

Condensed Title:

Request For Approval To Issue A Request For Qualifications (RFQ) For Architectural, Engineering, Design, Bid and Award, and Construction Administration Services for the Collins Park Garage Project.

Key Intended Outcome Supported:

Ensure well-maintained infrastructure

Supporting Data (Surveys, Environmental Scan, etc.): The 2009 Customer Satisfaction Survey indicated that 79% of businesses rated recently completed capital improvement projects as "excellent" or "good."

Issue:

Shall the Mayor and City Commission approve the issuance of the RFQ?

Item Summary/Recommendation:

The cultural arts neighborhood district is an area that is in need of parking for the visitors and residents of the City of Miami Beach. In order to serve this need, the City is proposing to build a five level parking garage. The site for the new parking facility is bounded by 23rd Street on the north, Park Avenue on the west, the Miami City Ballet on the south and Liberty Avenue on the east (300 to 342 23rd Street). In addition, the City owns a surface lot that serves the City Library bounded by Liberty Avenue to the west and the City Library to the south (224 23rd Street), which the City is desirous to plan as part of the services contemplated in this Request for Qualifications. This project once built will generate jobs as well as provide a source of revenue for the City.

The City is requesting qualification statements from Design Firms that meet the minimum qualifications described in this document. The Consultant shall provide Architectural, Structural Engineering, MEP Engineering, Civil Engineering, Landscape Architecture, Parking and Transportation Consultant, Traffic Impact Study within the parameters required by the City's Public Works and Planning Departments, Environmental Assessments, Threshold Inspection, Special Inspection as required by the Building Department, Construction Cost Estimating, Surveying, Geotechnical, Asbestos survey and material testing services for the Project. The work shall include, but not be limited to planning, design development, estimate(s) of probable construction cost, construction documents, permitting, bidding / award, LEED process support and documentation and construction administration services for the Project.

The project consists of a five (5) level parking garage with a maximum height of fifty (50) feet or as required by City Ordinance, which accommodates approximately 400 parking spaces and houses retail establishments on the ground floor. The parking garage will be located on 300-342 23rd Street. The City is contemplating closing a portion of Liberty Avenue from 23rd Street to 22nd Street in order to create a pedestrian plaza that will provide safe travel to and from the Miami Beach Ballet, the Library, and the parking garage. In addition, the City is requesting that the Consultant study the best use of the parcel located on 224 23rd Street and propose various concepts to the City which may include a commercial building with retail on the ground floor and commercial and retail on the floors above with the possibility of being connected via a bridge to the new parking garage as described above.

The Consultant's services shall also include LEED process support and documentation pursuant to US Green Building Counsel LEED Standard and/ or City of Miami Beach Ordinance Section 100 whichever is most stringent and include but not be limited to the following:

- LEED documentation, application and all required submittals to achieve a USGBC LEED SILVER certification for new construction;
- Providing the project specifications that clearly delineate all LEED-related Contractor responsibilities and procedures, provide the LEED required documentation of all materials, technologies, and procedures upon which the achievement of design intent and LEED Silver certification depend;
- Coordinating with and assisting the City's Building Commissioning Agent / Contractor in its implementation of the Building Commissioning Plan. That plan shall result in full compliance with the LEED standard for full documentation of building commissioning. In particular it will structure and document the full initiation, testing, operational instruction, and record documentation of all building systems.
- The Project Team will conduct meetings that will result in a list of clearly defined and clearly assigned actions and responsibilities for moving towards the achievement of LEED Silver certification and related project goals.

The total allocated Construction Cost Budget earmark for the project is approximately \$12,500,000.

Advisory Board Recommendation:

N/A

Financial Information:

Source of Funds:	Amount	Account
1	N/A	
OBPI	Total	
Financial Impact Summary: N/A		

City Clerk's Office Legislative Tracking:

Fernando Vazquez ext. 6399

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL FVE	DB JGG	JMG

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MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

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

FROM: Jorge M. Gonzalez, City Manager

DATE: May 11, 2011

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL, ENGINEERING, DESIGN, BID AND AWARD, AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE COLLINS PARK GARAGE PROJECT**

ADMINISTRATION RECOMMENDATION

Approve issuance of the RFQ.

