Inc. (at-cost construction), Oppenheim Architecture (structure design), Steve Burzynski (benches), and Siinc (marketing and coordination).Continued

Budget Impact Analysis

NO Is this item related to revenue?
YES Is this item an expenditure? If so, please identify funding source below.
General Account No: _____
Special Revenue Account No: _____
CIP Project No: B-39910G award #1457
YES Is this item funded by Homeland Defense/Neighborhood Improvement Bonds?

Start Up Capital Cost: _____
Maintenance Cost: _____
Total Fiscal Impact: \$200,000

FILE

**Final Approvals
(SIGN AND DATE)**

CIP J. Smith 4/24/09
If using of receiving capital funds Grants N/A
Purchasing N/A
Chief Guile

Budget Whing B... 4/29/09
Risk Management N/A
Dept. Director [Signature]
City Manager _____

Project Manager: Gary Fabrikant

The total estimate for Phase II is \$250K. Enea and their contractor (Larqcon Group, Inc.) have offered to donate much of their time and discount their costs to perform the work within the available funds. In consideration of the partnership's commitment to improving the park, the Commissioner for District 2 wishes to provide \$200K from a future District 2 Neighborhood Quality of Life allocation. Pursuant to the attached negotiated agreement, the funds are to be provided to Larqcon in order to implement Phase II construction. The partnership is currently fundraising for the remaining 50K. A four-fifths (4/5ths) waiver is necessary to waive competitive bidding and award the contract to Larqcon. The City's Capital Improvements Program will provide project oversight during the construction of this project.



DEPARTMENT OF CAPITAL IMPROVEMENTS
PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: Citywide
NAME OF PROJECT: COOLING TOWER SUPPORT BRACKET REPLACEMENT
INITIATING DEPARTMENT/DIVISION: Miami Police
INITIATING CONTACT PERSON/CONTACT NUMBER: Orlando Diez (305) 416-1047
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER: B-30385

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$296,586 (\$43,765 is Homeland Defense)

SOURCE OF FUNDS:
ACCOUNT CODE(S):

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:
DESCRIPTION OF PROJECT: Design and replace existing rusted support brackets for the MPD air conditioner cooling tower, two chilled water pumps and two emergency condensing water pumps.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [X] YES [] NO [] N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED: 1/26/10
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:
CONSTRUCTION COST:
Is conceptual estimate within project budget? [] YES [] NO
If not, have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:
Justifications for change:
Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?
Have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Time impact
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS: On 9/15/09 Audit Subcommittee approved total project cost of \$287,000 of which \$43,765 is Homeland funds.

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: 1/26/10

Homeland Defense Neighborhood Improvement Bond Oversight Board

PROJECT ENGAGEMENT FORM

CAPITAL IMPROVEMENTS PROGRAM

PROJECT PHASE: CONSTRUCTION

PROJECT NAME:	Cooling Tower Bracket at Police
ADDRESS/LOCATION:	400 N.W. 2 Avenue
PROJECT TEAM:	Vertical
CATEGORY:	
CLIENT DEPT:	Police Department
CLIENT CONTACT:	Officer Martin Garcia
DESIGN MANAGER:	N/A
CONSTR. MANAGER:	Orlando J. Diez
EST. DESIGN START:	N/A
EST. DESIGN END:	N/A

DATE PREPARED:	January 22, 2010
VERSION:	Original
CONSTRUCTION COST REQUEST:	\$232,105.00
CONSTRUCTION CONTINGENCY: 10%	\$23,236.00
CIP - ADMIN & Const. MANAGEMENT: 10%	\$26,492.00
Gordian Group	\$5,167.00
MISC. SERVICES - GEOTECH TESTING:	\$9,586.00
MISC. SERVICES - SURVEY:	N/A

<u>AMOUNT HD FUNDS REQUESTED (DESIGN PHASE):</u>	\$43,765.00
TOTAL AMOUNT OF HD ALLOCATED:	\$ 43,765.00
AMOUNT HD FUNDS PREVIOUSLY APPROVED:	\$ -
TOTAL AMOUNT:	\$ 43,765.00

PROJECT NO.:	B-30385
DISTRICT:	5
PROJECT BUDGET:	\$296,586.00
PROJECT EST. DESIGN:	\$0.00
PROJECT EST. CONST.:	\$296,586.00

	NAME	DOLLAR AMOUNT
OTHER FUND SOURCES:	1970 Police GOB	\$ 116,235.00
	1970 Police GOB	\$ 109,670.00
	Contribution from General Fund	\$ 26,916.00
FUTURE FUND SOURCES:		\$ -

PROCUREMENT TYPE:	JOC
EST. CONSTRUCTION START:	Feb-10
EST. CONSTRUCTION END:	Apr-10

PROJECT SCOPE: Cooling Tower support bracket replacement. Cooling Tower is Located on the east side of Police Headquarter Building Roof

PROJECT JUSTIFICATION: Steel structural support of the Cooling Tower is rusted and missing critical parts and is located over the City Main computer center.

Cooling Tower Support Bracket Replacement





DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: 2
NAME OF PROJECT: BLANCHE PARK NEW SURVEY
INITIATING DEPARTMENT/DIVISION: Parks & Recreation
INITIATING CONTACT PERSON/CONTACT NUMBER: Ed Blanco (305) 416-1253
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER:

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$5,042

SOURCE OF FUNDS: District 2 Neighborhood Quality of Life
ACCOUNT CODE(S): 311712

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:
DESCRIPTION OF PROJECT: Preparation of metes and bounds and topographic survey.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [] YES [] NO [] N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? [] YES [X] NO [] N/A DATE APPROVED: 1/26/10
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:
CONSTRUCTION COST:
Is conceptual estimate within project budget? [] YES [] NO
If not, have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:
Justifications for change:
Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?
Have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Time impact
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: 1/26/10

HOMELAND DEFENSE / NEIGHBORHOOD IMPROVEMENT BOND FUNDS

JANUARY 2010 DEPARTMENT OF PARKS AND RECREATION PROPOSED PROJECT FUNDING

<u>PARK</u>	<u>PROJECT</u>	<u>B-No.</u>	<u>\$ REQ.</u>	<u>BUDGET</u>	<u>ORIG. SCOPE</u>	<u>INITIATED BY</u>
Blanche Park 3045 Shipping Ave Coconut Grove	New Survey	TBA	\$5,042	\$5,042	Site Improvements	Com. Sarnoff/ Community
Kennedy Park 2400 S. Bayshore Dr. Coconut Grove	New Vita Course	TBA	\$41,841.75	\$41,841.75	New Vita Corse	Com. Sarnoff/ Community

Total Request from Commissioner's Quality of Life funds: \$46,883.75

Blanco, Edward

From: Nelson, Ron
Sent: Wednesday, November 25, 2009 11:32 AM
To: Nelson, Ron; Baker, Edward; Sarnoff, Marc (Commissioner); msarnoff@sarnoffandbayer.com
Cc: Westall, Lynn; Perez, Maria; Blanco, Edward
Subject: RE: Blanche Park

He authorized the expenditure again in October. See pasted Below.

Ron Nelson

Chief of Staff
Commissioner Marc D. Sarnoff
City of Miami District 2
(305) 250-5334

From: Marc Sarnoff [mailto:msarnoff@sarnoffandbayer.com]
Sent: Friday, October 30, 2009 6:18 PM
To: Westall, Lynn; Nelson, Ron
Cc: Marc Sarnoff
Subject: RE: Blanche Park

Yes!

From: Westall, Lynn [mailto:lwestall@miamigov.com]
Sent: Thursday, October 29, 2009 11:53 AM
To: Nelson, Ron
Cc: Marc Sarnoff
Subject: RE: Blanche Park

Do we have the Commissioner's permission to use D2 Quality of Life funding to procure required Metes and Bounds topographical survey? If so full steam ahead. ☺

Many thanks.

Lynn Westall
Senior Assistant to the City Manager
City of Miami
3500 Pan American Drive
Miami, Florida 33133
305-250-5407 (office)
305-250-5410 (fax)

From: Nelson, Ron
Sent: Wednesday, November 25, 2009 11:22 AM
To: Baker, Edward; Sarnoff, Marc (Commissioner); 'msarnoff@sarnoffandbayer.com'
Cc: Westall, Lynn; Perez, Maria; Blanco, Edward
Subject: RE: Blanche Park

The Commissioner authorized the expenditure of QL\$ back in August. I believe he has forgone the 3 week requirement. Please see the email pasted below.

Brgds



City of Miami, Florida – Capital Improvements Program
WORK ORDER FOR PROFESSIONAL SERVICES

CONTRACT	CITY CONTINUING SERVICE CONTRACT FOR Surveying Mapping Miscellaneous Services		
	Contract Effective Dates: START <u>7/30/09</u> END: <u>7/29/11</u>		Contract Number <u>08-3088B</u> Maximum Compensation <u>\$500,000</u>
	Contract Authorization: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> City Code Section 18-87(m)		Number <u>RFQ 08-09-026</u>
	CITY WORK ORDER NUMBER <u>1</u>	Prior Work Orders Issued Number <u>0</u>	Value <u>0</u>
	WORK ORDER EFFECTIVE DATE Upon issuance of NTP	REQUIRED COMPLETION DATE NTP + Three Weeks	

CONSULTANT	CONSULTANT FIRM <u>Biscayne Engineering</u>		
	OFFICE LOCATION <u>529 West Flagler Street</u>		
	CITY <u>Miami</u>	STATE <u>Florida</u>	ZIP <u>33130</u>
	CONTACT NAME <u>Mike Bartholomew</u>		TITLE <u>PSM</u>

PROPOSAL	PROJECT NAME <u>Blanche Park</u>		Project Number <u>B-</u>	Client Dept <u>Parks</u>
	BRIEF SCOPE OF WORK <u>Preparation of Metes and Bounds, and Topographic Survey</u> <i>As further detailed in attached Consultant Work Order Proposal</i>			
	Consultant Proposal Date		Consultant Project Manager	

COMPENSATION SUMMARY	MAJOR TASKS / WORK PHASES	DELIVERABLE	DUE	FEE	FEE BASIS
	Boundary & Topographic Survey	10 Signed & Sealed @ 1"=10' & CD AutoCAD 2008	NTP+ Select	\$4,841.93	Lump Sum, Not to Exceed Fee
			NTP+ Select	\$	Lump Sum, Not to Exceed Fee
			NTP+ Select	\$	Lump Sum, Not to Exceed Fee
			NTP+ Select	\$	Lump Sum, Not to Exceed Fee
			NTP+ Select	\$	Lump Sum, Not to Exceed Fee
			NTP+ Select	\$	Lump Sum, Not to Exceed Fee
			NTP+ Select	\$	Lump Sum, Not to Exceed Fee
	All Professional CONSULTANT FEES			\$4,841.93	SUBTOTAL
	Allowance For Reimbursable Expenses			\$200.00	Direct Expense
Allowance For Additional Services (if any)			\$0.00		
TOTAL MAXIMUM AMOUNT				\$5,041.93	Lump Sum, Not to Exceed Fee

FUNDING AND INCORPORATED DOCUMENTS	OTHER NOTES			
	Estimated Construction Cost <u>\$250,000.00</u>			
	FUNDING SOURCE(S)	<u>35000.291001.670000.0000.00000</u>	<u>\$5,041.93</u>	<u>\$</u>
			<u>\$</u>	<u>\$</u>
<i>This Work Order shall be performed in accordance with the above-referenced Contract, and incorporates by reference all documents described below:</i> Contract referenced above 1. Proposal referenced above 2. Requirements of City Authorization 3. Other (list)				

APPROVALS	Name	Signature	Title	Date
	Prepared By <u>Ted Baker, FASLA</u>		City Project Manager	<u>12/24/09</u>
	Approved By		Team Leader Horizontal projects	
	Approved By <u>Ernest Burkeen</u>		CLIENT DEPT Director	<u>12/24/09</u>
	Approved By <u>Gary Fabrikant</u>		CIP Assistant Director	<u>12/28/09</u>
Approved By <u>Ola O. Aluko</u>		CIP Director	<u>12/30/09</u>	

CONSULTING ENGINEERS AND SURVEYORS

Biscayne Engineering Company, Inc.



SINCE 1898

“Doing it the way it was meant to be”
 INTEGRITY, PROFESSIONALISM, PERFORMANCE



CONSULTANT WORK ORDER PROPOSAL

Dear Mr. Baker:

Biscayne Engineering Company, Inc proposes to provide the services identified below for the project entitled “**Blanche Park**”, pursuant to its Professional Service Agreement with the City of Miami for Surveying and Mapping services, dated June 9, 2009 .

I. SCOPE OF WORK

1. Prepare Boundary and Topographic Survey according to the City of Miami requirements attached hereon.

II. SUB-CONSULTANTS

The below listed Sub-Consultants will assist in the performance of the Work.

Sub-Consultant Name	Specialty or Expertise

III. SCHEDULE OF WORK – TIME OF PERFORMANCE

SCHEDULE OF DELIVERABLES		
Sheet or ID Number	Drawing Name or Deliverable	Delivery Date+ working days
	See scope of work above	NTP + 15

SCHEDULE OF WORK				
<i>Task or Activity ID #</i>	<i>Task Name and/or Activity Description</i>	<i>Duration (specify weeks, calendar or working days)</i>	<i>Projected Start Date</i>	<i>Projected Finish Date*</i>
			NTP	NTP +
			NTP	NTP +
			NTP	NTP +
			NTP	NTP +

IV. COMPENSATION

Consultant shall perform the Work detailed in this Proposal for a Total Lump Sum, Not to Exceed fee of **five thousand forty one dollars and ninety three cents (\$ 5,041.93)**. The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount. Said fee includes an allowance for Reimbursable Expenses required in connection with the Work, which shall be established in an amount not to exceed \$200.00. Said Reimbursable Expenses shall be utilized in accordance with the Agreement Provisions and shall conform to the limitations of Florida Statutes § 112.061.

SUMMARY OF COMPENSATION			
<i>Task or Activity ID #</i>	<i>Major Task Name and/or Activity Description</i>	<i>Fee Amount</i>	<i>Fee Basis</i>
1	Boundary and Topographic Survey	\$ 4,841.93	Lump Sum, Not to Exceed
			Lump Sum, Not to Exceed
...	Subtotal – Professional Fees	\$ 4,841.93	
	Allowance for Additional Services		
	Allowance for Reimbursable Expenses	\$ 200.00	
	TOTAL	\$5,041.93	

V. ALLOWANCE FOR ADDITIONAL SERVICES

CONSULTANT may use the allowance for additional services requested by and at the discretion of the CITY. Items not included:

VI. DATA PROVIDED BY CITY

CITY shall provide the CONSULTANT:

VII. PROJECT MANAGER

CONSULTANT'S Project Manager for this Work Order assignment will be Mike J. Bartholomew

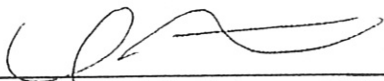
SURVEY REQUIREMENTS
BLANCHE PARK
NORTHWEST CORNER OF SHIPPING AVENUE & VIRGINIA STREET
COCONUT GROVE, FLORIDA


The Department of Parks and Recreation of the City of Miami (Miami Riverside Center, 8th Floor, 444 Southwest 2nd Avenue, Miami, Florida 33130) requires the preparation of a metes and bounds and topographic survey prepared by a Professional Land Surveyors licensed in the State of Florida. The completed survey shall be submitted in the following formats:

- 1) ten signed and sealed prints;
- 2) at a scale of 1" = 10';
- 3) in AutoCAD 2008 format recorded on a CD.

All surveys shall indicate at least the following:

- 1) all property lines;
- 2) all abutting streets, sidewalks and right-of-way conditions and improvements, including all drainage structures with rim elevations; light and power poles; all utility structures and lines (both above and below grade); fire hydrants; water meters; and other utility features and structures;
- 3) north arrow;
- 4) graphic and written scales;
- 5) any structures, including
 - a. doors, windows, and other openings;
 - b. finish floor elevations and threshold elevations;
- 6) location of, and top and bottom elevations at all changes in direction of all walls, fences, curbs, ramps and steps,
- 7) materials of existing on-site construction, including their shape, location, and limits;
- 8) walks, paths, drives, roads, and parking areas, and material(s) of construction;
- 9) paved plazas and sitting areas, and material(s) of construction;
- 10) benches and other seating components, including game and picnic tables;
- 11) site drainage structures by type (drain inlet, catch basin, manhole, trench drain, French drain, etc.) with rim elevations;
- 12) site lighting poles and fixtures;
- 13) trees and palms, including approximate height and spread, caliper DBH, and spot elevation at north face of trunk at root ball crown;
- 14) limits of shrub masses;
- 15) spot elevations on a north/south – east/west grid of thirty feet, commencing at the northeast corner of the site;
- 16) unique site features, such as rock outcrops, ravines, depressions, hillocks, etc.;
- 17) water elements, including swimming pools, splash pools, ponds, lakes, streams, and similar elements and features; and
- 18) signage;

Submitted by: 
Mike J. Bartholomew, PSM

Prepared by: 
Mike J. Bartholomew, PSM

Approved by: _____
Ola O Aluko, Director
Capital Improvements



DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: 2
NAME OF PROJECT: KENNEDY PARK NEW VITA COURSE
INITIATING DEPARTMENT/DIVISION: Parks & Recreation
INITIATING CONTACT PERSON/CONTACT NUMBER: Ed Blanco (305) 416-1253
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER:

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$41,842

SOURCE OF FUNDS: District 2 Neighborhood Quality of Life
ACCOUNT CODE(S): 311712

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:

DESCRIPTION OF PROJECT: Installation of a new vita course.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [] YES [] NO [] N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? [] YES [X] NO [] N/A DATE APPROVED: 1/26/10
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:

CONSTRUCTION COST:

Is conceptual estimate within project budget? [] YES [] NO

If not, have additional funds been identified? [] YES [] NO

Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:

Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:

Justifications for change:

Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?

Have additional funds been identified? [] YES [] NO

Source(s) of additional funds:

Time impact

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:

Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: 1/26/10

Enclosures: Back-Up Materials [X] YES [] NO

HOMELAND DEFENSE / NEIGHBORHOOD IMPROVEMENT BOND FUNDS

JANUARY 2010 DEPARTMENT OF PARKS AND RECREATION PROPOSED PROJECT FUNDING

<u>PARK</u>	<u>PROJECT</u>	<u>B-No.</u>	<u>\$ REQ.</u>	<u>BUDGET</u>	<u>ORIG. SCOPE</u>	<u>INITIATED BY</u>
Blanche Park 3045 Shipping Ave Coconut Grove	New Survey	TBA	\$5,042	\$5,042	Site Improvements	Com. Sarnoff/ Community
Kennedy Park 2400 S. Bayshore Dr. Coconut Grove	New Vita Course	TBA	\$41,841.75	\$41,841.75	New Vita Corse	Com. Sarnoff/ Community

Total Request from Commissioner's Quality of Life funds: \$46,883.75

Blanco, Edward

From: Fernandez, Ariamna
Sent: Tuesday, October 20, 2009 10:50 AM
To: Blanco, Edward
Subject: Emailing: OA.htm

[Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)



iProcurement

[Shop](#) [Requisitions](#) [Receiving](#)

[Requisitions](#) [Notifications](#) [Approvals](#)

[Requisitions](#): [Requisitions](#) > [Requisitions Search](#) > [Requisition 50294](#) > [Expanded Search](#) >
Standard PO : 1000031 Revision 0 (Total USD 37,923.00)

Ok

JavaScript enabled browser required.

Order Information

General Information



Standard PO **1000031**
Total **37,923.00**
(USD)
Supplier **Kool Playgrounds, LLC**
Supplier Site **ST. CLOUD**
Address **109 East 17th Street
St. Cloud, FL 34769**
Buyer **Suarez, Maritza**
Order Date **09-Oct-2009 17:53:53**
Description **School District of Osceola County Bid SD0C-09-B-082CJ**
Status **Approved**
Note to Supplier
Organization **City of Miami**
Sourcing Document
Supplier Order Number
Attachments [View](#)

Terms and Conditions







Payment Terms **Net 30**
Carrier
FOB **Destination**
Freight Terms **Pre-Pay and Add**
Shipping Control
Bill-To Address
Bill-To Address **City of Miami - Finance - General Accounting
444 SW 2nd Ave, 6th Floor
Miami, FL 33130**
Ship-To Address
Ship-To Address **City of Miami - District 2 Commissioner
3500 Pan American Drive
Miami, FL 33133**

PO Details

TIP Click on the Show link to view shipment details of a line.

 Indicates new values
 Indicates cancellation request

[Show All](#)[Hide All](#)

Details	Line	Type	Item	Job	Supplier Item	Description	UOM	Quantity	Price(USD)	Amount(USD)	Contractor Name	Status	Reason
 Show 1		Goods				Part#: ADA-00008 - 8" ADA Ramp System	Each	1 630		630.00		Open	
 Show 2		Goods				Part#: FTB-00002 - Childforms 8" Funtimber w/spike	Each	56 36		2,016.00		Open	
 Show 3		Goods				Part#: INSTALL-Equip - Installation of Childforms equipment	Each	1 882		882.00		Open	
 Show 4		Goods				Part#: INSTALL-Equip - Installation of TriActive equipment.	Each	1 7350		7,350.00		Open	
 Show 5		Goods				Part#: JSE3 - TriActive America-JSE Signature Series	Each	1 22050		22,050.00		Open	
 Show 6		Services				Shipping	Dollar	4995 1		4,995.00		Open	

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Blanco, Edward

From: Fernandez, Ariamna
Sent: Tuesday, October 20, 2009 10:49 AM
To: Blanco, Edward
Subject: Emailing: Self-Service Web Applications View Order Details.htm

[Shopping Cart](#)[Home](#)[Logout](#)[Preferences](#)[Help](#)



iProcurement

[Shop](#) [Requisitions](#) [Receiving](#)

[Requisitions](#) | [Notifications](#) | [Approvals](#)

[Requisitions](#): [Requisitions](#) > [Requisitions Search](#) > [Requisition 50294](#) > [Expanded Search](#) >
Standard PO : 1000030 Revision 0 (Total USD 3,918.75)

Ok

JavaScript enabled browser required.

Order Information

General Information

Standard PO **1000030**
Total **3,918.75**
(USD)
Supplier **Kool
Playgrounds,
LLC**
Supplier Site **ST. CLOUD**
Address **109 East
17th Street
St. Cloud, FL
34769**
Buyer Suarez,
Maritza
Order Date **09-Oct-2009
17:38:49**
Description **Clay County
Bid 08-09-3**
Status **Approved**
Note to Supplier
Organization **City of Miami**
Sourcing Document
Supplier Order Number
Attachments [View](#)

Terms and Conditions

Payment Terms **Net 30**
Carrier
FOB **Destination**
Freight Terms **Pre-Pay and
Add**
Shipping Control
Bill-To Address
Bill-To Address **City of Miami -
Finance -
General
Accounting
444 SW 2nd Ave,
6th Floor
Miami, FL 33130**
Ship-To Address
Ship-To Address **City of Miami -
District 2
Commissioner
3500 Pan
American Drive
Miami, FL 33133**

PO Details

TIP Click on the Show link to view shipment details of a line.

Indicates new values

Indicates cancellation request

Show All Hide All

Details Line Type Item Job Supplier Description UOM Quantity Price(USD) Amount(USD) Contractor Status Reason

Item

Name

Part#
ZEAGERWC
- CY of
Playground
ADA Mulch-
Delivered
and Installed Each

75 52.25

3,918.75

Open

Show 1

Goods

Ok

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Kennedy Park - Vita Course





DEPARTMENT OF CAPITAL IMPROVEMENTS
PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: 2
NAME OF PROJECT: NEW DINNER KEY MARINA DOCKMASTER BUILDING - DESIGN SERVICES
INITIATING DEPARTMENT/DIVISION: Public Facilities
INITIATING CONTACT PERSON/CONTACT NUMBER: Sandra Vega (305) 416-1243
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER: B-60464

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$3,583,084 (\$482,178 is Homeland Defense)
SOURCE OF FUNDS:
ACCOUNT CODE(S):

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:
DESCRIPTION OF PROJECT: Design & construction of a new three-story, 7,000 sf. dockmaster office building that will consist of support spaces on the ground floor (limited parking, storage, laundry), customer service spaces on the second floor (lounge, computer area, library, showers-restrooms, convenience store) and administrative spaces on the third floor (offices, conference room, restrooms, storage, utility). The building is to include plaza area and covered balcony for events and customer's functions.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [] YES [] NO [] N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED: 1/26/10
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:
CONSTRUCTION COST:
Is conceptual estimate within project budget? [] YES [] NO
If not, have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:
Justifications for change:
Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?
Have additional funds been identified? [] YES [] NO
Source(s) of additional funds:
Time impact
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature] DATE: 1/26/10
BOND OVERSIGHT BOARD

Homeland Defense Neighborhood Improvement Bond Oversight Board

PROJECT ENGAGEMENT FORM

CAPITAL IMPROVEMENTS PROGRAM

PROJECT PHASE: DESIGN

PROJECT NAME:	New DKM Dock Master Building
ADDRESS/LOCATION:	3400 Pan American Drive, Coconut Grove, Florida
PROJECT TEAM:	vertical
CATEGORY:	Marinas
CLIENT DEPT:	35-CCF-Conf.Conv & Public Facilities
CLIENT CONTACT:	Daniel Newhoff
DESIGN MANAGER:	Sandra Vega
CONSTR. MANAGER:	Richard Pope
EST. DESIGN START:	1/15/2010
EST. DESIGN END:	12/15/2010

DATE PREPARED:	22-Jan-10
VERSION:	ORIGINAL
DESIGN FEE REQUEST:	\$ 246,960.00
ADDITIONAL DESIGN SERVICES:	\$ 38,000.00
CIP - PRODUCTION MANAGEMENT: 5%	\$ 155,045.00
GENERAL PRODUCTION PHASE CONTINGENCY:	\$ 42,173.00
MISC. SERVICES - GEOTECH TESTING:	N/A
MISC. SERVICES - SURVEY:	N/A

<u>AMOUNT HD FUNDS REQUESTED (DESIGN PHASE):</u>	194,711 (HD2)+ 287,467 (HD3) = \$482,178
TOTAL AMOUNT OF HD ALLOCATED:	\$ 3,291,151.00
AMOUNT HD FUNDS PREVIOUSLY APPROVED:	\$0.00
TOTAL AMOUNT:	\$ 482,178.00

PROJECT NO.:	B-60464
DISTRICT:	2
PROJECT BUDGET:	\$3,583,084.00
PROJECT EST. DESIGN:	\$482,178.00
PROJECT EST. CONST.:	\$3,100,906.00

	NAME	DOLLAR AMOUNT
OTHER FUND SOURCE:	Special Revenue -SRF 2007	\$ 155,289.00
OTHER FUND SOURCE: IF MORE THAN ONE	N/A	\$ -
FUTURE FUND SOURCES:	HD-3	\$ 2,808,973.00

PROCUREMENT TYPE:	Conventional
EST. CONSTRUCTION START:	N/A
EST. CONSTRUCTION END:	N/A

PROJECT SCOPE: Design and Construction of a new three-story, 7,000 sf, Dockmaster office building that will consist of support spaces on the ground floor (limited parking, storage, laundry), customer spaces on the second floor (lounge, computer area, library, showers-restrooms, convenience store) and administrative spaces on the third floor (offices, conference room, restrooms, storage, utility). The building is to include plaza area and covered balcony for events and customer's functions.

PROJECT JUSTIFICATION: To initiate design services.



DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: 2
NAME OF PROJECT: VIRGINIA KEY BEACH NORTH POINT MOUNTAIN BIKE TRAILS
INITIATING DEPARTMENT/DIVISION: Parks & Recreation
INITIATING CONTACT PERSON/CONTACT NUMBER: Collin Worth (305) 416-1022
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER: B-30184A

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$11,646

SOURCE OF FUNDS:
ACCOUNT CODE(S):

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:
DESCRIPTION OF PROJECT: Professional services for creation of mountain bike trail in conjunction with site improvements to be provided by Miami-Dade Water and Sewer Department. Project includes hiring of expert trail builder who has laid out plans for nearly 7 miles of mountain bike trails at the North Point. There will be a 2 mile perimeter/family loop, as well as 4-5 miles of diverse single track course ranging from easy, medium, and difficult skill level trails. Trail builder will lead MD-WASD work crews to construct the park. Signage, as well as guide cable or rope and stakes to keep people on the path at the more dangerous parts. New entrance gate will need to be installed as site.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [X] YES [] NO [] N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED: 1/26/10
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:
CONSTRUCTION COST:
Is conceptual estimate within project budget? [] YES [] NO
If not, have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:

Justifications for change:

Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?
Have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Time impact
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: 1/26/10

Enclosures: Back-Up Materials [X] YES [] NO

Homeland Defense Neighborhood Improvement Bond Oversight Board

PROJECT ENGAGEMENT FORM

CAPITAL IMPROVEMENTS PROGRAM

PROJECT PHASE: CONSTRUCTION

PROJECT NAME:	Virginia Key Beach North Point Mountain Bike Trails
ADDRESS/LOCATION:	3861 Rickenbacker Cswy - Virginia Key Beach Park
PROJECT TEAM:	Parks Vertical
CATEGORY:	Parks and Recreation
CLIENT DEPT:	Parks and Recreation
CLIENT CONTACT:	Ed Blanco
DESIGN MANAGER:	Collin Worth
CONSTR. MANAGER:	Collin Worth
EST. DESIGN START:	2/15/2010
EST. DESIGN END:	4/30/2010

DATE PREPARED:	1/21/2010
VERSION:	1
CONSTRUCTION COST REQUEST	\$ 5,000.00
CONSTRUCTION CONTINGENCY	\$ 500.00
CIP - CONSTRUCTION MANAGEMENT: 5%	\$ 555.00
MISC. SERVICES - F.F.E.	\$ -
GENERAL PRODUCTION PHASE CONTINGENCY:	\$ 5,591.00
MISC. SERVICES - SURVEY:	\$ -

<u>AMOUNT HD FUNDS REQUESTED (DESIGN PHASE):</u>	\$11,646.00
TOTAL AMOUNT OF HD ALLOCATED:	\$ -
AMOUNT HD FUNDS PREVIOUSLY APPROVED:	\$ -
TOTAL AMOUNT:	\$ 11,646.00

PROJECT NO.:	B-30184A
DISTRICT:	2
PROJECT BUDGET:	\$11,646
PROJECT EST. DESIGN:	N/A
PROJECT EST. CONST.:	N/A

	NAME	DOLLAR AMOUNT
OTHER FUND SOURCE:		N/A
OTHER FUND SOURCE: IF MORE THAN ONE		N/A
FUTURE FUND SOURCES:		N/A

PROCUREMENT TYPE:	Design/Build
EST. CONSTRUCTION START:	2/15/2010
EST. CONSTRUCTION END:	4/30/2010

PROJECT SCOPE: Project includes hiring of expert trail builder who has laid out plans for nearly 7 miles of mountain bike trails at the North Point of Virginia Key Beach. There will be a 2 mile perimeter/family loop, as well as a 4-5 miles of diverse single track course ranging from easy, medium, and difficult skill level trails. Trail builder will lead MD-WASD work crews to construct the park. Signage as well as cable or rope and stakes to keep people on the path at the more dangerous parts. New entrance gate will need to be installed at site entrance.

PROJECT JUSTIFICATION: Upon passage of a motion at the City of Miami Commission meeting on October 8th, 2009, the City Manager has requested the construction of mountain bike trails at Virginia Key Beach Park North Point.



DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: 5
NAME OF PROJECT: CARIBBEAN MARKETPLACE RENOVATIONS - DESIGN SERVICES
INITIATING DEPARTMENT/DIVISION: Parks & Recreation
INITIATING CONTACT PERSON/CONTACT NUMBER: Jose Puentes (305) 416-1275
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER: B-30671

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$780,000 (\$100,000 is Homeland Defense)

SOURCE OF FUNDS:
ACCOUNT CODE(S):

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:

DESCRIPTION OF PROJECT: The scope consists of interior demolition and renovation of approximately 10,000 sf to include open retail space, offices, restrooms and storage. The repairs will include new plumbing, electrical, air-conditioning systems in addition to new interior finishes.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [X] YES [] NO [] N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED: 1/26/10
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:

CONSTRUCTION COST:

Is conceptual estimate within project budget? [] YES [] NO
If not, have additional funds been identified? [] YES [] NO

Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:

Justifications for change:

Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?
Have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Time impact
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: 1/26/10

Homeland Defense Neighborhood Improvement Bond Oversight Board

PROJECT ENGAGEMENT FORM

CAPITAL IMPROVEMENTS PROGRAM

PROJECT PHASE: DESIGN

PROJECT NAME:	Caribbean Marketplace Renovation
ADDRESS/LOCATION:	5925-27 NE Second Ave
PROJECT TEAM:	Vertical
CATEGORY:	Parks & Recreation
CLIENT DEPT:	58- P&R - Parks & Recreation
CLIENT CONTACT:	Ed Blanco
DESIGN MANAGER:	Jose Puentes
CONSTR. MANAGER:	Nelson Cuadras
EST. DESIGN START:	1/28/2010
EST. DESIGN END:	7/8/2010

PROJECT NO.:	B-30671
DISTRICT:	5
PROJECT BUDGET:	780,000.00
PROJECT EST. DESIGN:	100,000.00
PROJECT EST. CONST.:	680,000.00

DATE PREPARED:	21-Jan.-2010
VERSION:	ORIGINAL
DESIGN FEE REQUEST:	\$ 49,900.00
ADDITIONAL DESIGN SERVICES:	\$ 12,500.00
CIP - PRODUCTION MANAGEMENT: 5%	\$ 34,000.00
GENERAL PRODUCTION PHASE CONTINGENCY:	\$ 2,300.00
MISC. SERVICES - GEOTECH TESTING:	\$ -
MISC. SERVICES - SURVEY:	\$ 1,300.00

<u>AMOUNT HD FUNDS REQUESTED (DESIGN PHASE):</u>	<i>\$45,111 (HD1) + \$54,889 (HD2) = \$100,000</i>
TOTAL AMOUNT OF HD ALLOCATED:	\$250,000.00
AMOUNT HD FUNDS PREVIOUSLY APPROVED:	\$0.00
TOTAL AMOUNT:	\$100,00.00

	NAME	DOLLAR AMOUNT
OTHER FUND SOURCE:	MSEA	\$ 350,000.00
OTHER FUND SOURCE: IF MORE THAN ONE	N/A	\$ -
FUTURE FUND SOURCES:	2002 Homeland Defense Bonds (Series 2)	\$150,000.00

PROCUREMENT TYPE:	Conventional
EST. CONSTRUCTION START:	N/A
EST. CONSTRUCTION END:	N/A

PROJECT SCOPE: Interior demolition and renovation of approximately 10,000 SQ.FT. to include open retail space, offices, restrooms and storage. The repairs include new plumbing, electrical, and A/C systems in addition to new interior finishes. All work shall comply with ADA.

PROJECT JUSTIFICATION: To initiate design services



DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: 4
NAME OF PROJECT: CALLE OCHO IMPROVEMENTS - EAST OF SW 37TH AVENUE - CONSTRUCTION SERVICES
INITIATING DEPARTMENT/DIVISION: Capital Improvements Program
INITIATING CONTACT PERSON/CONTACT NUMBER: Luis Rodriguez (305) 416-1209
C.I.P. DEPARTMENT CONTACT:
RESOLUTION NUMBER: CIP/PROJECT NUMBER: B-30222

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [] NO If yes,
TOTAL DOLLAR AMOUNT: \$190,075 (\$75,284 is Homeland Defense)

SOURCE OF FUNDS:
ACCOUNT CODE(S):

If grant funded, is there a City match requirement? [] YES [] NO
AMOUNT: EXPIRATION DATE:
Are matching funds budgeted? [] YES [] NO Account Code(s):
Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:

DESCRIPTION OF PROJECT: Installation of pedestrian benches and trash receptacles along SW 8th Street from SW 27th Avenue to SW 37th Avenue.

ADA Compliant? [X] YES [] NO [] N/A

Approved by Audit Committee? [X] YES [] NO [] N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED: 1/26/10
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Revision(s) to Original Scope? [] YES [] NO (If YES see Item 5 below)
Time Approval [] 6 months [] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [] YES [] NO If yes,
DESIGN COST:

CONSTRUCTION COST:

Is conceptual estimate within project budget? [] YES [] NO
If not, have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:

Justifications for change:

Description of change:

Fiscal Impact [] YES [] NO HOW MUCH?
Have additional funds been identified? [] YES [] NO
Source(s) of additional funds:

Time impact
Approved by Commission? [] YES [] NO [] N/A DATE APPROVED:
Approved by Bond Oversight Board? [] YES [] NO [] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL: [Signature]
BOND OVERSIGHT BOARD

DATE: 1/26/10

Enclosures: Back-Up Materials [X] YES [] NO

Homeland Defense Neighborhood Improvement Bond Oversight Board

PROJECT ENGAGEMENT FORM

CAPITAL IMPROVEMENTS PROGRAM

PROJECT PHASE:	Construction
PROJECT NAME:	Calle Ocho Improvements
ADDRESS/LOCATION:	East of 37th Ave. to SW 27th Ave.
PROJECT TEAM:	Horizontal
CATEGORY:	N/A
CLIENT DEPT:	Public Works
CLIENT CONTACT:	Francis Mitchell
DESIGN MANAGER:	Tatiana Acosta
CONSTR. MANAGER:	Lius Rodriguez
EST. DESIGN START:	N/A
EST. DESIGN END:	N/A

DATE PREPARED:	1/22/2010
VERSION:	ORIGINAL
DESIGN FEE REQUEST:	\$ 64,373.00
ADDITIONAL DESIGN SERVICES:	\$ 6,437.30
CIP - CONSTRUCTION MANAGEMENT: 5%	\$ 3,218.65
GENERAL PRODUCTION PHASE CONTINGENCY:	\$ 1,255.00
MISC. SERVICES - GEOTECH TESTING:	N/A
MISC. SERVICES - SURVEY:	N/A

<u>AMOUNT HD FUNDS REQUESTED (Construction PHASE):</u>	\$75,283.95
TOTAL AMOUNT OF HD ALLOCATED:	\$ 190,075.00
AMOUNT HD FUNDS PREVIOUSLY APPROVED:	\$ 64,571.00
TOTAL AMOUNT:	\$ 139,854.95

PROJECT NO.:	B - 30222
DISTRICT:	4
PROJECT BUDGET:	\$ 190,075.00
PROJECT EST. DESIGN:	\$ 79,886.00
PROJECT EST. CONST.:	\$ 75,283.95

	NAME	DOLLAR AMOUNT
OTHER FUND SOURCE:		\$ -
OTHER FUND SOURCE: IF MORE THAN ONE		\$ -
FUTURE FUND SOURCES:		\$ -

PROCUREMENT TYPE:	JOC
EST. CONSTRUCTION START:	10/5/2009
EST. CONSTRUCTION END:	11/13/2009

PROJECT SCOPE: Provide pedestrian benches and trash receptacles. Subject to existing utilities conflicts and other constraints

PROJECT JUSTIFICATION: Initiate Construction



DEPARTMENT OF CAPITAL IMPROVEMENTS
PROJECT OVERVIEW FORM

COMPLETED

PREVIOUSLY APPROVED

1. DATE: 7/26/05 DISTRICT: 4
NAME OF PROJECT: CALLE OCHO IMPROVEMENTS - EAST OF 37th AVENUE -DESIGN SERVICES
INITIATING DEPARTMENT/DIVISION: Capital Improvements
INITIATING CONTACT PERSON/CONTACT NUMBER: Roger Hatton (305) 416.1261
C.I.P. DEPARTMENT CONTACT: Tatiana Acosta (305) 416-1263
RESOLUTION NUMBER: _____ CIP/PROJECT NUMBER: 341127
ADDITIONAL PROJECT NUMBER: B-30222
(IF APPLICABLE)

2. BUDGETARY INFORMATION: Are funds budgeted? YES NO If yes,
TOTAL DOLLAR AMOUNT: \$64,571(6 Million Bond Authorization, 1st Series Allocation-\$3 Million + \$750,000 unallocated + swaps per ordinance (\$1,200,000) estimated balance \$0)
SOURCE OF FUNDS: HDNI-Calle Ocho Improvements
ACCOUNT CODE(S): CIP # 341127

If grant funded, is there a City match requirement? YES NO
AMOUNT: _____ EXPIRATION DATE: _____
Are matching funds Budgeted? YES NO Account Code(s): _____
Estimated Operations and Maintenance Budget _____

3. SCOPE OF PROJECT:
Individuals / Departments who provided input: _____
DESCRIPTION OF PROJECT: Scope includes the addition of street furniture, above-ground planters and trash receptacles along the entire length of the project.

ADA Compliant? YES NO N/A

Approved by Audit Committee? YES NO N/A DATE APPROVED: 7/19/05
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: 7/26/05
Approved by Commission? YES NO N/A DATE APPROVED: _____
Community Mtg./Dist. Commissioner Approval? YES NO N/A DATES: _____
Revisions to Original Scope? YES NO (If YES see Item 5 below)
Time Approval 6 months 12 months Date for next Oversight Board Update: _____

4. CONCEPTUAL COST ESTIMATE BREAKDOWN
Has a conceptual cost estimate been developed based upon the initial established scope? YES NO If yes,
DESIGN COST: _____
CONSTRUCTION COST: _____
Is conceptual estimate within project budget? YES NO
If not, have additional funds been identified? YES NO
Source(s) of additional funds: _____

Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

5. REVISIONS TO ORIGINAL SCOPE
Individuals / Departments who provided input: _____
Justifications for change: _____
Description of change: _____

Fiscal Impact YES NO HOW MUCH? _____
Have additional funds been identified? YES NO
Source(s) of additional funds: _____

Time impact _____
Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

6. COMMENTS: _____
APPROVAL: [Signature] DATE: 7/26/05
BOND OVERSIGHT BOARD

II. NEW BUSINESS:

A. AUDIT COMMITTEE REPORT:

1. Calle Ocho Improvements – Design Services

TOTAL DOLLAR AMOUNT: \$117,000 (6 Million bond Authorization, 1st Series Allocation-\$3 Million+\$750,000 unallocated + swaps per ordinance (\$1,200,000), estimated balance \$0)
SOURCE OF FUNDS: HDNI-Calle Ocho Improvements
DESCRIPTION OF PROJECT: Scope includes the addition of street furniture, above-ground planters and trash receptacles along the entire length of the project..

HD/NIB MOTION 05-70

A MOTION TO APPROVE THE AUDIT COMMITTEE'S RECOMMENDATION TO FUND THE CALLE OCHO IMPROVEMENTS -- DESIGN SERVICES.

MOVED: M. Reyes
SECONDED: M. Cruz
ABSENT: E. Broton, L. Cabrera, R. Cayard, L. De Rosa, D. Marko, J. Reyes

Note for the Record: Motion passed by unanimous vote of all Board Members present.

2. Calle Ocho Improvements East of 37th Avenue – Design Services

TOTAL DOLLAR AMOUNT: \$64,571 (6 Million Bond Authorization, 1st Series Allocation-\$3 Million + \$750,000 unallocated + swaps per ordinance (\$1,200,000) estimated balance \$0)
SOURCE OF FUNDS: HDNI-Calle Ocho Improvements
DESCRIPTION OF PROJECT: Scope includes the addition of street furniture, above-ground planters and trash receptacles along the entire length of the project.

HD/NIB MOTION 05-71

A MOTION TO APPROVE THE AUDIT COMMITTEE'S RECOMMENDATION TO FUND THE CALLE OCHO IMPROVEMENTS EAST OF 37th AVENUE -- DESIGN SERVICES.

