

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

TO: Arthur Noriega V
City Manager

DATE: March 10, 2020 **FILE:**

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

SUBJECT: Recommendation for Award of
Contract for Curtis Park Project, Project No. B-
193513, for the Office of Capital Improvements

REFERENCES: Request for Qualifications
("RFQ") No. 18-19-035

ENCLOSURES: Report of Evaluation Committee
Memorandum, Evaluation Committee
Appointment Memorandum, Proposal Security
List

RECOMMENDATION:

Based on the findings below, the Department of Procurement ("Procurement") hereby recommends that the referenced Project be awarded to Gurri Matute, P.A. ("Consultant"), for RFQ No. 18-19-035, Curtis Park Project, Project No. B-193513 (the "Project").

The Consultant shall provide design, permitting and contract administration services for improvements to Curtis Park, consisting of the demolition of the existing Community Center building and the construction of a new facility of approximately 8,000 square feet. The new facility will include, at a minimum, two (2) administration offices, three (3) individual classrooms, one (1) arts and crafts room, an entrance reception area, an interior storage room to accommodate tables, chairs, and recreation supplies, a large recreation multi-purpose room, a warming kitchen area, a computer lab, and a fitness room.

During the pre-design services phase of the Project, the Consultant shall hold two (2) meetings to establish stakeholders and verify the programmatic space requirements. The Consultant shall conduct investigative code research, meet with authorities having jurisdiction as required, and provide an electronic .pdf file of Program Verification Summary Report (Basis of Design).

During the schematic design phase of the Project, the Consultant shall prepare a conceptual design of the site and building massing and prepare a schematic design submittal (to include architectural site plan with parking, zoning data, floor plans, exterior elevations, roof plan, two (2) computer renderings, and preliminary landscape architectural planting plans). The Consultant shall hold one (1) meeting with the City of Miami ("City"), and subsequently one (1) meeting with the Community to present the schematic design after which the Consultant will prepare a Probable Construction Cost and Project Development Schedule.

During the design development phase of the Project, the Consultant shall prepare the design development submittal and warrant application. The Consultant shall hold nine (9) meetings with various people and organizations to discuss the submittal, present a preliminary selection of the proposed finishes, color palette, and light fixtures, coordinate with the City's Information Technology ("IT") Department, coordinate Art in Public Places (APP)-related activities, and review the constructability of the Project. The Consultant shall update the design to incorporate any comments from the City, update the Statement of Probable Construction Cost, update the Project Development Schedule, and begin the Engineering Control Modification Plan.

During the construction documents phase of the Project, the Consultant shall prepare fifty percent (50%) and one hundred percent (100%) construction documents. The Consultant shall hold two (2) meetings with the City to present the final material finishes and lighting package and APP. The Consultant shall update

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the Statement of Probable Construction Costs, Project Development Schedule, and prepare the Air Monitoring Plan and Engineering Control Modification Plan to submit for DERM approval.

During the bidding, permitting, and contract administration phases of the Project, the Consultant shall submit plans through the City's e-Plan and all other authorities having jurisdiction. The Consultant shall attend the pre-bid meeting, respond to all requests for information ("RFI"), and assist in review of bids. The Consultant shall attend the kick-off meeting for construction and all bi-weekly construction meetings, and prepare minutes for each meeting. The Consultant shall attend monthly site visits to ascertain the contractor's completion of work, in place and stored, and ensure compliance with the contract documents. The Consultant shall provide engineering inspection and certification services as well as air monitoring services. The Consultant shall review and approve contractor pay requisitions, RFI's, shop drawings and submittals, and Proposed Change Orders. The estimated construction duration is fourteen (14) months for Substantial Completion, plus thirty (30) days for Final Completion.

FISCAL IMPACT:

The fiscal impact to the City for the negotiated contract is **\$740,841.35**. This is comprised of a Lump Sum fee of \$439,769.27 for Basic Services, \$237,095.16 for Dedicated Allowances, \$20,000 for Reimbursable Expenses, and \$43,976.93 for the Owner's Contingency Allowance. The original price proposal submitted by the Consultant totaled \$771,796.37; therefore, negotiations resulted in \$30,955.02 or 4.01% of savings for our taxpayers.

BACKGROUND:


On July 18, 2019, Procurement issued a solicitation under full and open competition to obtain proposals from qualified firms for three (3) City parks, Moore Park, Armbrister Park, and Curtis Park. On August 19, 2019, Procurement received six (6) proposals in response to the solicitation (see attached Proposal Security List). Subsequently, the proposals were reviewed by Procurement staff, upon which four (4) proposals were deemed responsive and responsible in accordance with the minimum qualifications and experience requirements of the RFQ. Also, two (2) proposals were deemed non-responsive in accordance with the minimum qualifications and experience requirements of the RFQ. Accordingly, on October 9, 2019, the Evaluation Committee ("Committee") met and completed the evaluation and ranking of all proposals following the stipulated guidelines in the solicitation. The proposals were evaluated in accordance with five (5) evaluation criteria, and ranked by total awarded points (see enclosed Report of Evaluation Committee Memorandum).

Upon review and subsequent approval of the Report of the Evaluation Committee Memorandum by the City Manager on November 14, 2019, negotiations were initiated with the Consultant, the third highest ranked firm. The City's negotiation team, comprised of staff from the Office of Capital Improvements ("OCI") held good faith negotiations with the Consultant's principals that addressed:

1. Coordination of the various professional consulting services necessary for the Project;
2. Established a capped, fair market professional services fee schedule;
3. A project-tasking solution, which supports the implementation of a fiscally sound agreement, in the best interest of the City and its residents, and;
4. A legally sufficient and binding agreement terms and conditions, with the assistance and support of the City Attorney's Office.

Successful negotiations for Curtis Park were accomplished, and an agreement was mutually reached, on March 4, 2020. As a result, Procurement hereby recommends award of a Professional Services Agreement with the Consultant for the Project. Pursuant to Resolution R-19-0187, approved by the City Commission on May 9, 2019, amending Section 18-117, "Economic Stimulus Awards and Agreements" of the City Code (copy attached), the City Manager has delegated authority to award this contract and execute the ensuing agreement.

Based on the above findings, Procurement hereby recommends that the Contract be awarded to Gurri Matute, P.A. Your signature below indicates your approval of Procurement's recommendation.

Approved: 

Arthur Noriega V, City Manager

Date: 3/18/20

- c: Nzeribe Ihekweba, P.E., Ph.D., Assistant City Manager
- Sandra Bridgeman, Assistant City Manager/Chief Financial Officer
- Pablo Velez, Senior Assistant City Attorney
- Lara Hamwey, Director, Parks and Recreation Department (Parks)
- Steven C. Williamson, Director, OCI
- Nadia Arguelles-Goicoechea, Assistant Director, Administration and Capital Planning, Parks
- Hector Badia, Assistant Director, OCI
- Fernando V. Ponassi, MA Arch., MA PPA, LEED®AP, Assistant Director, Procurement