ANALYSIS

The cultural arts neighborhood district is an area that is in need of parking for the visitors and residents of the City of Miami Beach. In order to serve this need, the City is proposing to build a five (5) level parking garage. The site for the new parking facility is bounded by 23rd Street on the north, Park Avenue on the west, the Miami City Ballet on the south and Liberty Avenue on the east (300 to 342 23rd Street). In addition, the City owns a surface lot that serves the City Library bounded by Liberty Avenue to the west and the City Library to the south (224 23rd Street), which the City is desirous to plan as part of the services contemplated in this Request for Qualifications. This project once built will generate jobs as well as provide a source of revenue for the City.

SCOPE OF SERVICES

The City is requesting qualification statements from Design Firms that meet the minimum qualifications described in this document. The Consultant shall provide Architectural, Structural Engineering, MEP Engineering, Civil Engineering, Landscape Architecture, Parking and Transportation Consultant, Traffic Impact Study within the parameters required by the City's Public Works and Planning Departments, Environmental Assessments, Threshold Inspection, Special Inspection as required by the Building Department, Construction Cost Estimating, Surveying, Geotechnical, Asbestos survey and material testing services for the Project. The work shall include, but not be limited to planning, design development, estimate(s) of probable construction cost, construction documents, permitting, bidding / award, LEED process support and documentation and construction administration services for the Project.

The project consists of a five (5) level parking garage with a maximum height of fifty (50) feet or as required by City Ordinance, which accommodates approximately 400 parking spaces and houses retail establishments on the ground floor. The parking garage will be located on 300-342 23rd Street. The City is contemplating enhancing or closing a portion of Liberty Avenue from 23rd Street to 22nd Street in order to create a pedestrian plaza that will provide a strong connection from the parking structure to Collins Park, Miami Beach Ballet, and the Public Library. In addition, the City is requesting that the Consultant study the best use of the parcel located on 224 23rd Street and propose various concepts to the City which may include a commercial building with retail on the ground floor and commercial and retail on the floors above with the

possibility of being connected directly by an extension of the parking levels or via a bridge to the new parking garage as described above.

The Consultant's services shall also include LEED process support and documentation pursuant to US Green Building Council LEED Standard and/ or City of Miami Beach Ordinance Section 100 whichever is most stringent and include but not be limited to the following:

- LEED documentation, application and all required submittals to achieve a USGBC LEED SILVER certification for new construction;
- Providing the project specifications that clearly delineate all LEED-related Contractor responsibilities and procedures, provide the LEED required documentation of all materials, technologies, and procedures upon which the achievement of design intent and LEED Silver certification depend;
- Coordinating with and assisting the City's Building Commissioning Agent / Contractor in its implementation of the Building Commissioning Plan. That plan shall result in full compliance with the LEED standard for full documentation of building commissioning. In particular it will structure and document the full initiation, testing, operational instruction, and record documentation of all building systems.
- The Project Team will conduct meetings that will result in a list of clearly defined and clearly assigned actions and responsibilities for moving towards the achievement of LEED Silver certification and related project goals.

The total allocated Construction Cost Budget earmark for the project is approximately \$12,500,000.

The successful firm will be tasked with the following duties and responsibilities:

- Planning Services: The purpose of this Task is to develop a concept plan that meets the City's functional requirements and stays within established schedule and cost parameters.
- Design Services: The purpose of this Task is to establish the requirements for the preparation of Contract Documents for the Project. The selected firm will be required to perform a variety of forensic tasks to verify, to the extent practicable, existing conditions, and the accuracy of base maps and as-built drawings to be used in the development of Construction Documents. These tasks include, but may not be limited to, demolition drawing preparation, surveying, utility verification, environmental site assessments, geotechnical explorations, traffic impact studies, hazardous material testing and coordination with proposed design improvements.
- In addition, the selected firm will follow the City Standards for the preparation of Contract Documents, inclusive of Drawings, Specifications and Front-End Documents, Cost Estimates, and a Risk Assessment Plan (RAP). Review submittals will be prepared at the completion of the Design Development Phase and at the 30%, 60%, 90% and 100% completion stages of the construction documents.
- Contract Documents will be subject to Constructability and Value Engineering reviews. The selected firm will attend and participate in design review meetings to present and discuss the design progress and concept at different stages during the design and will work with City staff to adjust and revise Project scope as may be deemed necessary to meet established budgets and the established phasing plan. The selected firm will also