MOVED: M. Reyes
SECONDED: M. Cruz
ABSENT: E. Broton, L. Cabrera, R. Cayard, L. De Rosa, D. Marko, J. Reyes

Note for the Record: Motion passed by unanimous vote of all Board Members present.

20. Calle Ocho Improvements East of 37th Avenue – Design Services

Cesar Gonzalez, CIP Department, reported that this project is a continuation of the prior project. The status and the scope are the same, but the limits are between 27th Avenue and 37th Avenue, along 8th Street. The status of the project is the same as the previous project.

Pilar Saenz, Assistant Director, CIP, stated that the Department does not expect that these design plans will be scrapped and have to start all over. The Department is anticipating being able to get the second series by the end of the year, as well as looking at the streets bond program, which is another funding source for transportation issues, but the good news is that these projects are ready to go. When the second series money comes on board, those projects will be ready to begin construction.

In response to a question posed by Chairman Flanders concerning the parties responsible for advising the City on the determination on the timing of going out to get the second tranche, Pilar Saenz, Assistant Director, CIP, stated that the City financial administration -- Linda Haskins and the Finance Department -- work with bond counsel. CIP has had some phone conversations with them, and gives them updates on how the City is doing with the first series. Although we've committed over 90 percent of the dollars already, they'd like to see more of it going out the door, so there are currently projects in the construction phase that are expected to have the high dollar figures rolling out the door in the form of paid invoices because that's what they want to see. They would like to see an improvement in that rate before going forward with the next series.

21. Shenandoah Traffic Calming Phase I – Design Services

Cesar Gonzalez, CIP Department, reported that the traffic study is being conducted in the boundaries of Southwest 8th Street and Coral Way between 12th Avenue and 27th Avenue. This study is due to several complaints that have been received regarding speeding problems and traffic volume. As a result of this study, the installation of 26 traffic circles and 4 intersection improvements has been recommended.

Gary Reshefsky requested that a report be giving at the next meeting concerning whether there have been concerns or complaints regarding the traffic circles.

22. Silver Bluff Traffic Calming Phase I – Design Services

Cesar Gonzalez, CIP Department, reported that the boundaries of this study is between Southwest 27th Avenue and Southwest 3rd Avenue between Coral Way and US 1. As a result of this study, 24 traffic circles and 6 intersection improvements has been recommended.

Vice Chairman Reyes reported that the same comments made regarding the Shenandoah Traffic Calming item also relate to this item.



DEPARTMENT OF CAPITAL IMPROVEMENTS
PROJECT OVERVIEW FORM

1. DATE: 1/26/10 DISTRICT: 3
NAME OF PROJECT: CALLE OCHO IMPROVEMENTS - EAST OF 27TH AVENUE - CONSTRUCTION SERVICES
INITIATING DEPARTMENT/DIVISION: Capital Improvements Program
INITIATING CONTACT PERSON/CONTACT NUMBER: Luis Rodriguez (305) 416-1209
C.I.P. DEPARTMENT CONTACT: _____
RESOLUTION NUMBER: _____ CIP/PROJECT NUMBER: B-78509

2. BUDGETARY INFORMATION: Are funds budgeted? YES NO If yes,
TOTAL DOLLAR AMOUNT: \$397,469 (\$204,062 is Homeland Defense)

SOURCE OF FUNDS: _____
ACCOUNT CODE(S): _____
If grant funded, is there a City match requirement? YES NO
AMOUNT: _____ EXPIRATION DATE: _____
Are matching funds budgeted? YES NO Account Code(s): _____
Estimated Operations and Maintenance Budget _____

3. SCOPE OF PROJECT:
Individuals / Departments who provided input: _____
DESCRIPTION OF PROJECT: Installation of pedestrian benches, and trash receptacles along SW 8th Street from SW 4th Avenue to SW 27th Avenue.

ADA Compliant? YES NO N/A
Approved by Audit Committee? YES NO N/A DATE APPROVED: 1/20/10
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: 1/26/10
Approved by Commission? YES NO N/A DATE APPROVED: _____
Revision(s) to Original Scope? YES NO (If YES see Item 5 below)
Time Approval 6 months 12 months Date for next Oversight Board Update: _____

4. CONCEPTUAL COST ESTIMATE BREAKDOWN
Has a conceptual cost estimate been developed based upon the initial established scope? YES NO If yes,
DESIGN COST: _____
CONSTRUCTION COST: _____
Is conceptual estimate within project budget? YES NO
If not, have additional funds been identified? YES NO
Source(s) of additional funds: _____


Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

5. REVISIONS TO ORIGINAL SCOPE
Individuals / Departments who provided input: _____
Justifications for change: _____
Description of change: _____

Fiscal Impact YES NO HOW MUCH? _____
Have additional funds been identified? YES NO
Source(s) of additional funds: _____

Time impact _____
Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

6. COMMENTS: _____

APPROVAL: 
BOND OVERSIGHT BOARD

DATE: 1/26/10

Homeland Defense Neighborhood Improvement Bond Oversight Board

PROJECT ENGAGEMENT FORM

CAPITAL IMPROVEMENTS PROGRAM

PROJECT PHASE: CONSTRUCTION

PROJECT NAME:	Calle Ocho Improvements
ADDRESS/LOCATION:	SW 8th St. from SW 4th Ave. to 27th Ave.
PROJECT TEAM:	Horizontal
CATEGORY:	N/A
CLIENT DEPT:	Public Works
CLIENT CONTACT:	Francis Mitchell
DESIGN MANAGER:	Tatiana Acosta
CONSTR. MANAGER:	Luis Rodriguez
EST. DESIGN START:	N/A
EST. DESIGN END:	N/A

PROJECT NO.:	B - 78509
DISTRICT:	3
PROJECT BUDGET:	\$ 397,469.00
PROJECT EST. DESIGN:	\$ 174,491.00
PROJECT EST. CONST.:	\$ 204,061.90

DATE PREPARED:	10/15/2009
VERSION:	ORIGINAL
DESIGN FEE REQUEST:	\$ 173,986.00
ADDITIONAL DESIGN SERVICES:	\$ 17,398.60
CIP - PRODUCTION MANAGEMENT: 5%	\$ 8,699.30
GENERAL PRODUCTION PHASE CONTINGENCY:	\$ 3,978.00
MISC. SERVICES - GEOTECH TESTING:	N/A
MISC. SERVICES - SURVEY:	N/A

<u>AMOUNT HD FUNDS REQUESTED</u> <u>(Construction PHASE):</u>	\$204,061.90
TOTAL AMOUNT OF HD ALLOCATED:	\$ 397,469.00
AMOUNT HD FUNDS PREVIOUSLY APPROVED:	\$ 117,000.00
TOTAL AMOUNT:	\$ 321,061.90

	NAME	DOLLAR AMOUNT
OTHER FUND SOURCE:	Contribution from General Fund	\$ 45,000.00
OTHER FUND SOURCE: IF MORE THAN ONE		\$ -
FUTURE FUND SOURCES:		\$ -

PROCUREMENT TYPE:	JOC
EST. CONSTRUCTION START:	11/16/2009
EST. CONSTRUCTION END:	1/29/2010

PROJECT SCOPE: Provide pedestrian benches and trash receptacles. Subject to existing utilities conflicts and other constraints

PROJECT JUSTIFICATION: To Initiate Construction



DEPARTMENT OF CAPITAL IMPROVEMENTS
PROJECT OVERVIEW FORM

COMPLETED

PREVIOUSLY APPROVED

1. DATE: 7/26/05 DISTRICT: 3
NAME OF PROJECT: CALLE OCHO IMPROVEMENTS - DESIGN SERVICES
INITIATING DEPARTMENT/DIVISION: Capital Improvements
INITIATING CONTACT PERSON/CONTACT NUMBER: Roger Hatton (305).416.1261
C.I.P. DEPARTMENT CONTACT: Tatiana Acosta (305) 416-1263
RESOLUTION NUMBER: _____ CIP/PROJECT NUMBER: 341127
ADDITIONAL PROJECT NUMBER: B-75809
(IF APPLICABLE)

2. BUDGETARY INFORMATION: Are funds budgeted? YES NO If yes,
TOTAL DOLLAR AMOUNT: \$117,000 (6 Million bond Authorization, 1st Series Allocation-\$3 Million+\$750,000 unallocated + swaps per ordinance (\$1,200,000), estimated balance \$0)
SOURCE OF FUNDS: HDNI-Calle Ocho Improvements
ACCOUNT CODE(S): CIP # 341127

If grant funded, is there a City match requirement? YES NO
AMOUNT: _____ EXPIRATION DATE: _____
Are matching funds Budgeted? YES NO Account Code(s): _____
Estimated Operations and Maintenance Budget _____

3. SCOPE OF PROJECT:
Individuals / Departments who provided input: _____
DESCRIPTION OF PROJECT: Scope includes the addition of street furniture, above-ground planters and trash receptacles along the entire length of the project.

ADA Compliant? YES NO N/A

Approved by Audit Committee? YES NO N/A DATE APPROVED: 7/19/05
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: 7/26/05
Approved by Commission? YES NO N/A DATE APPROVED: _____
Community Mtg/Dist. Commissioner Approval? YES NO N/A DATES: _____
Revisions to Original Scope? YES NO (If YES see Item 5 below)
Time Approval 6 months 12 months Date for next Oversight Board Update: _____

4. CONCEPTUAL COST ESTIMATE BREAKDOWN
Has a conceptual cost estimate been developed based upon the initial established scope? YES NO If yes,
DESIGN COST: _____
CONSTRUCTION COST: _____
Is conceptual estimate within project budget? YES NO
If not, have additional funds been identified? YES NO
Source(s) of additional funds: _____

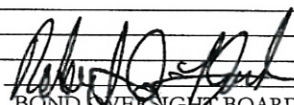
Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

5. REVISIONS TO ORIGINAL SCOPE
Individuals / Departments who provided input: _____

Justifications for change: _____
Description of change: _____

Fiscal Impact YES NO HOW MUCH? _____
Have additional funds been identified? YES NO
Source(s) of additional funds: _____

Time impact _____
Approved by Commission? YES NO N/A DATE APPROVED: _____
Approved by Bond Oversight Board? YES NO N/A DATE APPROVED: _____

6. COMMENTS: _____
APPROVAL:  DATE: 7/26/05
BOND OVERSIGHT BOARD

II. NEW BUSINESS:

A. AUDIT COMMITTEE REPORT:

1. Calle Ocho Improvements – Design Services

TOTAL DOLLAR AMOUNT: \$117,000 (6 Million bond Authorization, 1st Series Allocation-\$3 Million+\$750,000 unallocated + swaps per ordinance (\$1,200,000), estimated balance \$0)
SOURCE OF FUNDS: HDNI-Calle Ocho Improvements
DESCRIPTION OF PROJECT: Scope includes the addition of street furniture, above-ground planters and trash receptacles along the entire length of the project.

HD/NIB MOTION 05-70

A MOTION TO APPROVE THE AUDIT COMMITTEE'S RECOMMENDATION TO FUND THE CALLE OCHO IMPROVEMENTS -- DESIGN SERVICES.

