



# MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 116-2008

RECEIVED

2008 APR 18 AM 9:46

CITY CLERK'S OFFICE

## LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: April 10, 2008

SUBJECT: Request for Proposals (RFP) for use of the Carl Fisher Clubhouse

This Letter to Commission is intended to provide you with a status update on the Request for Proposals for a Lease Agreement for the Carl Fisher Clubhouse (Clubhouse), and pending renovations to the facility. In LTC# 211-2007, dated September 15, 2007, it was referenced that the City would issue a Request for Letters of Intent (RLF) to identify an organization to provide cultural programming at this location for Miami Beach residents until such time as the more extensive planned renovations for the entire complex are completed. Subsequently, a Request for Proposal (RFP) for a Lease Agreement was deemed to be consistent with other City-owned properties having exclusive use of a facility.

As you are aware, the entire complex that includes the Clubhouse, band shell, Little Acorn Theater and adjacent green space, is scheduled to undergo renovations; only the Clubhouse is currently in use. The JCS Senior Meals program was temporarily relocated to the Clubhouse while their permanent location (South Shore Community Center) undergoes renovations; they utilize the space only in the morning and will vacate the premises by June 1, 2008. SOBE Music Institute (SMI) utilizes the space in the afternoons and weekends; their current Letter Agreement expires on June 9, 2008. This Letter Agreement was executed to allow for short term programming to benefit our community in a space that was under/unutilized.

Shortly after the recommendation to issue the RFP was made, it was determined that certain repairs would be necessary before the space could be offered for use for new programming for an extended period. These repairs included the installation of ADA restrooms and other accessibility requirements.

In order to ensure that these repairs were compatible with future plans for the complex, the renovations first had to be coordinated through CIP for compatibility with the previously submitted design plans for the larger construction project to renovate and redesign the complex. These ADA accessibility repairs were already proposed to be incorporated in the future renovations and are designed to permit the maximum use of the space. CIP has begun the repairs and it is now anticipated that the ADA restrooms and accessibility requirements will be completed by September.

The Letter Agreement with SOBE Music Institute (SMI) terminates June 9, 2008. While the intent was to issue the RFP to allow the selected organization to move in by June, as a result of the necessary review of the needed repairs and the need to confirm their consistency with the overall project, as well as ascertaining the impact of the repairs on current Clubhouse occupants, the RFP was issued on April 8, 2008. In light of this

necessary review, the Administration has taken the SMI's summer programming into consideration and is discussing with SMI the option of extending the current Letter Agreement through August. In the event there are no outstanding issues regarding the contractual obligations on the part of SMI, and the ability to coordinate with the construction schedule for the renovations, it is recommended that an extension be issued.

RFP #03-07/08 *Request for Proposal for the Use of the Carl Fisher Clubhouse for Cultural Programming for Residents of the City of Miami Beach* was published Wednesday, April 8, 2008 on both RFP Depot and Bidnet by the Procurement Division, which is currently extending the announcement to recognized cultural programs within the City. The RFP due date is May 13, 2008 at 3:00 p.m. with a pre-proposal Submission Meeting is scheduled for April 24, 2008 at 10:00 a.m. The Cone of Silence is in effect.

Please let me know if you have any questions or concerns regarding the recommended extension until August for SMI.

As always, please feel free to contact me should you have any questions or require additional information on this item.

JMG\HF\ACV

C: Hilda Fernandez, Assistant City Manager  
Tim Hemstreet, Assistant City Manager  
Ana Cecilia Velasco, Asset Manager  
Gus Lopez, Procurement Director  
Max A. Sklar, Tourism and Cultural Development Director