Commission Memorandum – Issuance of a Request for Qualifications (RFQ) for Architectural, Engineering, Design, Bid and Award, and Construction Administration Services for the Collins Park Garage Project

May 11, 2011

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be responsible for reviewing and receiving approvals for the Contract Documents from all jurisdictional permitting Agencies and Boards prior to finalization of each phase of the Project. To facilitate the implementation of a Public Information Program, the selected firm will provide electronic files of all project documents, as directed by the City. City departments shall be required to respond, in writing, to all review comments. Presentation formats will be as directed by the City.

- The selected firm shall establish and maintain an in-house Quality Assurance / Quality Control (QA/QC) program designed to verify and ensure the quality, clarity, completeness, and constructability of its Contract Documents.
- Bid and Award Services: The selected firm shall assist the City in the bidding and award phases of each portion of the Project scope. Such assistance shall include facilitating reviews of Contract Documents with applicable Procurement, Risk Management and City Attorney's Office representatives. In addition, the selected firm shall furnish camera-ready Contract Documents for reproduction and distribution by the City, attend pre-bid conferences, assist with the preparation of necessary contract addenda, attend bid openings where applicable, assist with bid evaluations, and prepare a recommendation to award letter for the City's consideration. The selected firm shall provide "As-Bid" documents for use during construction.
- Construction Administration Services: The selected firm shall perform a variety of tasks associated with the administration of the construction of the project. These shall include attendance at the pre-construction conferences, attendance at weekly construction meetings, responding to contractor Requests for Information (RFI), clarification, responding to and evaluating contractor requests for change orders, contract amendments, review of shop drawings, review of record drawings, review and recommendation of contractor applications for payment, specialty site visits, project closeout reviews, including substantial completion, final punch list development and Project certification of final completion and acceptance of each phase, and warranty administration of each phase.
- Additional Services: If additional services are required during the performance of the work, they will be requested by the City and negotiated in accordance with the Contract requirements.
- Reimbursable Services: The City may reimburse additional expenses such as reproduction costs, underground utility verification costs material testing / abatement and/or any other service as required for successful project completion.

MINIMUM REQUIREMENTS

For purposes of compliance with this minimum experience requirement, the term "Proposer" is hereby defined to mean the firm and/or business entity which is submitting a proposal pursuant to this RFQ. Accordingly, the firm and/or business entity must meet the minimum requirements listed below in order to be deemed responsive. Non-responsive bids will be disqualified from consideration.

Qualifications will be considered only from consultants that are regularly engaged in the business of providing the professional specialization services as described in this RFQ.

For the purposes of this RFQ a LEED project is defined as a project that has followed the US Green Building Council LEED Standard for achieving at a minimum the USGBC LEED SILVER certification for new construction, with higher rating levels encouraged.

Interested Firms shall address the following items in the RFQ response:

Item 1. Team Experience:

- Indicate the team's number of years of experience in providing the requested professional services;
- List all similar projects undertaken in the past five (5) years, describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent's activities in relation to the project;
- Provide the name(s) of the person, or persons within your organization who was most actively concerned with managing each project.
- List and describe all legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, during the past five (5) years.
- The Design Firm must demonstrate prior experience in designing mixed-use municipal facilities, i.e. multi-story structures incorporating parking, retail space, and/or commercial space, with a minimum construction cost of 12.5 million. Specific experience in designing facilities that are successfully integrated into a dense urban environment is required.
- The Design firm must include a Registered Architect licensed in the state of Florida and a licensed Professional Engineer licensed in the state of Florida whose expertise is structural Engineering. The prime consultant must be an Architectural firm.

Item 2. Project Manager's Experience: Provide a comprehensive summary of the experience and qualifications of the individual who will be selected to serve as the Project Manager. This individual must have a minimum of eight (8) years experience in the planning, design, and construction administration of public or private projects with similar scope of work - including experience in designing multi-use municipal facilities - and should have served as Project Manager on a minimum of three previous projects having the same approximate value (i.e., construction budget of \$12.5 million or greater) and complexity as required by this Request for Qualifications.

