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February 16, 2016
Revised April 6, 2016

Mr. Etienne Bejarano
Parks & Recreation Director
Town of Cutler Bay
Department of Parks & Recreation
Cutler Ridge Park
10100 S.W. 200 Street
Cutler Bay, FL 33157

RE: Aquatic Facility Conceptual Plans
Design & Cost Estimate Services
RFQ #15-05
Subj: Proposal for Specific Design Services
WA Project No. 21600.00

Dear Mr. Bejarano:

Pursuant to the Town's recent request, following is our proposal for the specific services included herein. To facilitate the review process, we have separated the effort, and corresponding compensation, required by our aquatics consultant, Counsilman-Hunsaker (C-H) and Wolfberg Alvarez (WA). Generally, C-H will be involved with the aquatics component of the project, while WA will focus on master planning and design of the supporting building; floor plan, exterior elevations and presentation materials.

The general services included in this proposal are as follows:

- a. Attendance at public meetings with the Town's staff and interested community stake holders. A maximum of 5 meetings have been included. Typically, the meetings will be held in the evenings and last approximately 3 hours.
- b. Preparation of a Project Program delineating spatial requirements, adjacencies, activities housed, etc.
- c. Preparation of Master Plan(s), Floor Plan(s), exterior elevations and rendering of final selected scheme. A maximum of three (3) options shall be developed.
- d. Preparation of Construction Cost Budget.

Following is a more detailed description of the services included:

1. Design Phase:

- A. Meet with the stake holders/ Parks and Recreation Advisory Board, Pool users, elected officials and community groups and/or individuals involved with the project to analyze needs and determine objectives. Conduct interviews as necessary in order to ascertain existing levels of service and the perceived needs of various user groups in the community.
- B. In addition to meetings, participate in a council meeting to discuss the various issues concerning the proposed facility. This discussion will include images and/or video presentations with commentary on features of other aquatic centers similar to that being considered for this project, background information on historic and contemporary issues in the industry, and an open-forum question-and-answer session to discuss concerns and needs of those individuals and groups attending the meeting.
- C. A matrix of programming priorities will be developed and discussed to prioritize programming and facility features. The results of the interviews and council meeting will be used to develop a needs profile.
- D. Prepare and submit an outline of a Project Program of spaces and features for the proposed aquatic center describing the pool size, shape and support spaces as well as other spaces/functions to be housed in the building based on preliminary discussions and meetings noted above.
- E. Based on the agreed upon program, prepare a maximum of three concepts. Typically these concepts consist of an ideal, preferred and minimum acceptable. The ideal concept includes areas of programming without taking into account budget considerations. The preferred facility supports the design program with costs to meet the proposed budget. The minimum acceptable concept is a facility that will be considered if the project experiences limited funding.
- F. Provide a Conceptual Plan of each pool and building configuration in block diagram form. The purpose of the plans will be to illustrate ways to organize the spaces in a functional arrangement and to confirm that the building footprint will contain the areas proposed in the Project Program.
- G. Meet with the committee to participate in a design workshop. Preliminary concepts and program features will be reviewed and confirmed.
- H. Following the meeting, make revisions to the selected plan, if necessary, and distribute it/meet with the Committee.

2. Cost Analysis:

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- A. Prepare an Opinion of Probable Construction Cost for the pool(s), site improvements and building(s). Recent project bid figures of similar projects will be used as well as national estimating guides and local cost adjustment factors.
 - B. The hard construction cost figures will be supplemented by a development cost factor, which will include such "soft" costs as professional fees, survey, geotechnical report, document reproduction, selective demolition, if applicable, and other anticipated expenses related to the administration of the project.
 - C. The sum of these two cost figures will be the total project cost so that the Town will have a comprehensive overview before making an informed decision about the project.
3. Revenue and Expense Analysis (Optional):
- A. Conduct research and compile demographic information necessary to appropriately evaluate the proposed facility, including population, age distribution, income, weather analysis and economic considerations that could affect the project's viability.
 - B. Prepare a Feasibility Study and develop an opinion of operations protocol for the proposed project. The following will be researched and analyzed:
 - 1) Area Aquatic Providers
 - 2) Market Area Demographics
Population, Age, Income
 - 3) Area Aquatic User Groups
Historic Usage and Project Level of Growth
 - 4) Facility Management Outline
Facility Operating Schedule
Facility Capacity Limits
Organization Chart
Wage Structure
 - 5) Opinion of Probable Revenue
Market Penetration
Seasonal Usage
Develop Fee Structure
Opinion of Attendance by User Group
Opinion of Revenue
 - 6) Opinion of Probable Expenses
Labor Demand
Chemical Demand
Supply Demand
Maintenance and Repair Demand
Utility Demand
 - 7) Opinion of Facility Financial Performance

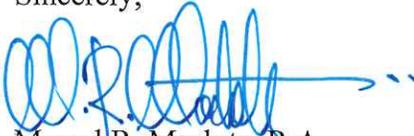
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C. Make a presentation to the project committee outlining the methods and results of the study.

The attached spreadsheet includes the maximum hours per category and the hourly billable hours per our previously executed agreement. Billings will be done on an hourly basis with a not-to-exceed amount. Reimbursable expenses will be invoiced at direct cost and substantiated by receipt of expense.

I trust you find the proposal satisfies the Town's request. Should it be necessary, please feel free to contact us. We look forward to commencing with the Programming and Conceptual Design for this important project for the Town.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marcel R. Morlote', with a horizontal line extending to the right and ending in a double dash.

Marcel R. Morlote, R.A.
Senior Vice President

cc: George Deines – C-H

Attachment

CUTLER BAY AQUATIC CENTER CONCEPTUAL PLANS TOWN OF CUTLER BAY, FLORIDA							Engineering/ Project Director	Engineering/ CAD Operator	Architecture Project Manager	Project Architect/ R.A.	Architect Jr. Designer	
PHASE 1: DESIGN PHASE												
Project Orientation / Planning Meeting							4	0	4	4	4	4
Kick-off Meeting / Community Engagement							8	0	0	8	8	8
Market Analysis							8	0	0	0	0	0
Demographic Research							4	0	0	0	0	0
Review of Existing Information							4	0	0	2	2	2
Preparation of Available Site Alternates							0	0	0	4	4	8
STEP 2: COST ANALYSIS AND CONCEPTUAL DESIGNS												
Program Spaces and Space Requirements							16	60	0	4	6	6
Construction and Start-up Costs							12	0	0	6	0	0
Recommendations for the Programming							12	0	0	4	6	6
Opinion of Probable Revenue - Optional							12	0	0	0	0	0
Opinion of Probable Expenses - Optional							12	0	0	0	0	0
Opinion of Facility Performance - Optional							12	0	0	0	0	0
Preparation of Master Plans, Floor Plans, and Exterior Elevations & Rendering ⁽¹⁾							0	0	20	90	150	150
STEP 3: FINAL PRESENTATIONS / REPORT												
Community Meeting							4	0	0	4	4	4
Parks and Recreation Board/ City Council Presentation							4	0	0	4	4	4
Final Report							12	0	0	4	4	4
Total Hours							124	60	24	134	196	196
Bill Rate							\$ 175	\$ 65	\$ 125	\$ 140	\$ 75	\$ 75
Site Visit Reimbursable (5 @ \$1,200)							\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTALS							\$ 27,700	\$ 3,900	\$ 3,000	\$ 18,760	\$ 14,700	\$ 68,060
TOTAL AMOUNT												

⁽¹⁾ Note a maximum of three (3) Master Plans shall be prepared. Exterior Elevations and Rendering shall be for the selected scheme only.