MOVED: M. Reyes
SECONDED: M. Cruz
ABSENT: E. Broton, L. Cabrera, R. Cayard, L. De Rosa, D. Marko, J. Reyes

Note for the Record: Motion passed by unanimous vote of all Board Members present.

2. Calle Ocho Improvements East of 37th Avenue – Design Services

TOTAL DOLLAR AMOUNT: \$64,571 (6 Million Bond Authorization, 1st Series Allocation-\$3 Million + \$750,000 unallocated + swaps per ordinance (\$1,200,000) estimated balance \$0)
SOURCE OF FUNDS: HDNI-Calle Ocho Improvements
DESCRIPTION OF PROJECT: Scope includes the addition of street furniture, above-ground planters and trash receptacles along the entire length of the project.

HD/NIB MOTION 05-71

A MOTION TO APPROVE THE AUDIT COMMITTEE'S RECOMMENDATION TO FUND THE CALLE OCHO IMPROVEMENTS EAST OF 37th AVENUE -- DESIGN SERVICES.

MOVED: M. Reyes
SECONDED: M. Cruz
ABSENT: E. Broton, L. Cabrera, R. Cayard, L. De Rosa, D. Marko, J. Reyes

Note for the Record: Motion passed by unanimous vote of all Board Members present.

16. Douglas Park Recreation Building Renovations – Design Services

Victor Marzo, CIP Department, reported that the project is located on 37th Avenue. The project has two 40-year old buildings that are not compliant with current codes. Construction plans and documents are at 80 percent completion. The scope of work includes a multipurpose room, arts and craft room, computers, new ADA compliant restrooms, both male and female, an administration office, and a covered terrace. The building will probably cost a million dollars. The project is partially funded, and the Parks Department is expected to provide additional monies for the project. The existing building will not be demolished until there is sufficient money to build the new building.

17. Antonio Maceo Park New Community Building

Victor Marzo, CIP Department, reported that the project is located on 51st Avenue and Northwest 7th Street. There is no park building at the park. A new park community center is being proposed at the park. The plans are complete and the permit is done. The building is able to be built because it is already funded. The scope of work for the building includes a multipurpose room for different inside activities, art and craft rooms, computer rooms, restrooms, parking, front porch, two offices, and a covered terrace facing the bay. The estimated completed date is April 2007.

18. Henderson Park New Bathroom Building

Victor Marzo, CIP Department, reported that the project is located at 871 Northwest 2nd Street. Plans and construction documents have been prepared for a new restroom building, including storage for the equipment and a covered stage. The plans are completed. The scope of work is being revisited with the Parks Department, but construction can begin as soon as there is an assurance that all of the money is in place.

In response to a question posed by Elaine Black concerning the timeline of the funds for the project, Alex Rodriguez, Assistant Director, CIP, stated that there are some issues associated with the cost estimate and the original scope that are being investigated with parks to see if some minor scope can be reduced or get additional funding from Parks. As soon as that is worked out, the project will proceed.

Chairman Flanders suggested that the project be brought back when the funds are in hand so that it can be put on the time clock again.

19. Calle Ocho Improvements – Design Services

Cesar Gonzalez, CIP Department, reported that the project limits are along Southwest 8th Street between Southwest 27th Avenue and Southwest 4th Avenue. The scope of work of this project will provide street furniture, pedestrian benches, and trash receptacles along the entire length of 8th Street. The design of this project is at 95 percent completion. Public Works is conducting a request for proposals to try to standardize the street furniture citywide, so the Department is waiting for Public Works to standardize the trash receptacles and street furniture to implement in this project. This project is being funded from the second series bond issuance.

GOVERNING ABOVE BOARD

Miami-Dade County Advisory Board Ethics Education Program

presented by
The Commission on Ethics & Public Trust

Chair	Kerry E. Rosenthal
Vice-Chair	Gail A. Dotson
Members	Dawn E. Addy Judge Seymour Gelber Brenda Rivera
Executive Director	Robert Meyers
Phone	(305) 579-2594
Web Site	www.miamidade.gov/ethics
E-mail	ethics@miamidade.gov

*The men and women in power are delegated by the people.
They are given definite missions by the people.
In the fulfillment of their missions, they remain strictly subordinate
to the people who have delegated them.
The governing person is a leader entirely under the control
of those whom he or she leads.
Authority belongs not to the leaders, but to the led.
Real leadership, the one that is inseparable from authority,
belongs not to the government, but to the governed.*

Yves. R. Simon, Philosophy of Democratic Government 146 (6th ed. 1966).

I. Florida's Sunshine Law—"Public Meetings" Fla. Stat. § 286.011 (2004)

the sunshine law applies to—

- publicly created advisory boards that make recommendations re: official acts to be taken
- any gathering (formal or informal) of two or more members of the same board
- any discussion of public business or any matter that will foreseeable come before the board for action
- elected as well as appointed boards and their subcommittees
- staff members—but this depends on the nature of the actions they perform

three basic requirements of the sunshine law

- meetings must be open to the public
- the public must receive reasonable notice of meetings
- minutes of the meetings must be taken and open to public inspection

types of meetings subject to the sunshine law

- formal gathering of two or more members of same board
- written communications, when reports are circulated among members for comments and these comments are provided to other members
- telephone conversations
- computer records
- delegation of authority to a single board member
- use of nonmember liaisons between board members
- informal discussions, workshops
- meetings to discuss personnel matters

exemptions: meetings re: certain confidential materials, *e.g.*, investigative meetings

notice and other procedural requirements of the sunshine law

- reasonable notice—definition varies, but consider including the following
 - i. notice the time and place of meeting, along with the agenda, if available
 - ii. prominently display the notice in the agency's office, in a place set aside for that purpose
 - iii. notice emergency meetings at least 24 hours in advance
 - iv. send press releases, make phone calls, and for matters of critical public concern, advertise in local newspapers of general circulation
- reasonable notice is also required for a rescheduled meeting, *e.g.*, when a quorum is not present or when meeting is adjourned to a later date to consider unfinished business
- meetings at facilities that discriminate or unreasonably restrict public access are prohibited
- luncheon meetings should be avoided
- out-of-town meetings are generally prohibited, but a balancing test may be used
- inspection trips are not prohibited, as long as discussions related to the business of the board are *not* discussed

- excluding certain members of the public is not allowed, unless they are unruly and disruptive
- cameras and tape recorders are permitted, but videotaping cannot be disruptive
- publishing an agenda is not required

public's right to participate in meetings

- the public has an inalienable right to be present and be heard at all deliberations
- the public must be allowed a *meaningful opportunity* to participate, but in cases where executive functions are being carried out, the public may be limited to attendance only, and excluded from participation
- public boards may adopt reasonable rules to (1) limit the amount of time an individual may address the board, (2) confine the speaker to agenda items, and (3) require speakers to register in advance of the meeting

voting

- use of secret ballots, coded letters, or numbers is prohibited
- *abstaining* from voting is not allowed by law, unless the member has or appears to have a conflict of interest
- members may *absent* themselves *prior* to a vote being taken, but this is discouraged, particularly if it results in the board losing a quorum

minutes

- written minutes must be kept and open to public inspection
- minutes need not be verbatim transcripts; a summary or series of brief notes is acceptable as long as all official votes are recorded and members' preferences are identified for the record
- sound recordings not required

penalties for noncompliance

- criminal misdemeanor in the second degree for a knowing violation
- removal from office
- non-criminal infractions—fines not to exceed \$500
- reasonable attorney's fees (against board or individual members), but if board has taken the advice of counsel, no fees are levied against individual members
- official actions taken by the board during a Sunshine violation are voided
- additional injunctive or declaratory relief may be ordered

review questions

1. A fellow board member calls you to discuss a matter that was voted on last month. May you discuss this matter over the phone?
2. Your board is planning a strategic planning meeting. No formal votes will be taken. No official business will be discussed. The members want to plan their management goals for the upcoming year. Is this meeting subject to the sunshine law?
3. Your board has an "Events Committee." You'd like to have a lunch meeting with the committee members to go over the upcoming event? Can you meet over lunch?

2, authority belongs not to the leaders, but to the led

II. Florida's Public Records Act

Fla. Stat. § 119.07 (2004)

freedom of information

- Fla. Const. art. I, § 24 provides the public with the constitutional right to access any public record made or received in connection with the official business of any public body, regardless of the physical form of the record.
- in addition to all print materials, other types of covered records include
 - i. computer data, e-mails
 - ii. personnel records (medical records, social security numbers, and the entire record of certain employees are exempt)
 - iii. data on wireless or digital devices, *e.g.*, palm pilots, blackberries, etc.
- “right of access” means—
 - i. access at any reasonable time, under reasonable conditions, and under the supervision of the custodian of the public record
 - ii. “reasonable time” means during regular business hours; government cannot establish arbitrary time for inspections
 - iii. “access” includes right to photocopy as well as examine all public records
- records must be open to *any* person for personal inspection; requester does not need a special interest or reason to inspect or copy public records
- requests need *not* be put in writing
- requests need not be specific
- *but*, requester *cannot* specify that the record be provided in a particular format; *e.g.*, if the government maintains its records in an electronic system, a copy in that medium may be provided
- responses to requester must be made within a reasonable period of time; automatic delays are impermissible
- government cannot refuse to comply with the request on the grounds that the records are not in the custodian's physical possession
- if the government claims an exemption, the custodian must state, in writing, the basis for the exemption, including the statutory citation to the exemption; if only some information is exempt, the exempt parts should be deleted and the remainder of the record should be provided to the requester
- even if record is exempt from disclosure, statutory restrictions on destruction of public records still apply; when disposing or destroying records, government must act in accordance with State records-retention schedule

fees for public records requests

- no charges allowed for mere inspection of records
- fees for copying and additional charges for certified copies are established by statute
- special service charges for extensive clerical or information technology services are permitted, but they may *not* be routinely imposed

remedies

- a requestor who has been denied legitimate access may seek relief through court orders (*e.g.*, mandamus and declaratory relief and/or injunctive relief)
- a requestor may obtain attorney's fees related to legal actions taken to pry documents from government
- criminal penalties may be imposed on government denying legitimate requests
- mootness is not a defense, *i.e.*, government cannot claim that the record is no longer relevant or of practical significance

review questions

1. A citizen's group has made a public records request of all information pertaining to last year's board business. May you ask the group for more detailed information about the specific documents they are looking for, given that it is a large request?
2. If your daily planner has information about meetings, both personal as well as those pertaining to your board service, is the planner exempt from public inspection? Can you delete your personal information and photocopy the remaining information pertaining to board business as a way to comply?
3. A co-worker in your law firm asked if you could provide minutes and other correspondence related to a matter that your board voted on last month. May you provide that information, or does the co-worker need to make that request formally with your board secretary?