Item 3. Previous Similar Projects: Please provide a list of a minimum of five projects which demonstrates the Team's experience in providing the services as required under this RFQ and in the scope of services for this project. Please provide the following information for each sample project:

- Client name, address, phone number, e-mail address
- Consultant (Architect or Engineer) name, address, phone number, fax and email
- Description of the scope of the work
- Month and Year the project was started and completed
- Total cost and/or fees paid to your firm
- Total cost of the construction, estimated and actual
- Role of the firm and the responsibilities
- LEED Certification achieved

Item 4. Qualification of Project Team: Provide a list of the personnel / subconsultants to be used on this project and their qualifications. A resume of each individual, including education, experience, and any other pertinent information shall be included for each team member including any subcontractors, to be assigned to this project.

Item 5. Project Approach: Provide a detailed description on the Project Team approach to the required services. Information should include:

- Organizational structure of project team.
- Project specific approach to this neighborhood.

Narrative description of team's understanding of the design services for the Project.

RFQ PROCESS

The procedure for response evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of responses.
3. Opening of responses and determination if they meet the minimum standards of responsiveness.
4. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements of this RFQ. If further information is desired, consultants may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
5. The Evaluation Committee will recommend to the City Manager the response or responses acceptance of which the Evaluation Committee deems to be in the best interest of the City. The following criteria shall be utilized by the Evaluation Committee for the selection of the Consultant:
 - **(20 points)** - The experience, qualifications and portfolio of the Principal Firm
 - **(20points)** - The experience and qualifications of the professional personnel assigned to the Project Team as well as their familiarity with this project and a thorough understanding of the methodology and design approach to be used in this assignment.
 - **(20 points)** - The experience, qualifications and portfolio of the Project Manager, as well as his/her familiarity with this project and a thorough understanding of the methodology and design approach to be used in this assignment.
 - **(5 points)** - Willingness to meet time and budget requirements as demonstrated by past performance, methodology and approach
 - **(10 points)** - Past performance based on quality of the Performance Evaluation Surveys and the Administration's due diligence based upon reference checks performed of the Firm(s) clients.
 - **(5 points)** - Risk Assessment Plan that reflects a clear understanding of project objectives; a thorough review of existing conditions; familiarity with the project site; a thorough understanding of all permitting and regulatory requirements and impacts; and other considerations that may impact the design and construction of the proposed improvements.
 - **(5 points)** - Certified minority business enterprise participation. Either the Prime Consultant or the sub-Consultant team may qualify for proof of certification for minority business enterprise participation. Accepted minority business enterprise certifications include the Small Business Administration (SBA), State of Florida,

or Miami-Dade County.

- **(5 points)** - Location
- **(5 points)** - Recent, current and projected workloads of the firms
- **(5 points)** - The volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firm.

The City may request, accept and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

6. After considering the recommendation(s) of the Evaluation Committee, the City Manager shall recommend to the City Commission the response or responses acceptance of which the City Manager deems to be in the best interest of the City.
7. The City Commission shall consider the City Manager's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee and, if appropriate, approve the City Manager's recommendation(s). The City Commission may reject City Manager's recommendation(s) and select another response or responses. In any case, City Commission shall select the response or responses acceptance of which the City Commission deems to be in the best interest of the City. The City Commission may also reject all proposals.
8. Negotiations between the selected respondent and the City Manager will take place to arrive at a contract. If the City Commission has so directed, the City Manager may proceed to negotiate a contract with a respondent other than the top ranked respondent if the negotiations with the top ranked respondent fail to produce a mutually acceptable contract within a reasonable period of time.
9. A proposed contract or contracts are presented to the City Commission for approval, modification and approval, or rejection.
10. If and when a contract or contracts acceptable to the respective parties is approved by the City Commission, the Mayor and City Clerk sign the contract(s) after the selected respondent(s) has (or have) done so.

CONCLUSION

The Administration recommends that the Mayor and the City Commission authorize the issuance of a Request for Qualifications (RFQ) for architectural, engineering, design, bid and award, and construction administration services for the Collins Park Garage Project.

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