

RESOLUTION NO. 2023-

**A RESOLUTION OF THE VILLAGE OF PINECREST,
FLORIDA, AUTHORIZING THE VILLAGE MANAGER
TO ENTER INTO AN AGREEMENT WITH KEITH FOR
THE GARY MATZNER PARK DESIGN PROJECT;
PROVIDING FOR AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby authorizes the Village Manager to enter into the attached agreement with KEITH for the Gary Matzner Park Design Project.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 10th day of October, 2023.

Joseph M. Corradino, Mayor

Attest:

Priscilla Torres, MMC
Village Clerk

Approved as to Form and Legal Sufficiency:

Mitchell Bierman
Village Attorney

Consent Agenda

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Yocelyn Galiano, ICMA-CM
Village Manager
manager@pinecrest-fl.gov

MEMORANDUM
Office of the Village Manager

DATE: October 2, 2023

TO: The Honorable Mayor and Members of the Village Council

FROM: Yocelyn Galiano, ICMA-CM, Village Manager 

RE: Resolution Authorizing the Village Manager to Enter into a Professional Services Agreement with KEITH for the Gary Matzner Park Design Project

The Village published a Request for Qualifications (RFQ) for the Gary Matzner Park Design Project, which will provide professional services to develop the design and construction administration of the Gary Matzner Park. As a result of the RFQ, two (2) proposals were received by the August 25, 2023 deadline.

At the September 12, 2023 meeting, Village Council authorized the Village Manager to negotiate a professional services agreement with the selected firm, KEITH. After a successful negotiation, KEITH has agreed to perform the Gary Matzner Park Design project for the total amount of \$244,500.00.

I hereby respectfully recommend the Village Council adopt the attached resolution authorizing the Village Manager to enter into a professional services agreement with KEITH for the Gary Matzner Park Design Project.





