

Date: March 24th 2023

To: Gary Hartfield, Director
Small Business Development Division

From: Monique Perez, PROS Contract Administrator *MPM*
Parks, Recreation and Open Spaces Department

Subject: Notice of Professional Services – Goal Memo
Request to Advertise for Parks, Recreation and Open Spaces (PROS) for
Professional Services Agreement for Park, Recreation and Open Space Planning
Project. Project No: A23PR02

The Parks, Recreation and Open Spaces Department (PROS) is recommending a 6.00% Small Business Enterprise (SBE) participation goal for the Professional Services for Park, Recreation and Open Space Planning project, located at various Miami Dade County Locations. The projected base cost for the requested design is \$2,454,545.45 with a 10% contingency. The total cost for the requested design is \$2,700,000.00.

BACKGROUND

Miami-Dade County Parks, Recreation and Open Spaces Department (PROS) operates over 278 parks and manages over 13,800 acres of land. PROS seeks a consultant committed to building a healthier, more vibrant and livable community through the implementation of the Parks and Open Space System Master Plan.

Miami-Dade County, hereinafter referred to as the "County," as represented by PROS is seeking proposals from interested parties to submit their qualifications to provide various types of park planning services to the County, as may be required, for Park, Recreation and Open Space Planning Services.

PROJECT DESCRIPTION

The Miami-Dade County Parks, Recreation and Open Spaces Department (PROS) seeks a team of firms to provide various types of park planning services. The selected Proposer shall conduct:

- Acquisition analysis and planning;
- Real estate analysis and due diligence;
- Site and context analysis;
- Land use and zoning analysis;
- Planning studies;
- Planning programs for park and recreation facilities (e.g., conceptual designs, open space and park master plans);
- Connectivity, access and transportation, walkability studies, plans and considerations for parks, recreation facilities of all scales, greenway trails and complete streets;
- Planning process guided by public participation, including the solicitation and analysis of public input on park planning through the advertisement, organization, facilitation, implementation of surveys, focus groups, presentations planning and facilitation of public meetings and public hearings;
- Consensus building, mediation, and dispute resolution;

- Grant application writing and compliance;
- GIS mapping, graphic representation of park planning studies, conceptual design;
- Planning support in fulfillment of the National Environmental Policy Act (NEPA).

The scope includes but is not limited to; Planning of greenways, blueways, from small neighborhood parks to large metropolitan parks. Additionally, planning and design of comprehensive long-range park system projects that include recreation centers, golf facilities, marinas, aquatic facilities, campgrounds, senior citizen centers, nature preserves, interpretive centers, large sports complexes, greenways, blueways and trails, and the integration of such facilities with the surrounding neighborhood context for communities of a similar size and scope while considering the south Florida geology and hydrology. The scope also includes creation of recreation plans, complete studies, and reports to meet the social, economic, and physical needs of communities, and develop strategies for implementation; coordination with the federal, state, and local government agencies, conservation districts, and non-governmental organizations involved in coastal and resilience efforts. Planning while addressing climate resilience issues, with a focus serving vulnerable communities. Planning by incorporating urban design, regional planning, transit-oriented development and landscape architecture and design. Performing real estate property due diligence and analysis, including land use and zoning analysis. The scope also includes planning program analysis, analysis of historic and existing site conditions, master plans, and preparation of graphic illustrations and renderings. The Scope also includes public engagement and meeting facilitation, including analysis and recommendations, advertisement and meeting organization, planning and facilitation of public meetings and hearings, data collection through focus groups and surveys, facilitating community planning workshops and meetings, consensus building, mediation and dispute resolution related to park and recreation environmental issues. Park planning that incorporates recreation trends, liability issues in park and recreation, and legislative issues related to park and recreation issues. Preparation of documents, reports, studies and meetings in satisfaction of requirements related to the National Environmental Policy Act (NEPA) and the preparation of reports, studies and presentations in fulfillment of grant related requirements as it pertains to park planning, park master plans, program plans, recreational facilities and uses.

TECHNICAL CERTIFICATION CATEGORIES

The breakdown for the A/E services are as follows:

Miami-Dade County Certification

Type	Code	Description	Estimated Cost	Percentage	Percentage SBE
PRIME	20	Landscape Architecture	\$1,620,000.00	64.00%	
Type	Code				
Sub	21.00	Land-Use Planning	\$49,090.91	3.00%	
Sub	10.02	Environmental Engineering - Geology Services	\$171,818.18	7.00%	
Sub	14.00	Architecture	\$171,818.18	7.00%	
Sub	15.01	Land Surveying	\$73,636.36	3.00%	3.00%
Sub	15.04	Hydrographic Surveys	\$122,727.27	5.00%	
Sub	16.00	General Civil Engineering	\$73,636.36	3.00%	3.00%
Sub	22.00	ADA Title II Consultant	\$171,818.18	7.00%	
Total			\$2,454,545.45	100.00%	6.00%

EXPERIENCE AND QUALIFICATIONS

The Prime Consultant must hold technical certifications 20.00 and hold active professional registration status as required by the State of Florida.

PREFERRED EXPERIENCE AND QUALIFICATIONS

Prime Consultant, through full time-personnel, should demonstrate a preferred five (5) years of experience as the prime consultant on similar projects with project scopes that are comparable to the Project Scope of Services for this project. A preferred three (3) projects are to have been completed within the last ten (10) years. It is highly preferred that the planners available for assignment to this project hold certifications from the American Institute of Certified Planners (AICP) and Certified Park and Recreation Professionals (CPRP).

Recommended SBE Participation: 6.00%