III. Miami-Dade Co. Conflict of Interest and Code of Ethics Ordinance

transacting business 2-11.1 (c)(3)

advisory and quasi-judicial board members may not contract with any County agency or department subject to the regulation, oversight, management, policy-setting, or quasi-judicial authority of the board of which the person is a member

gifts 2-11.1 (e)

it is unlawful to solicit or demand a gift in exchange for an official duty or public action

- a gift is defined as anything of economic value, including meals, travel, loans, entertainment, hospitality, or a promise of such, without adequate consideration
- all gifts or series of gifts [within a quarterly period] that exceed \$100.00 in value must be reported
- food and beverages consumed at a single meal are considered a single gift and shall not be reported if the value for that meal does not exceed \$100.00

exemptions

- i. gifts solicited for official government business (city or County-sponsored events, charitable activities, and other government-authorized events)
- ii. gifts exchanged between co-workers, relatives, and friends
- iii. political contributions, awards for civic and professional achievement, informational books, pamphlets, and related materials that are instructive or promotional in nature

- iv. gifts solicited by commissioners on behalf of any nonprofit organization for use solely by that organization, where neither the commissioner nor his or her staff receives any compensation as a result of the solicitation

when officials solicit for charitable organizations and professional associations *unrelated to official County business*, they—

- ✓ cannot exploit their official position, *e.g.*, they cannot mention that they are elected or appointed officials
- ✓ cannot use County letterhead or other resources to solicit contributions on behalf of the non-profit or charity
- ✓ cannot solicit during public meetings
- ✓ cannot specifically target County vendors or coerce employees and citizens to contribute

exploitation of official position 2-11.1 (g)

elected officials, city managers, city attorneys, department heads, advisory board members, and employees may not use or attempt to use their official position to secure special privileges and exemptions for themselves or others

confidential information 2-11.1 (h)

elected officials, city or County managers, department heads, city and County attorneys, and advisory board members and employees—

- may not accept employment or engage in any business or professional activity that they might reasonably expect would require or induce them to disclose confidential information acquired by reason of their official position
- may not disclose confidential information obtained through their official position with the County
- may not use such information, directly or indirectly, for personal gain or benefit

appearances 2-11.1 (m)(2)

regarding the board on which they serve, advisory and quasi-judicial personnel

- may not appear before the board on behalf of third parties seeking a benefit from the board
- may not received compensation from third parties seeking a benefit from the board

“appearance” broadly defined means that one cannot submit documents or correspondence, appear in meetings with staff, or appear before any board or agency on behalf of a client, organization, or nonprofit

actions prohibited when financial interests involved 2-11.1 (n)

quasi-judicial and advisory personnel shall not participate in any official action directly or indirectly affecting a business in which he or she or any member of his or her immediate family has a financial interest

acquiring financial interest 2-11.1 (o)

quasi-judicial and advisory personnel shall not acquire a financial interest in a project, business entity, or property at a time when they believe or have reason to believe that the said financial interest will be directly affected by their official actions or by official actions by the County

recommending professional services 2-11.1 (p)

quasi-judicial and advisory personnel may not recommend the services of any lawyer, architect, public relations firm, or any other person or firm to assist in any transaction involving the County or any of its agencies, unless properly made by the duties of the office

lobbying 2-11.1 (s)

“lobbyist” is defined as anyone seeking to encourage the passage, defeat, or modifications of—

- any ordinance, resolution, action, or decision of the County Commission
- any action, decision, or recommendation of any County board or committee
- any action, decision, or recommendation of County personnel during the time period of the entire decision-making process *or* such action, decision or recommendation that foreseeably will be heard or reviewed by the County Commission, County board, or committee

others who are also considered lobbyists and must register as lobbyists include—

- principal of firm
- any employee whose normal scope of employment includes lobbying activity

requirements of lobbyists include—

- registering as a lobbyist and paying annual fee (failure to pay bars individuals and companies from lobbying)
- filing timely expenditure reports by September 1st (failure to file results in automatic suspension until fines are paid or appeal taken to the Ethics Commission)
- *but*, lobbyists are no longer required to register for each separate issue they defend

lobbyist contracts *cannot* contain contingency fees

who is not a lobbyist?

- attorneys or other representatives retained to represent individuals and corporate entities in quasi-judicial proceedings where the law prohibits ex-parte communications
- expert witnesses who only provide scientific, technical, or other specialized information or testimony in public meetings
- employees of the principal whose normal scope of employment does not include lobbying activities
- representatives of nonprofit organizations, *e.g.*, homeowner’s associations, who only appear at publicly noticed meetings, without special compensation or reimbursement for the appearance, whether direct, indirect, or contingent, to express support or opposition to any item

- community-based organizations, even when making contacts outside of public meetings, when grants or other funding matters are involved
- individuals who appear in their individual capacity for the purpose of self-representation
- any public officer, employee, or appointee who only appears in his or her official capacity

voting conflicts for members of advisory and quasi-judicial boards 2-11.1 (v)

board members may not vote on any matter if the member will be directly affected by the board action *and* the board member has any of the following relationships with the persons and entities appearing before the board—

- officer
- partner
- consultant
- fiduciary
- stockholder
- debtor
- director
- of counsel
- employee
- beneficiary
- bondholder
- creditor

review questions

1. I am president of a nonprofit organization that is appearing before my board to request funding for a community program. May I vote on this matter, even though I will not personally receive any money or compensation as a result of this funding? What if I were the executive director whose salary would be supported in part by this funding?
2. My attorney is scheduled to appear before my board on behalf of her client. The matter is not connected to the matter for which I've retained this attorney. May I vote?
3. The homeowners' association I belong to is scheduled to make a presentation next week before the advisory board on which I serve. I am not an officer of the homeowners' association, and the presentation concerns a matter that does not directly affect me. Would I be permitted to listen to this presentation next week and, at a later date, vote on the matter?
4. I am an architect and president of my own architectural firm. I sit on the Planning & Zoning Board. My firm represents a client whose project will appear before the Planning & Zoning Board in the near future. Am I prohibited from voting on this matter?
5. My former employer is appearing before my board on a matter that requires a vote by our board. Do I have a voting conflict?
6. I am vice-president of a company that does business with Miami International Airport. I do not have a controlling financial interest in the company. I have been asked to sit on a board that has certain oversight and enforcement over companies doing business at the airport. May I serve on the board?
7. A local development company has invited our board members, along with County staff members, to attend an educational workshop. The workshop will be held at an

area hotel and will include breakfast and lunch. The development company is planning to present information about its work and provide marketing and research findings about area development opportunities. Other members of the public and private sector will be in attendance. The cost of the workshop is \$100.00, but the company has waived the fee for County board members and staff. Am I prohibited from attending?

8. I sit on the planning board. A friend of mine is involved in a dispute with the County concerning certain code violations. She has asked me to recommend an attorney to assist her with this case. My sister, who is a new attorney, could use the work. May I recommend my sister to my friend?
9. I serve on a quasi-judicial board. The son of a close family friend has a matter pending before the board. May I vote on this matter?

answers

1. **YES.** Subsection (v) of the Code does not prohibit you from voting. Although you are an officer of the nonprofit organization and thereby fall under one of the enumerated relationships, you will not receive compensation directly; therefore, there is no direct affect to you. A voting conflict under this subsection requires that you have *both* an enumerated relationship and a direct affect.

NO. If you were the executive director of a nonprofit organization *and* you were seeking funding that would support your salary, you would be prohibited from voting on the funding request. Additionally, if your job performance as an executive director would be evaluated, in part, on how much money you brought into the organization, you would be prohibited on voting as well.

2. **YES.** There is no prohibition *per se* under the Code to vote on matters involving your lawyer, accountant, doctor, etc., unless you have another relationship with this person as enumerated under the Code *and* you may be directly affected. Since the matters in this case are unrelated to you, you do not have a voting conflict.
3. **YES.** If you do not have any of the enumerated relationships outlined in subsection (v) *and* you will not be directly affected by the action of the board, you may listen to the presentation and later vote on the matter. However, because the homeowners' association represents your interests in some way, your participation in this matter may give the "appearance" of impropriety. Consequently, prior to the presentation and vote, you may wish to explain publicly why you are not directly affected by this particular decision regarding your homeowners' association.
4. **YES.** Section (v) prohibits you from voting on matters involving clients of the firm that employs you. In addition, subsection (m)(2) may prohibit you from serving on the board altogether. This section prohibits board members from appearing before their own board directly or through an associate. Subsection (m)(2) also prohibits board members from receiving compensation, directly or indirectly, from third parties who appear before their boards. If the benefit sought by your client is connected to the work your firm is expected to perform under its agreement with the client, you may not sit on the board.

5. **NO**, you do not have a conflict unless you maintain one of the enumerated relationships under section (v) *and* the matter is one that will directly affect you. Under state law, however, you may be prohibited from voting in a quasi-judicial setting if you could not be objective toward the presenter or the matter.
6. **YES**. Under section (c), you may serve on the board as long as you do not have a controlling financial interest (of 10% or more) in your company. However, you may not vote on matters that pertain to your firm, and you are required under subsection (f) to disclose to the board your employment with the firm.
7. **NO**. You may attend the workshop, but you must file a quarterly disclosure report acknowledging the gift of the workshop valued at \$100.00. If the developer might appear before your board in the future, you may also wish to avoid the appearance of impropriety by not accepting the gift. In that case, you or the board could pay for you to attend.
8. **NO**. Employees, officials, and board members are prohibited from recommending the services of lawyers, architects, public relations consultants, or other professionals to assist in any transaction involving the County or any of its agencies, unless required to by the official duties of the office.
9. **YES**. The Code does not prohibit you from voting, but because there may be an appearance of impropriety, you should disclose the nature of the relationship before the vote.



Official City Bulletin

Date: January 13, 2010

Subject: Cone of Silence Notice

To: All City Employees

From: Departments of Purchasing and
Capital Improvements Program

The "CONE OF SILENCE" is imposed on the following formal solicitations. As such, no city employee shall have any type of communication regarding the below listed solicitation with any other city employee, elected official or non-city employee. Please direct any calls, emails, questions, inquiries, etc., to the "Buyer" from the Issuing Department as listed below. The Cone of Silence shall be considered no longer in effect upon the solicitation no longer listed herein.