GARY MATZNER PARK SCHEDULE
PROJECT NO. 2023 - 011

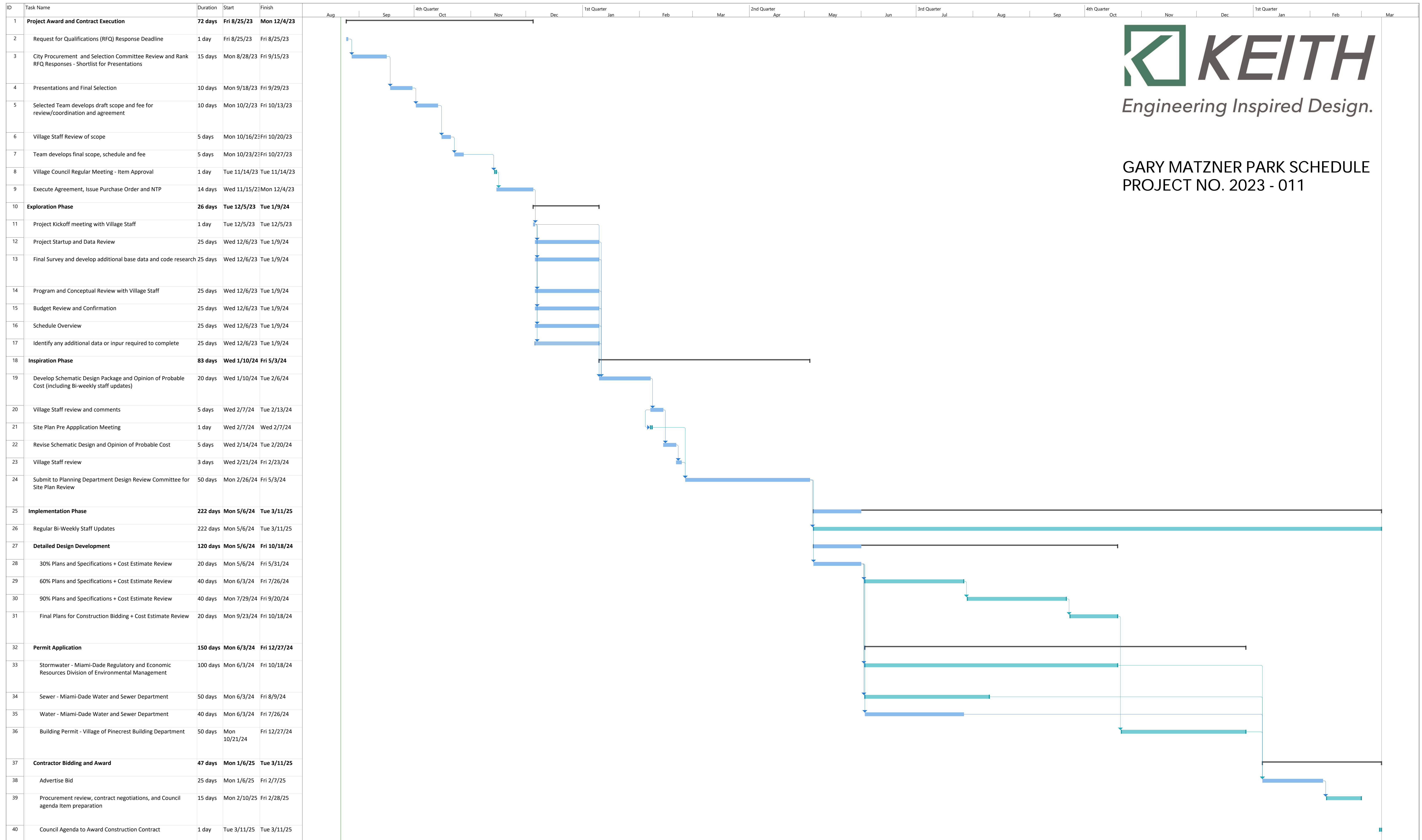


Exhibit A – Project Understanding and Scope of Services

Updated - September 27, 2023

PROJECT UNDERSTANDING

The Village of Pine Crest (CLIENT) has requested that KEITH assist in the development of a KEITH Play project, Gary Matzner Park. The PROJECT SITE is located at 6610 N. Kendall Dr., Pinecrest, FL 33156. The property consists of two (2) parcel(s) that include folio numbers 20-5001-000-0780 and 20-5001-000-1180 and the OWNER of the property is listed as Village of Pinecrest. Additional information in graphic format is included below.

The project program for Gary Matzner Park includes the following elements: Shelter with restrooms, ticket window and storage, traditional play area with shade canopies, natural area with nature-play elements and seating, circuit trail with rubberized surfacing, open lawn areas, gateway areas on the NW and NE corners of the park, 15 space surface parking lot, vegetative buffers along adjacent properties, and preservation of existing trees, including (1) Heritage Oak. The project will include ancillary items including wifi, drinking fountains, seating, quadplex outlets for convenience, hose bib connections for wash-down. Based on feedback from the CLIENT the wifi and security will not require a data room or any complex system to be installed in the restroom or any other facility. The project will include perimeter fence and gates. The northwest corner will incorporate a significant gateway design to announce the arrival to the Village of Pine Crest. The CLIENT has indicated the project site has been rezoned and that at the time of this agreement the Plat process is unknown and therefore not included in this proposal. KEITH has not included any potential scope of work that is offsite. Offsite improvements that may result as a part of this project will be considered as additional service and contracted if necessary through an addendum to this agreement. KEITH will work to identify any potential offsite improvements as early as possible for the CLIENT/OWNER review.

KEITH will be responsible for the following disciplines: Survey, Planning, Civil Engineering, Landscape Architecture, Architecture, Structural Engineering and MEP. The scope of work is specifically described on the following pages and does not include work by other necessary disciplines unless specifically noted in the contract. The CLIENT/OWNER is responsible for all other disciplines to complete the project. For this project KEITH has included as subconsultant: MKSK, Wannemacher Jensen Architects and SGM Engineering. KEITH has identified the following agencies that will require coordination, submittals and or permitting throughout the project: Village of Pinecrest and Miami Dade County. If additional agency coordination is required, this will be included as a contract addendum.

APPROACH

KEITH believes in a context-based approach that considers multiple facets of the development process resulting in solutions that are curated for each authentic scenario. In addition to the traditional design approach, we believe careful consideration should be given to economic, ecological, and social factors. This cohesive approach to each project is engineered to enhance the opportunity for a resilient solution.

