



CITY OF MIAMI SPRINGS
Finance Dept.
201 Westward Drive
Miami Springs, FL 33166-5259
Phone: (305) 805-5014
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Agenda Item No. 10 I

City Council Meeting of:

2-25-2013

TO: Honorable Mayor Garcia and Members of the City Council

VIA: Ronald Gorland, City Manager

FROM: William Alonso, Assistant City Manager/ Finance Director

DATE: February 22, 2013

RECOMMENDATION:

Recommendation that Council approve an expenditure to Ideal Architectural, the lowest responsible quote, in the amount of \$ 49,550.00, for professional design services in connection with the Curtiss Mansion site improvements, pursuant to Section §31.11(C) (2) of the City Code.

DISCUSSION:

CMI and the City are diligently working on closing all pending construction items for the Mansion. CMI solicited responses via email for a Request for Quote & Qualifications (Attachment "A") for professional design services in connection with the Curtiss Mansion site improvements. 3 quotes were received; VC Architects (Attachment "B"); Southeast Designs (Attachment "C"); and Ideal Architectural Design (Attachment "D"). All the response were reviewed and evaluated (Attachment "E") by CMI.

Ideal Architectural Design was determined to be the lowest most responsive responsible quote. As always, CMI will manage the design process and all the scope of work involved with the hired Architect.

COST: \$ 49,550.00

FUNDING: Historic Tax Credit proceeds

PROFESSIONAL SERVICES APPROVAL:

Curtiss Mansion, Incorporated
P.O. Box 661-494
Miami Springs, Florida 33266

Attachment A

REQUEST FOR QUOTE & QUALIFICATION
FOR PROFESSIONAL DESIGN SERVICES IN CONNECTION WITH THE
CURTISS MANSION SITE IMPROVEMENTS
PREPARE January 29, 2013

The City of Miami Springs owns an historic building located at 500 Deer Run, Miami Springs, Florida 33166. Building is referred to as the Curtiss Mansion. Building is presently lease to Curtiss Mansion, Inc. (CMI) a Florida-registered, not-for-profit organization which intends to improve various component of the project site for intended uses. All required funding has been secured through the City of Miami Springs, Florida by CMI.

Landscape Design Development Documents provided by CMI will include:

- Parking Plan
- Pedestrian Plazas / Site Features
- Lighting
- Hardscape

All quotes and qualifications are due February 15, 2013 at the Curtiss Mansion, 500 Deer Run, Miami Springs, Florida 33166 by 2:00pm, attention JoEllen Phillips, may be reached at joellen@curtissmansion.org.

PROJECT DATA:

- 1 Building Area
- 1.1 Main building - / including court yard – 10,000 SF
- 1.2 Entry Gate Buildings -400 SF

Site Area – 4.8 acres

SCOPE OF WORK:

The City of Miami Springs is seeking an architect or architectural firm to complete the construction Bid documents and provide professional construction administration, including architectural, civil structural, electrical, and mechanical engineering services. Services shall include permitting submittals and review comments response to all governing agencies.

Construction Documents – completion date – April 1st 2013.

For the following:

1. Phasing plan to assure existing building remains operational with minimum interruptions.
2. Additional 100amp panel to be utilized for future outdoor events.
- 3. Flag pole with lighting.
4. Extension of existing building security camera system to now include areas being improved by this project.
5. Exterior accent lighting system at existing building and fences.
6. Large pond, water treatment or recirculation system, with any required equipment room housing.
- 7. Small pond and water feature system.
8. Restoration / Reconstruction of existing barbeque areas.
9. Coordination with Landscape design provided by owner.
10. Coordination with irrigation design provided by owner.
11. Storm drainage system, including existing Mansion's Courtyard.
12. All driveways, parking lots and overflow parking turf blocks system.
13. Hardscape
- 14. Restoration of original entry building.
15. Covered entry at main building.
- 16. Dumpster enclosure
17. Bike path modifications
- 18. All site lighting including required outlets at all pole bases. Lights and poles to be typical to a 1920s appearance, fixtures selected by owner.
19. Incorporation of existing Coral Rock now onsite into new designs.
20. New storage room (Approximately 12' x 12')
21. New building court yard drainage system.
22. Security gate system at new main entry Driveway Entry.
- 23. Two (2) decks at pond with retaining wall
24. Spill over parking
25. Exterior period site signage 1920's vintage look
26. Contract documents to include alternates as may be desired by CMI for contracting and funding purposes.
27. Up-to-date survey as maybe required for permitting and for completion of all design work.