NUMBER	TITLE	DATE	ISSUING DEPARTMENT	BUYER
IFB 198151	Purchase of One (1) Chip Dump Truck for the City of Miami Public Works Department	1/13/10	PURCHASING for Public Works	Terry Byrnes
ITB 09-010-008	Williams Park Community Center	12/23/09	Capital Improvements Program	Cecelia Wilson
RFP 09-010-007	Design Build Services for the Design and Construction at Moore Park	12/23/09	Capital Improvements Program	Cecelia Wilson
IFB 193155	Chemical and Cleaning Supplies	12/23/09	PURCHASING for Parks and Recreation	Yusbel Gonzalez
RFQ 08-09-063	Architectural Services for Miscellaneous Projects	12/18/09	Capital Improvements Program	Cecelia Wilson
ITB 08-09-055	Robert King High Park Soccer Field Restrooms	12/18/09	Capital Improvements Program	Marlo Darrington
IFB 198157	Custodial Services	12/11/09	PURCHASING for Citywide	Maritza Suarez
IFB 199154	Road Service Tire Repairs	12/04/09/	PURCHASING for Citywide	Terry Byrnes
ITB 09-10-004	Large Vessel Mooring Facility	12/3/09	Capital Improvements Program	Anthony Rolle
ITB 08-09-076	Kinloch Storm Sewer Improvements Project, PH I	12/01/09	Capital Improvements Program	Marlo Darrington
ITB 08-09-067	NE 2 nd Avenue Roadway Reconstruction-Segment C	11/20/09	Capital Improvements Program	Hamilton Hicks
ITB 08-09-066	NE 2 nd Avenue Roadway Reconstruction-Segments B1	11/20/09	Capital Improvements Program	Hamilton Hicks
IFB 145119	Printer and Scanner Repair Services	11/20/09	PURCHASING for Citywide	Yusbel Gonzalez
RFQ 08-09-049	CEO Services for NE 2 nd Ave Improvements and Citywide ADA Sidewalk Improvements	11/18/09	Capital Improvements Program	Mayren Franco
RFP 127087	Turnkey Trolley Service Operation for the City of Miami Health District with Additional Optional Future Routes	11/18/09	PURCHASING for City Manager	Terry Byrnes
IFB 92062	Decontamination, Disinfection and Disposal of all Bio-Hazardous Waste, Hydrocarbon or Chemical Hazardous Spills	11/16/09	PURCHASING for Citywide	Terry Byrnes
IFB 191150	Tree and Palm Relocations	11/06/09	PURCHASING for Parks	Maritza Suarez
RFQ 08-09-069	Geotechnical & Construction Material Testing Services for Miscellaneous Products	11/02/09	Capital Improvements Program	Mayren Franco
IFB 178149	Laserfiche Software Hardware and Services	10/21/09	PURCHASING for ITD	Yusbel Gonzalez
IFB 189144	Motorola Radio Parts and Accessories	10/19/09	PURCHASING for GSA	Maritza Suarez
RFP 165129	Mainframe Re-Platforming	10/09/09	PURCHASING for ITD	Lourdes Rodriguez
RFP 08-09-074	Environmental Assessment and Remediation of Virginia Key Landfill	9/30/09	Capital Improvements Program	Marlo Darrington
RFP 08-09-068	Design Build Services for Biscayne Skate Park, B-30675	9/22/09	Capital Improvements Program	Mayren Franco
RFQ-08-09-062	Miscellaneous Vertical Construction Observations Services	8/07/09	Capital Improvements Program	Anthony Rolle
RFLI 139104	Operation of Grapeland Aquatic Park Food/Beverage Concession Facility	7/06/09	PURCHASING for Parks and Recreation	Terry Byrnes
RFP 126088	Camera System Upgrade and Expansion	5/08/09	PURCHASING for Police	Lourdes Rodriguez
RFP 119057	Traffic Safety Camera Program	12/22/08	PURCHASING for Purchasing	Lourdes Rodriguez

Sec. 18-74. Cone of silence.

(a) The requirements of subsection 2-11.1(t) ("Cone of Silence Ordinances") of the Code of Miami-Dade County, Florida, as amended, shall not be applicable to the city.

(b) Cone of silence. The cone of silence shall be applicable only to contracts for the provision of goods and services and public works or improvements for amounts greater than \$200,000.00; provided, however, that the cone of silence shall not be applicable to the city attorney's office nor to the office of the independent auditor general.

(c) "Cone of silence" is defined to mean a prohibition on:

(1) Any communication regarding a particular request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation for bids ("IFB") or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and the city's professional staff including, but not limited to, the city manager and his or her staff;

(2) Any communication regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation between the mayor, city commissioners or their respective staffs and any member of the city's professional staff including, but not limited to, the city manager and his or her staff;

(3) Any communication regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and any member of the selection/evaluation committee therefor;

(4) Any communication regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation between the mayor, city commissioners or their respective staffs and any member of the selection/evaluation committee therefor; and

(5) Any communication regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and the mayor, city commissioners, and their respective staffs; and

(6) Any communication regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation between any member of the city's professional staff, including but not limited to the city manager and his or her staff, and any member of the selection/evaluation committee therefor. The city manager and the chairperson of the selection/evaluation committee may communicate about a particular selection/evaluation committee's recommendation but only after the committee has submitted its written recommendation to the city manager and provided that should any change occur in the committee recommendation, the content of the communication and of the corresponding change shall be described in writing and filed by the city manager with the city clerk and be included in any recommendation memorandum submitted by the city manager to the city commission.

Notwithstanding the foregoing, the Cone of Silence shall not apply to:

- a. Competitive processes for the award of CDBG, HOME, SHIP, HOPWA, and ESG (emergency shelter grants), Funds issued and administered by the city department of community development, and Law Enforcement Trust Fund (LETF) grants administered by the city police department;
- b. Communications between a potential proposer, offeror, respondent, bidder, consultant or lobbyist and city purchasing staff regarding minority/women business and local vendor outreach programs;
- c. Duly noticed pre-bid/proposal conferences and site inspections;
- d. Duly noticed site visits to determine the competency of bidders/proposers regarding a particular solicitation during the time period between the opening of bids/receipt of proposals and the time the city manager makes his or her written recommendation to the city commission;
- e. Emergency procurements;
- f. Communications with the city attorney and his or her staff;
- g. Communications regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the chief procurement officer, its staff, or any city purchasing agent, or its staff, responsible for administering the procurement process for such solicitation, prior to bid opening date or receipt of proposals, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation;
- h. Communications regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation between the chief procurement officer, its staff, or any city purchasing agent, or its staff responsible for administering the procurement process for such solicitation and a member of the corresponding selection/evaluation committee, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation;
- i. Sole source procurements;
- j. Bid waivers;
- k. Oral presentations before selection/evaluation committees and communications occurring during duly noticed meetings of selection/evaluation committees;
- l. Competitive negotiations;

m. Public presentations made to the city commission and communications occurring during any duly noticed public meeting;

n. Communications in writing or by e-mail at any time with any city employee, official, mayor, or member of the city commission unless specifically prohibited by the applicable RFP, RFQ, RFLI, IFB or other advertised solicitation. The city shall file a copy of any written communications with the city clerk;

o. Communications in connection with the collection of industry comments or the performance of market research regarding a particular RFP, RFQ, RFLI, IFB or any other advertised solicitation by the chief procurement officer or its staff;

p. Contract negotiations.

q. On-line procurements pursuant to section 18-114.

r. The downtown development authority, the department of off-street parking, the Model City Homeowners Trust, the Civilian Investigative Panel, and the Miami Sports and Exhibition Authority.

(d) Procedure.

(1) Imposition. A cone of silence shall be imposed upon each RFP, RFQ, RFLI, IFB or any other advertised solicitation when the solicitation is advertised in a newspaper of general circulation. At the time of imposition of the cone of silence, the city manager or his or her designee shall provide for public notice of the cone of silence. The city manager or his or her designee shall issue a notice thereof to the affected department(s), the city clerk, each commissioner and to the mayor and shall include in any advertised solicitation a statement disclosing that the solicitation is subject to the cone of silence.

(2) Termination. Except as otherwise provided herein, the cone of silence shall terminate at the time the city manager's approval of the award or the city manager's written recommendation to the city commission, as may be applicable, is received by the city clerk, or at such time that bids or proposals are rejected by the city commission or the city manager; provided, however, that if the city commission refers the recommendation back to the city manager for further review, the cone of silence shall be reimposed until such time as the city manager's subsequent written recommendation is received by the city clerk.

(e) Penalties. Violation of the cone of silence by a particular bidder or proposer shall render the award to said bidder or proposer voidable by the city commission. Any person who violates a provision of this ordinance shall be prohibited from serving on a city competitive selection/evaluation committee unless such appointment is approved by a 4/5 vote of the city commission. A violation of this section by a particular bidder, proposer, offeror, respondent, lobbyist or consultant shall subject said bidder, proposer, offeror, respondent, lobbyist or consultant to potential debarment pursuant to this Code.

In addition to any other penalty provided by law, violation of any provision of this article by a city employee shall subject said employee to disciplinary action up to and including dismissal.

(Ord. No. 12271, § 2, 8-22-02)

CITY OF MIAMI
Homeland Defense/Neighborhood Improvement
Bond Oversight Board

MEMO

To: Pedro G. Hernandez, City Manager
From: Jose Solares, Chairman
Date: January 15, 2010
RE: Homeland Defense/Neighborhood Improvement Board Oversight Board (BOB)
Annual Report for the Year 2009 as per Sec.20890 of the City Code.
cc: Board Members, Ola O. Aluko (CIP Director), Priscilla Thompson (City Clerk), City
Attorney

Pursuant to City Code Section 20890 (Annual Report of City Boards and Committees), please accept this Memorandum as the Annual Report of the BOB for the year 2009 in the manner and format prescribed in the City Code as follows:¹

City Code Question No. 1: Whether the board is serving the purpose for which it was created?

BOB Response: Miami's first ever BOB was created in 2001 by the City Commission to serve in an advisory capacity to the City to oversee and monitor implementation of the proceeds of the \$255 Million in Bond Funds for Miami's Capital Improvement Projects (CIP). The BOB continues to diligently fulfill its purpose.

City Code Question No. 2: Whether the board is serving current community need?

BOB Response: Keeping in mind the fairest interests of the entire community and with an eye on Miami's shortfall for Capital Improvements, the BOB stays on-track by observing the prudent guidelines we established for all CIP's brought before the Board, such as: (1) whether the projects and their budgets are on the list specifically identified by the City Administration and set forth in informational pamphlets and media release; (2) whether all available matching

¹ I was appointed Chairman of the BOB only one month ago, in December 2009. I was recently provided with request for this Annual Report. This request had been sent to the previous Chairman back in October 2009, but it seems that he failed to file such report.

grants have been applied for and the funds secured; (3) whether the CIP and its budget been approved by the CIP Department and secured approval of all of the City's Boards having an interest and by the BOB Audit Committee; (4) whether the CIP will purchase, implement and/or construct within the time frame that the BOB has established; (5) whether the actual cost of operation and maintenance has been established and whether a line item has been established in the City's Budget for the following year to reflect the cost of operation and maintenance of the new item and/or facility.

City Code Question No.3: List of the Board's major accomplishments

BOB Response: In my personal opinion the major accomplishments of the BOB have been: (1) more projects going into the bid process instead of the previous utilized method, *i.e.* JOC, etc.; (2) we have reduced the cost by working together with CIP personnel during the Audit Committee Meeting, challenging contractors estimated proposals, designers estimated proposals, etc.; (3) working together with CIP personnel, a new Project Analysis Form (PAF) was developed that now includes a method of tracking actual costs.

City Code Question No.4: Whether there is any other board, either public or private which would better serve the functions of this board?

BOB Response: To our knowledge, no other board, either public or private, has been created and educated to specifically address the CIP programs.

City Code Question No.5: Whether the ordinance creating the board should be amended to better be able to serve the purpose for which it was created?

BOB Response: Consideration to a slight reduction in the operating quorum should be considered in order to assure that the City projects do not get delayed because of lack of quorum.

City Code Question No. 6: Whether the Board's membership requirements should be modified.

BOB Response: In our opinion, no condition exists that would warrant any change at this time.

City Code Question No. 7: The cost, both direct and indirect, of maintaining the Board?

BOB Response: Membership on this Board is on a volunteer basis. Staff is provided by the City.