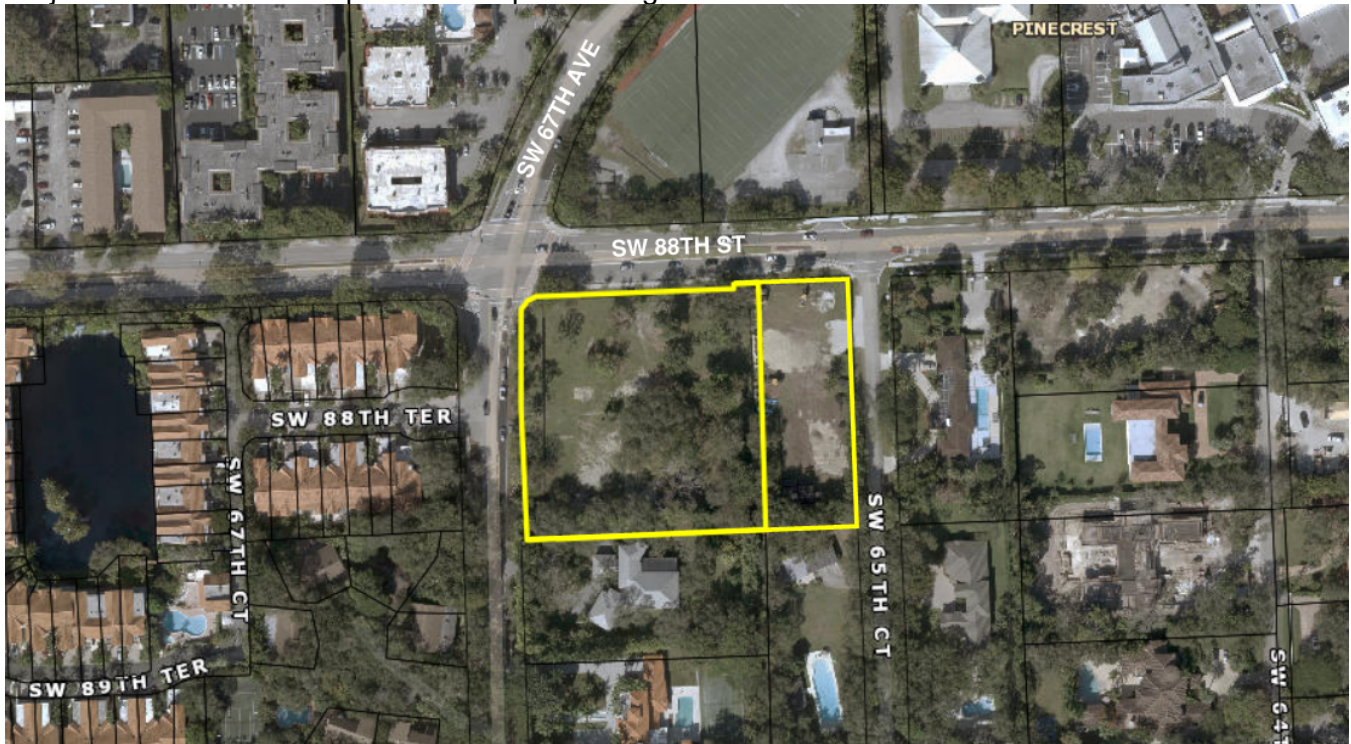
Our approach is categorized into the following three general phases:

Exploration Phase – The process of becoming familiar with an area through extensive analysis.

Inspiration Phase – The process of developing ideas emanating from the exploration process.

Implementation Phase – The process of activating a decision or plan

Project Areas – Parcel Map and Conceptual Design -



PROJECT SCOPE

KEITH will provide the below services to assist the CLIENT and Project Team. The team has included the below “checked” disciplines or tasks to complete the previous program and following scope of design.

Survey

- ALTA/NSPS
- Topography
- Boundary
- Tree
- Sketch and Description
- Construction Layout
- Construction As-Built
- Other _____

SUE

- Horizontal Designation
- Location Services
- Utility Mapping
- Records Research
- Other _____

Planning Services

- Due Diligence
- Platting
- Rezoning
- Conditional Use Permit
- Right of Way Vacation
- Site Plan Processing and Coordination
- Site Plan / Project Coordination
- Other _____

Civil Engineering Services

- Paving, Grading and Drainage
- Water Distribution and Sanitary Sewer
- Erosion Control Plan
- Permitting

Architecture

- Architectural Design
- Structural Design - Architecture
- Structural Design – Site Structures
- Other _____

MEP

- Electrical Design
- Site Lighting
- Plumbing Design
- Other _____

Landscape Architecture Services

- Hardscape and Paving
- Fine Grading
- Landscape
- Irrigation
- Soils
- Pools or Water Features
- Specialty Features
- Tree Inventory & Analysis
- Other _____

Construction/Program Management Services

- Permitting
- Bidding Assistance
- Building Permit Coordination
- Construction Observation
- Construction Certification
- Other _____

It is assumed adequate service points already exist on-site or at the abutting site boundary or in the adjacent public right-of-way. No sewage pump station or offsite improvements or extensions, other than service connections, are anticipated under this Proposal.