MINIMUM REQUIREMENTS:

1. Previous architectural design experience of projects with similar size and nature within the last 5 years with references.
2. Professional Liability Insurance minimum One Million Dollars (\$1,000,000,000).

PRE-SUBMITTAL CONFERENCE FEBRUARY 7, 2013 @1:00PM

Location: Curtiss Mansion, 500 Deer Run, Miami, Florida 33166

Attendance is mandatory to review documents attached as exhibits.

- Exhibit "A" – Master Plan Concept
- Exhibit "B" – Outdated Survey
- Exhibit "C" – Proposed Site Layout
- Exhibit "D" – Existing Site Plan
- Exhibit "E" Composite (4 Sheets) – Entrance Gate Restoration Plan
- Exhibit "F" – Proposed and Temp Parking
(Overlay of existing and proposed parking layout. Provided to assist with Phasing Plan)

EVALUATION:

The evaluation process to be used will be on of "Best Value Procurement" CMI reserves the right to accept any proposal deemed to be in their best interest, or waive any proposal informality and may also reject any and all proposals.

The Firms interested in being considered for this project must submit package with the following information:

1. A letter of interest detailing the firm's qualifications to meet the above- referenced selection criteria.
2. Firm's most current financial statement
3. Resumes of proposed staff and staff organization.
4. Any example of project reporting manuals, schedules, past experience and examples of similar project completed by the firm.
5. Reference from prior clients received within the last five years.
6. Copy of Engineering, Architectural or related licenses active in State of Florida at the time of application and any other credentials attesting proposed positions fitness.
7. Copies of registration of corporation or any other Business entity registered with the Department of State, Division of Corporations, to operate in the State of Florida at the time of application.
8. Full service Architectural /Engineering Fees.

GOOD LUCK!!





H. FULL SERVICE ARCHITECTURAL/ENGINEERING FEES

Our fees to provide architectural, structural, electrical, plumbing, and civil engineering services necessary to accomplish the scope of work as described in the request for quote and qualification would be \$55,000. This fee includes the updating of the survey per item 27 of the scope of work.

