


Memorandum



Date: June 13, 2011

To: Penelope Townsley
Director
Department of Small Business Development

From: John Gutierrez 
Special Projects Administrator
Park and Recreation Department

Subject: Resubmittal for the Review Committee, Project No. A11-PARK-01 GOB ESP,
Westchester Cultural Arts Center

This is a professional services agreement for architectural, engineering and construction administration services for building design and construction, site planning, and specialty design services (such as acoustical and culinary design and development) for the Westchester Cultural Arts Center. This item has previously appeared on the Review Committee on three different occasions; November 30, 2005, January 11, 2006, and March 15, 2006, due to funding increases and re-allocation of funds.

The facility consists of a black box / studio theater and related support amenities. Due to the specialties inherent with the design of a theater with appropriate acoustics, the design team must meet the following requirements:

Theater And Acoustical Design Experience: must have designed a minimum of three (3) black box (studio) performing arts theaters within the past five (5) years, including theatrical lighting, acoustics, moveable seating, lighting and sound system control rooms, catwalks, dressing rooms, and lobby/ticket support components.

The Park and Recreation Department is recommending the use of CBE firms for the Survey and Mapping – Land Surveying (5.6%) and the Landscape Architecture (9.8%) portions of the above referenced project. The breakdown for the A/E services is as follows:

Professional Consultant Services	\$ Cost	% of Cost
Architecture (14.00) Prime	\$131,000.00	20%
Architectural Construction Management (18.00) Prime	\$69,000.00	11%
Environmental Engineering (10.01)	\$22,900.00	4%
Structural Engineering (11.00)	\$80,000.00	12%
Mechanical Engineering (12.00)	\$78,000.00	12%
Electrical Engineering (13.00)	\$79,100.00	12%
Land Surveying (15.01)	\$40,000.00	6%
Civil Engineering (16.00)	\$80,000.00	12%
Landscape Architecture (20.00)	\$70,000.00	11%
Base Estimate	\$650,000.00	100%
10% Contingency	\$ 65,000.00	
AIPP	\$10,725.00	
Dedicated Allowances, Additional/Reimbursable Expenses	\$60,000.00	
Total Professional Services	\$785,725.00	

Attachments

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New Contract OTR CO SS BW Emergency
 Re-Bid Other:
 Contract/Project No.: A11-PARK-01 GOB 286- 70443 ESP

LIVING WAGE APPLIES:
 YES NO

Contract/Project Title: Westchester Cultural Arts Center

Description:

This is a professional services agreement request for full service, project specific architectural and engineering services. Services are required for design and construction administration of the Westchester Arts Center. The facility consists of a black box / studio theater and related amenities.

User Department(s): _____ Contact Person: Katherine Naranjo Phone: 305-755-7931
 Issuing Department: Park & Recreation
 Estimated Cost: \$785,725 Funding Source: GOB – Building Better Communities Bonds.

ANALYSIS

Commodity/service No.:		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) years Check Here ← <input type="checkbox"/> if this is a New Contract/Purchase with no previous History			
	Existing	2 nd Year	1 st Year
Contractor:			
Ethnicity/Race Gender:			
Contract Value:	\$	\$	\$
Comments:			
Continued on another page(s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

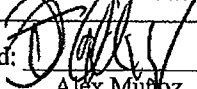
RECOMMENDATIONS

	Set-Aside	Sub-Contractor Goal	Bid Preference	No Measure
CSBE		%		
DBE		%		
CBE		15.4 %		
CWF		%		

Analysis for Goal Recommendation

Sub-Trade	Estimated Cost	% of Item to Base Bid	Availability
Landscape Architecture	\$ 70,000.00	9.8 %	
Land Surveying	\$ 40,000.00	5.6 %	
	\$		
	\$		
Total:	\$110,000.00	15.4%	

Basis of Recommendation:

Signed:  Date: _____
 Alex Muñoz

Walters, Vivian (SBD)

From: Naranjo, Katherine (MDPR)
Sent: Monday, June 20, 2011 2:27 PM
To: Walters, Vivian (SBD); Quintana, Ileana (SBD)
Cc: Johnson, Laurie (SBD); Gutierrez, John (MDPR)
Subject: RE: Tropical Park - Westchester Cultural Arts Center - A11-PARK-01 GOB ESP
Attachments: SBD Review Committee Memo Westchester Arts Center revised (6-20-11).pdf

Please see final signed memo attached.

Thank you,

Katherine Naranjo
Parks Construction Contract Specialist
Miami-Dade Park and Recreation Department
Capital Programs Division
275 NW 2nd Street, 4th Floor, Miami, Florida 33128
(305) 755-7931 - (305) 755-7995 Fax
cano@miamidade.gov
"Delivering Excellence Everyday"

From: Walters, Vivian (SBD)
Sent: Monday, June 13, 2011 2:33 PM
To: Naranjo, Katherine (MDPR); Quintana, Ileana (SBD)
Cc: Johnson, Laurie (SBD); Gutierrez, John (MDPR)
Subject: RE: Tropical Park - Westchester Cultural Arts Center - A11-PARK-01 GOB ESP

Please forward the final signed memo (so the complete package can be placed on the **Project Review Website**).

Regards,

Vivian O. Walters, Jr.,
Contract Development Specialist II
Small Business Development
111 NW 1st Street #19 Floor
Miami, FL 33128
Ph 305 375-3138 Fx 305 375-3160

"The best way to find oneself is to lose oneself in the service of others". -Gandhi

From: Naranjo, Katherine (MDPR)
Sent: Friday, June 10, 2011 2:55 PM
To: Quintana, Ileana (SBD)
Cc: Walters, Vivian (SBD); Johnson, Laurie (SBD); Gutierrez, John (MDPR)
Subject: RE: Tropical Park - Westchester Cultural Arts Center - A11-PARK-01 GOB ESP

Revised package attached.

Katherine Naranjo
Parks Construction Contract Specialist
Miami-Dade Park and Recreation Department
Capital Programs Division
275 NW 2nd Street, 4th Floor, Miami, Florida 33128