DESCRIPTION OF SERVICES AND DELIVERABLES

PHASE 1 - MEETINGS AND COORDINATION

Task 001 Team Meetings and Meetings with Government Agencies / Permit Authorities

KEITH will coordinate, prepare for and attend meetings with Government Agencies, including project orientation meetings, review with City Planning, Zoning, Fire Marshall, Engineering, and Utility representatives, and coordinate with applicable State and County Agencies required for final permit submittals.

KEITH will prepare for and attend all team meetings on an as needed basis for the duration of the project. KEITH will be represented at reoccurring team meetings by the project manager and when necessary any team experts for specific disciplines.

For all applicable meetings KEITH will provide meeting minutes for the use of capturing discussion items, setting action items as well as follow-up. Unless directed otherwise by the CLIENT these meeting minutes will only serve to capture the items directly responsible to the KEITH team and the interaction with agencies and/or the CLIENT.

PHASE 2 – EXPLORATION

The purpose of this task is to work collaboratively with the design team to understand the context and influences on the project and to communicate these to the Team for review and discussion. The end goal is to develop an overview of the existing property, previously prepared concepts, code, and regulatory constraints and required agency coordination to understand potential strengths, weaknesses, and opportunities of the site. These findings will be placed into a summary report and utilized as a starting point for the preliminary engineering and conceptual development of the team and to confirm the desired program for the project moving forward.

Disciplines and services provided during the exploration phase include:

- Survey – Topo, Boundary and Tree
- Planning – Due Diligence and Site Planning Assistance
- Civil Engineering – Due Diligence and Preliminary Analysis
- Landscape Architecture – Due Diligence and Conceptual Design

As defined in the project schedule, the following milestones / deliverables will be included in the exploration phase:

- Kick-off Meeting with Village Staff (virtual)
- Project Startup and Data Review
- Final Survey and develop additional base data and code research.
- Program and Conceptual Review with Village Staff
- Budget Review and Confirmation
- Schedule Overview
- Identify any additional data or information required to complete



PHASE 3 – INSPIRATION

KEITH will prepare for the approval of the Client the schematic design documents. The purpose of this task is to work collaboratively with the design team to finalize the optimum arrangement of program and site design elements. These drawings will be in sufficient detail for submittal to the City review agency.

Disciplines and services provided during the exploration phase include:

- Planning – Site Planning Assistance and Site Plan Development
- Civil Engineering – Schematic Design
- Landscape Architecture – Schematic Design
- Architecture – Schematic Design
- MEP – Schematic Design

Deliverables

- Attend bi-weekly design meetings
- Submit Review Package of Schematic Design Alternatives
- Client Review and Comment Period
- Refine Schematic Design for Preferred Alternative
- Updated plan, narrative, and 3D views of refined Schematic Design
- Assist with opinion of probable cost estimating
- Submit 100% Schematic Design Package
- Client Review and Comment Period
- Site Plan Application and Processing

PHASE 4 – IMPLEMENTATION

Based on the approved Schematic Design, KEITH will develop the construction documents in coordination with the overall design team and CLIENT. The drawings will be developed in a 30%, 60% and 90% progress documentation for review and coordination, as well as a final for Permit or 100% Construction Documentation.

KEITH will attend required pre-application meetings with agencies having jurisdiction over the facilities designed by KEITH, and prepare and submit the permit applications for the construction of the project improvements and process them through the regulatory agencies as noted in the project schedule:

Disciplines and services provided during the exploration phase include:

- Civil Engineering – Detailed Design and Permitting
- Landscape Architecture – Detailed Design and Permitting
- Architecture – Detailed Design and Permitting
- MEP – Detailed Design and Permitting

Deliverables:

- Attend bi-weekly design meetings
- Precedent Images and Material Palette Deliverables
- 30%, 60%, 90%, and Final Plan and Specifications
- Assist with opinion of probable costs
- Client review and comment period



PHASE 4 – CONSTRUCTION ADMINISTRATION

KEITH will provide construction services to ensure the integrity of the design intent and certify to the CLIENT and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits.