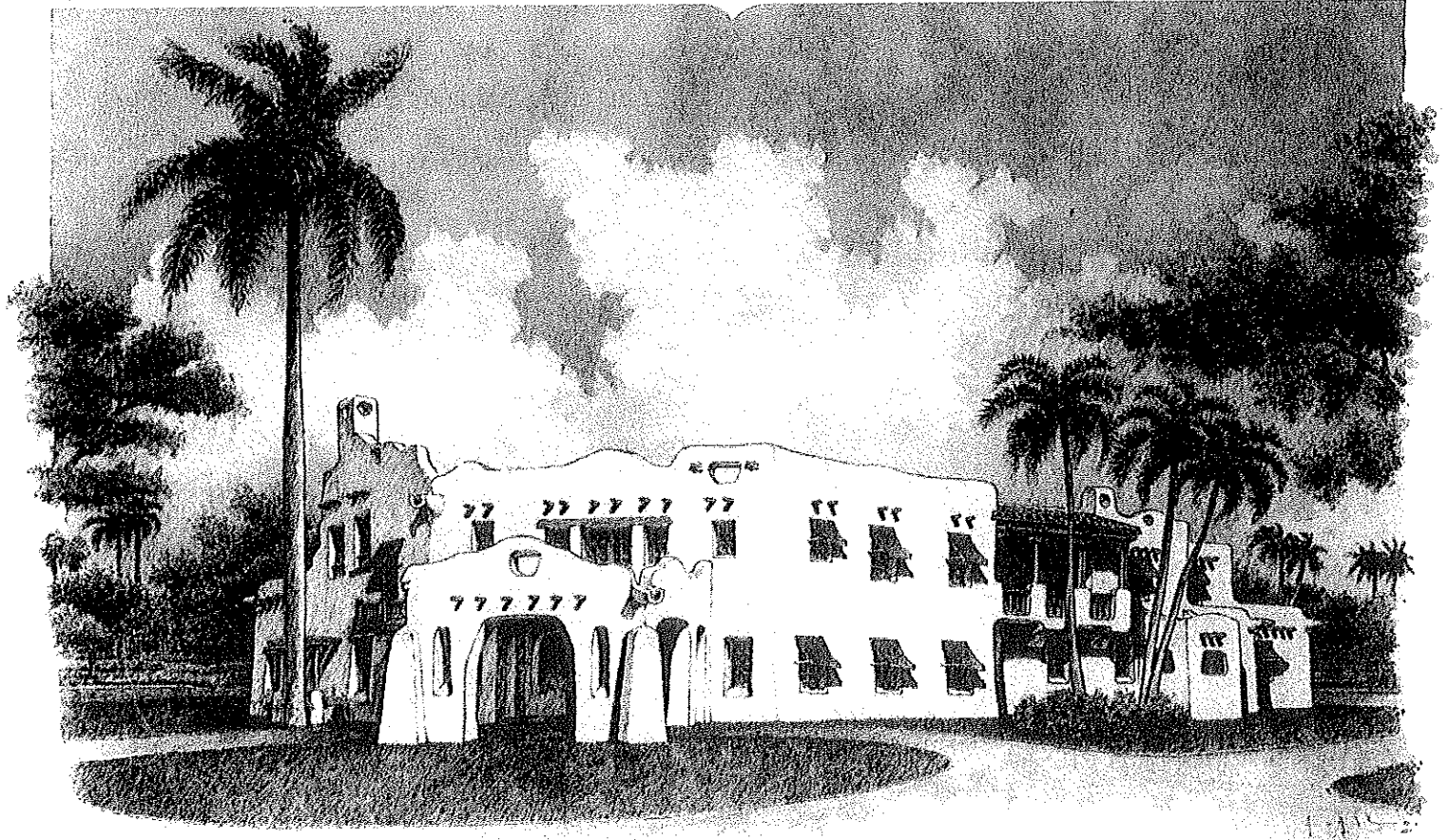


CURTISS MANSION SITE DEVELOPMENT

02/14/13

Southeast Design
ARCHITECTURE ■ INTERIOR DESIGN

627 Eldron Drive, Suite 101, Miami Springs, FL 33166
T 305.871.1684 F 305.871.1734 www.sedainc.com



ARTICLE I ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the project, including normal structural, mechanical and electrical design services. Services shall be performed in a manner consistent with professional skill and care.

Our Scope of work will consist of the following:

Construction Documents:

1. Site Plan Elements
 - 1.1 Large Pond Pump System and Two (2) docks with retaining walls
 - 1.2 Small Pond Water Feature System
 - 1.3 Bar BQ Area
 - 1.4 Storm Drainage System
 - 1.5 Turf Blocks System for Overflow Parking
 - 1.6 Mansion Covered Entry
 - 1.7 Site Lighting
 - 1.8 Bike Path Modify
 - 1.9 Dumpster Enclosure
 - 1.10 Storage Building (12x12)
 - 1.11 Signage
 - 1.12 Security Entry Gate System
2. Restoration of Entry Gate Buildings
3. Any Civil Engineering related Surveying Work

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the project, and shall establish a budget with reasonable contingencies that meets the project requirements. The Owner shall furnish surveying, geotechnical engineering and environmental testing services upon request by the Architect. The Owner shall employ a contractor to perform the construction Work and to provide cost-estimating services. The Owner shall furnish for the benefit of the project all legal, accounting and insurance counseling services.

ARTICLE 3 USE OF ARCHITECT'S DOCUMENTS

Documents prepared by the Architect are instruments of service for use solely with respect to this project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall not reuse or permit the reuse of the Architect's documents except by mutual agreement in writing.

**ARTICLE 4
TERMINATION, SUSPENSION OR ABANDONMENT**

At the event of termination, suspension or abandonment of the project, the Architect shall be equitably compensated for services performed. Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and is sufficient cause for the Architect to either suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the other party; substantially fails to perform in accordance with the terms of this Agreement. .

**ARTICLE 5
MISCELLANEOUS PROVISIONS**

- 5.1 This Agreement shall be governed by the law of the location of the project.
- 5.2 Terms in this Agreement shall have the same meaning as those in AIA Document A205, General Conditions of the Contract for Construction of a Small Project, current as of the date of this agreement.
- 5.3 The Owner and Architect, respectively, bind themselves, their partner, successors, assigns and legal representatives to this agreement. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.
- 5.4 The Architect and Architect's consultant shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site.

**ARTICLE 6
PAYMENTS AND COMPENSATION TO THE ARCHITECT**

The Owner shall compensate the Architect as follows:

- 6.1 The Architect Compensation shall be: A stipulated lump sum fee not to exceed of Fifty Two Thousand One Hundred Forty Dollars (\$52,140.00)

Additional Services shall be billed on an hourly basis at the following rates:

Principal:	\$110.00/hr
Senior Architect:	\$ 90.00/hr
Associate Architect:	\$ 75.00/hr
Drafting:	\$ 50.00/hr
Clerical:	\$ 35.00/hr

Project will be invoiced monthly on the amount of work completed.

- 6.2 The Architect shall be reimbursed for expenses incurred in the interest of the project, plus an administrative fee of Ten (10%) percent.

Reimbursables includes: Printing, Courier services, etc.
- 6.3 If through no fault of the Architect the services covered by this Agreement have not been completed within 12 months of the date hereof, compensation for the Architect's services beyond that time shall be appropriately adjusted.
- 6.4 Payments are due and payable upon receipt of the Architect's invoice. Amounts unpaid (30) days after invoice date shall bear interest from the date payment is due at the legal rate prevailing at the principal place of business of the Architect.
- 6.5 Architectural Services not covered by this Agreement include, among others, revisions due to changes in the scope, quality or budget. The Architect shall be paid additional fees for these services based on the Architect's hourly rates when the services are performed.

ARTICLE 7
OTHER PROVISIONS

- 7.1 Other Conditions: Architect will not be responsible for work agreed directly between owner and Consultants, not involving Southeast Design Associates, Inc.
- 7.2 Please review this Agreement, if you have any questions please do not hesitate to call me at (305) 871-1648. A retainer of Three Thousand Eight Hundred Dollars (\$3,800.00) is due at acceptance of Agreement.

(Insert description of other services and modifications to the terms of this Agreement.)

This Agreement entered into as of the day and year first written above.
(If required by law; insert cancellation period; disclosures or other warning statements above the signatures.)

OWNER

Signature

Printed name, title and address

ARCHITECT



Signature

Manuel Perez-Vichot, AIA – Principal
Printed name, title and address

627 Eldron Drive, Suite 101

Miami, FL 33166

Presented to:
Curtiss Mansion, Inc.

**REQUEST FOR QUOTATION & QUALIFICATION
FOR PROFESSIONAL DESIGN SERVICES IN
CONNECTION WITH THE CURTISS MANSION
SITE IMPROVEMENTS**

January 14, 2013

ORIGINAL



Proposer:

**IDEAL
ARCHITECTURAL
DESIGN, P.A.**

**Architects, Construction
Managers, Planners And
Interior Designers**

1900 Coral Way, Ste. 202
Miami, Fl. 33145
Ph: 305-285-9573
Fax: 305-285-9574

E-mails: idealarch@aol.com
mariag05@idealarchitecture.com
www.idealarchitecture.com

Team Members:

Avino & Associates
Civil Engineering, Land Surveying and Mapping
jrvino@avinoandassociates.com

Douglas Wood Associates
Structural Engineering Services
inbox@douglaswood.com

Guirola & Associates
Mechanical, Electrical & Plumbing Engineering Services
GUIRO5@aol.com

Specialty Consultants:

Conservation Solutions, Inc.
Conservation Treatment, Surveys,
Condition Assessments, tough Analysis
mark@conservationsolutionsinc.com

Hall Fountains
Fountain Designers and Equipment
Manufacturers
todd@hallfountains.com

8. Architectural / Engineering Fees

Based on the Scope of Services outlined within the RFP and the issuance of the Clarification No. 1 document issued our fees are as follows:

Architectural Fees:	\$ 10,000.00
Civil Engineering Fees:	\$ 20,000.00
Mechanical, Electrical and Plumbing Fees:	\$ 11,000.00
Structural Engineering Fees:	<u>\$ 8,550.00</u>
Total Fee proposal for professional services:	\$49,550.00



Review Summary of Proposals responding to the Request for Quote and Qualifications for Professional Design Services in connection with the Curtiss Mansion Site Improvements as responded to February 15, 2013 at 2:00 pm

	Responding Entity	VC Architects	Southeast Design	Ideal Architectural
1	Letter of interest detailing the firm's qualifications to meet the above referenced selection criteria.	✓	✓	✓
2	Firm's most current financial statement	✓	*	✓
3	Resumes of proposed staff & staff organization	✓	✓	✓
4	Any example of project reporting manuals, schedules, past experience and examples of similar project completed by the firm	✓	✓	✓
5	Reference from prior clients received within the last 5 years	✓	*	✓
6	Copy of Engineering, Architectural or related licenses active in State of Fla. At the time of application and any other credentials attesting proposed positions fitness.	✓	✓	✓
7	Copies of registration of corporation or any other Business entity registered with the Dept of State, Division of Corp., to operate in the State of Fla. At the time of application	✓	✓	✓
8	Full service Architectural/Engineering Fees.	✓	✓	✓
9	Acknowledged Clarification #1	No	No	✓
10	Specialty Consultant for Ponds included	✓	✓	No
11	Fee Totals	\$ 55,000.00	\$ 52,140.00	\$ 49,550.00

* Letter stating to provide if required during negotiations.