

**CITY OF MIAMI, FLORIDA  
INTER-OFFICE MEMORANDUM**

**TO:** Arthur Noriega V  
City Manager

**DATE:** June 7, 2021

**FILE:**

**FROM:** Annie Perez, CPPO, Director  
Department of Procurement



**SUBJECT:** Recommendation for Award of  
Contract for Professional Design Services for  
Miami Police Department Headquarters  
Fortification - D5

**REFERENCES:** Request for Qualifications  
("RFQ") No. 19-20-004

**ENCLOSURES:** Report of Evaluation Committee  
Memorandum, Evaluation Committee  
Appointment Memorandum, Proposal Security  
List, Consultant May 17, 2021 Revised Proposal

**RECOMMENDATION**

Based on the findings below, the Department of Procurement ("Procurement") hereby recommends, on behalf of the Miami Police Department (MPD), the award of a professional services agreement (PSA) to Wolfberg/Alvarez and Partners, Inc. ("Wolfberg" or "Consultant") for Professional Design Services for MPD Headquarters Fortification (the "Project").

The City of Miami ("City") is in need of engaging the Consultant to develop comprehensive architectural and engineering plans for the fortification of the MPD Headquarters. The Consultant shall provide the interdisciplinary services necessary to complete the detailed architectural and engineering plans for the City that shall encompass all necessary documents and specifications required for the future advertisement of an Invitation to Bid ("ITB"), which will be solicited separately from this RFQ. Also, the Consultant shall act as the Owner's Representative throughout the construction process.

The Consultant's Scope of Services includes, but is not limited to, architecture and engineering design, preparation of "as-built" drawings, alternative design analysis, cost estimating, review of contractor shop drawings and products, responding to contractor requests for information (RFI's), recommendations on certificates for payments, substitution reviews, attending construction meetings and performing periodic field visits during the construction phase.

Wolfberg's proposal outlines the fortification of four (4) entry points to the MPD Headquarters building with three (3) options for the main lobby. The remaining three (3) entry points include the Cafeteria, the Guardhouse entering the parking garage, and the East Entry door on NW 2<sup>nd</sup> Avenue. The proposal has been prepared with a multi-phased format, with Phase I being the preparation of Conceptual Designs and 3-D depictions of the proposed fortification improvements, along with Order-of-Magnitude Construction Cost Estimates for each fortification item. The 3-D renderings will convey the general configuration and architectural look of the proposed improvements. Based on the approved Conceptual Designs from Phase I, the City, at its sole discretion, will choose the desired fortification improvements to authorize Phase II, wherein Wolfberg will proceed with the preparation of Schematic Designs of the selected option. Following the City's review and approval of the Schematic Design, Wolfberg will proceed with the remaining Phases required to complete the Project which include Phase III – Design Development Documents; Phase IV – Construction Documents; Phase V – Permitting; Phase VI – Bidding, Negotiation, and Award; and Phase VII - Contract Administration During Construction.

**PR21158**

**FISCAL IMPACT**

The total potential fiscal impact of this Project will vary between \$91,959.00 and \$271,544.90, including a ten percent (10%) Owner's Contingency Allowance, depending on which of the fortification options the City approves. Wolfberg's fully detailed final fee proposal dated May 17, 2021, has been attached herein for your convenience.

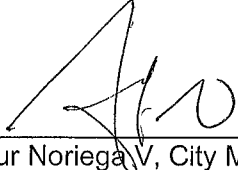
**BACKGROUND**

On January 31, 2020, Procurement issued Request for Qualifications ("RFQ") No. 19-20-004 for the provision of design services for the Project, on behalf of the MPD.

Subsequently, on March 9, 2020, the State of Florida issued a Declaration of Emergency through Executive Order 20-52 (copy attached), as a result of the Novel Coronavirus Disease 2019 (COVID-19) pandemic. Simultaneously, Procurement received two (2) proposals in response to this solicitation from Wolfberg and Architects Design Group/ADG, Inc. Consequently, the proposals were reviewed by Procurement staff, upon which both proposals were deemed responsive and responsible in accordance with the minimum qualifications and experience requirements of the RFQ. The Step 1 Evaluation Committee Meeting was held on December 18, 2020, and negotiations were authorized on January 25, 2021.

Negotiations with Wolfberg were commenced with the kickoff meeting on March 11, 2021. The City's Negotiation Committee was comprised of Major Richard Perez with the MPD, Wanda Mendez, an MPD civilian retiree, and Robert Fenton, an experienced Construction Project Manager from the City's Office of Capital Improvements. After reviewing and discussing the Project scope with Wolfberg during the kickoff meeting, Wolfberg and the Committee held a site visit and tour of MPD Headquarters on March 16, 2021. The tour allowed Wolfberg and Committee members to visit all of the building entry points needing fortification. After the site visit, Wolfberg provided the Committee with its initial fee proposal dated April 15, 2021. After reviewing Wolfberg's initial proposal, the Committee determined that further discussion and clarification of certain matters included and not included within the initial proposal would require subsequent meetings with Wolfberg and revisions to the proposal. Among other things, the Committee required that the proposal provide options for the fortification items to be presented, as well as conceptual and schematic phases to provide the City with the option of choosing which fortification items are desired prior to completion of detailed construction drawings. Following two (2) revisions to the Consultant's initial proposal and subsequent meetings to discuss and clarify items in the revised proposals, the Committee determined that Wolfberg's proposal dated May 17, 2021 contains the clarity needed to allow the City to make the prudent choices required to proceed with the design process.

Consequently, approval of this recommendation is requested. Execution of the ensuing PSA will be completed upon your approval. Your signature below indicates your approval of Procurement's recommendation.

Approved:   
Arthur Noriega V, City Manager

Date: 7/6/21

- c: Nzeribe Ihekwaba, PhD, PE, Deputy City Manager
- Fernando Casamayor, Assistant City Manager, Chief Financial Officer
- Pablo R. Velez, Sr. Assistant City Attorney
- Art Acevedo, Chief of Police, Miami Police Department
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement