



## MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, Town Manager

**Date:** March 18, 2015

**Re:** Issuance of a Request for Qualifications (RFQ) # 15-06  
Town Center Plaza - Conceptual Plans Design and Cost Estimate Services

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES – TOWN CENTER PLAZA CONCEPTUAL PLANS DESIGN AND COST ESTIMATE SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

During the December 2007 Youth Summit, which was hosted by the Town at Cutler Ridge Middle School (former name), several of the young residents expressed their desire for a central gathering place, which can be used by avid skaters and the general public. Additionally, during the Facility's Master Plan's Public Involvement Meetings (held March – May 2008), participants requested a skate type plaza which was eventually planned for our Lakes-by-the-Bay Facility.

Town staff recognizes the unique opportunity to develop a Town Center Plaza within the Town's Urban Development District, in which the proposed plaza shall serve as a Town-wide recreation feature, as well as provide the Town's existing building an additional amenity. The proposed plaza shall be designed as a state of the art event destination and community gathering venue which can accommodate various Town special events. The unique design shall provide elements for use as a passive Facility and an urban skate Facility like setting.

Town staff has developed a Request for Qualifications (RFQ # 15-06), in order to solicit proposals from qualified firms, to provide Professional Services to develop conceptual plans and cost estimate services for an approximate 2.27 acre parcel of land (Folio #: 36-6007-024-0020) located south of the Town Center building. The selected professional services firm will be required to host a minimum of five (5) Community Visioning Workshops, in order to obtain direct feedback from both residents and Facility patrons.





Upon the completion of an acceptable Conceptual Design, the selected consultant would then develop a detailed Cost Estimate, to complete the desired Town Center Plaza.

As outlined in RFQ # 15-06, the selected consultant will need to complete the following Phases of the Project:

Design Phase: The selected consultant shall prepare and complete up to three (3) conceptual designs based on the Town's five (5) Community Visioning Workshops within 180 days of issuance of Notice to Proceed.

Cost Estimating Phase: The selected consultant will be responsible for preparing detailed cost estimates for construction for each of the three (3) conceptual designs.

Optional Phase: Cost to Operate & Potential Revenue Phase - The selected consultant may be requested to prepare a detailed report on the potential operation cost and potential revenue for each of the three (3) conceptual designs.

## **RECOMMENDATION**

We recommend that the attached resolution be adopted, authorizing the Town Manager to issue a Request for Qualifications (RFQ #15-06), to obtain professional services to develop the Town Center Plaza's Conceptual Plans Design & Cost Estimate Services.

