

# Memorandum



**Date:** January 28, 2014

**To:** Lester Sola, Director  
Internal services Department

**From:** Michael Spring, Director  
Department of Cultural Affairs

**Subject:** Recommendation for Professional Services Agreement for  
A/E Services, Contract No. A14-CUA-01

A handwritten signature in black ink, appearing to read "Michael Spring", with a large, stylized flourish extending to the right.

It is recommended that Small Business Development division of the Internal Services Department review the enclosed request for Community Business Enterprise (CBE) measures for this project, in order to proceed with the advertisement. The requested services shall provide master planning, design, and construction administration services for re-establishing great regional theater at the **Coconut Grove Playhouse** property, located at 3500 Main Highway, Miami, FL 33133. A professional service agreement (PSA) will be awarded under this solicitation with a maximum award of \$2,145,000 and an effective term of four years and two one-year options to extend.

The scope of work includes architectural, engineering, and specialty consultant services including, but not be limited to:

- Reviewing documentation establishing the property's municipal historic designation by the City of Miami Historic and Environmental Preservation Board (HEPB) via Resolution No. HEPB-2005-60 dated October 5, 2005;
- Reviewing the results of previous efforts to re-imagine the possibilities for the site (design charrette conducted by the University of Miami School of Architecture's Center for Urban and Community Design and a building program developed by Fisher Dachs Associates, both completed in 2008) and developing a building program delineating spaces and sizes;
- Providing a master plan which may include both immediate and future development based on the existing property's historic designation, programming goals for the facility, and the available funding. The components envisioned for the site include a state of the art theater (target capacity: 300-600 seats), including all required front-of-house and back-of-house spaces necessary for the successful operation of the theater, parking, and future compatible development that may address the need for additional parking and complementary site amenities such as retail, restaurants, etc.;
- Providing proposed development with features, scale and ambiance that is consistent with the location and context of the site and that meets all required municipal reviews, including the City of Miami's Historic and Environmental Preservation Board;
- Providing construction documents and construction administration services; and
- Collaborating with the Miami-Dade County Department of Cultural Affairs as the lead developer for the project and the following partners:
  - GableStage, the not-for-profit organization that will manage/operate the facility;
  - Florida International University (FIU), who will partner with GableStage through the FIU College of Architecture + The Arts, and specifically their Theater Department, to provide professional theater opportunities for FIU students and faculty;
  - City of Miami Department of Off-Street Parking (Miami Parking Authority (MPA)) in developing the siting for a parking structure that may be later developed by MPA; and
  - Community stakeholders.

The selected consultant team must provide: program verification; site/master planning services; quality architectural design integrating historic preservation requirements with theater, acoustical and sound and communications components; detailed line item cost estimates; construction documents and specifications; bidding and award services; construction administration services including cost

estimating and schedule analysis services, and must participate in community meetings to inform the public of the project's progress.

The selected consultant will be responsible for the coordination and supervision of the team services and approving the work product of the sub-consultants.

**A&E TECHNICAL CERTIFICATION CATEGORIES REQUIRED:**

<b>Category</b>	<b>Description</b>	<b>Percentage</b>
14.00	Architecture (PRIME)	30%
18.00	Architectural Construction Management (PRIME)	10%
11.00	General Structural Engineering	15%
12.00	General Mechanical Engineering	10%
13.00	General Electrical Engineering	10%
16.00	General Civil Engineering	10%
17.00	Engineering Construction Management	5%
20.00	Landscape Architecture	5%
22.00	A.D.A Title II	5%
<b>Total:</b>		<b>100%</b>

**EXPERIENCE AND QUALIFICATIONS:**

- 1) The prime consultant must have the following program specific essential qualifications:
  - a) A minimum of three (3) years relevant experience in performing comprehensive site/master planning services for cultural facilities;
  - b) Experience in designing (including the production of construction documents) a cultural and/or arts facility (theater, performing arts venue, cultural arts center, etc.) as new construction or major renovation with a minimum \$5 million construction value;
  - c) Experience successfully providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals and limited capital resources.

Team members shall meet or exceed the above program-specific essential qualifications and provide a minimum of three (3) client references of comparable contracts, ongoing or completed, demonstrating that the team members meet the qualifications as stipulated above. The following must be included for each client reference:

- i) Client;
  - ii) Description of each firm's work on the project, including the firm's total compensation for the contracted services;
  - iii) Client's contact person, phone number, and email address;
  - iv) Project samples with visuals that demonstrate relevance to this solicitation, and
  - v) Details to support whether each team member's particular expertise relevant to the solicitation was gained while employed by the respondent firm or as a member of another firm/team.
- 2) The prime or a sub-consultant must have the following program specific essential qualifications:
    - a) A minimum of five (5) years historic preservation experience, including rehabilitation, additions and adaptive re-use of historic properties with a minimum \$3 million construction value.
  - 3) The prime consultant must identify the following individuals on their team:
    - a) Senior Architect - Must be a State of Florida licensed architect with a minimum of five (5) years' experience in projects of similar size and scope.

- b) Project Manager - Must have a Bachelor's degree in Architecture and a minimum two (2) years' experience in projects of similar size and scope.
  - c) Construction Manager – Must have a Bachelor's degree in Architecture, Engineering, or Construction Management and a minimum two (2) years' experience in managing construction projects of similar size and scope.
- 4) The prime consultant must identify the following Specialty Consultants:
- Theater Consultant;
  - Acoustical Consultant;
  - Sound and Communications Consultant;
  - Management Consultant;
  - Cost Estimator;
  - Schedule Consultant;
  - Interior Designer;
  - Envelope Consultant;
  - Parking and Traffic Consultant;
  - Signage and Way-Finding Consultant;
  - Security Consultant;
  - LEED Consultant;
  - Threshold Inspector;
  - Any other specialty consultant deemed necessary by the Prime to successfully complete the project.
- a) Must demonstrate a minimum of five (5) years of experience in the design and specification of the specialty systems/equipment.

The specialty consultant expertise noted above must be met by a qualified individual(s) of the prime and/or A&E sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The prime or sub-consultant shall provide detailed resume(s) of the individual(s) that fulfills the specialty consultant requirement, and provide sample projects that the individual(s) has worked on and in what capacity.

The determination of the individual's qualifications and compliance with the above experience and qualifications shall be at the sole discretion of the County.

Department staff has evaluated the subject solicitation and recommends the contract to have a **CBE Goal of 15%**.

Should you have any questions, please contact Marie Denis at (305) 375-4981.

c: Lisa M. Martinez, Senior Advisor, Office of the Mayor