Disciplines and services provided during the exploration phase include:

- Civil Engineering
- Landscape Architecture
- Architecture
- MEP

Deliverables

- Pre-bid meeting
- Issue Addendum during bidding phase, up to (2) total
- Respond to RFIs
- Review Product Data, Testing, Manufacturer Submittals & Shop Drawings
- Attend Site Construction Kick-off Meeting
- Complete Site Observation Visits and Field Reports, up to (4) total
- Review Proposed Changes in Work
- Complete Final Site Punch List
- Complete Project Close-out Review



Exhibit B – Project Schedule

See Schedule as Separate Attachment



Exhibit C – Project Fees and Hourly Rate Schedule

COMPENSATION

PHASE 1 MEETINGS AND COORDINATION

Task 001 Team Meetings and Meetings with Government Agencies \$25,000 (Hourly/Estimate)*

PHASE 2 – EXPLORATION

Task 101 Boundary and Topographic Survey \$19,500 (Lump Sum)

Task 701 Due Diligence and Data Review \$14,500 (Lump Sum)

PHASE 3 – INSPIRATION

Task 702 Schematic Design and Site Plan Submittal \$48,000 (Lump Sum)

PHASE 2 – IMPLEMENTATION

Task 703 Due Diligence and Data Review \$95,000 (Lump Sum)

PHASE 4 - CONSTRUCTION ADMINISTRATION

Task 801 Bidding and Permit Coordination \$5,000 (Hourly/Estimate)*

Task 802 Construction Administration \$37,500 (Hourly/Estimate)*

Total Fee **\$244,500 + reimbursables**



EXHIBIT A PROFESSIONAL SERVICE FEE SCHEDULE

	<u>Hourly Rate</u>
Senior Project Executive.....	\$400.00
Project Executive	\$350.00
Expert Witness.....	\$500.00
Government Liaison.....	\$400.00
Senior Project Manager	\$275.00
Project Manager III.....	\$225.00
Project Manager II.....	\$175.00
Project Manager I.....	\$150.00
Assistant Project Manager.....	\$100.00
Administrative Assistant	\$80.00
Engineer VI.....	\$250.00
Engineer V.....	\$225.00
Engineer IV.....	\$195.00
Engineer III.....	\$165.00
Engineer II.....	\$135.00
Engineer I.....	\$110.00
Senior Construction Manager	\$190.00
Construction Manager.....	\$160.00
Inspector III.....	\$125.00
Inspector II.....	\$100.00
Inspector I.....	\$90.00
Chief Surveyor	\$190.00
Sr. Surveyor & Mapper	\$180.00
Project Surveyor II	\$165.00
Project Surveyor I	\$150.00
Technician IV.....	\$140.00
Technician III.....	\$125.00
Technician II.....	\$110.00
Technician I.....	\$90.00
Chief Planner	\$190.00
Senior Planner.....	\$160.00
Planner IV.....	\$140.00
Planner III.....	\$125.00
Planner II.....	\$110.00
Planner I.....	\$90.00
Senior Landscape Architect.....	\$200.00
Landscape Architect II	\$165.00
Landscape Architect I	\$135.00
Arborist.....	\$140.00
Designer III.....	\$145.00
Designer II.....	\$135.00
Designer I.....	\$125.00
Chief Utility Coordinator.....	\$190.00
Senior Utility Coordinator.....	\$150.00
Utility Coordinator	\$110.00
Subsurface Utility Location Manager	\$140.00
Field Supervisor.....	\$90.00
Utility Designating/GPR	\$200.00
Survey Crew IV	\$250.00
Survey Crew III	\$200.00
Survey Crew II	\$150.00
Survey Crew I.....	\$100.00
Survey Static Laser Scanning.....	\$250.00
Survey Drone Crew.....	\$200.00
Impervious Coring >8"	\$150.00/Each
Vacuum Excavation Test Hole (Pervious Surface).....	\$350.00/Each
Vacuum Excavation Test Hole (Impervious Surface).....	\$450.00/Each

Effective 03/07/2022

