



Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager, ICMA-CM, CFM

Date: December 12, 2018

Re: Issuance of a Purchase Order to Stantec Consulting Services, Inc. for Franjo Park Restorations and Upgrades

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ISSUE A PURCHASE ORDER TO STANTEC CONSULTING SERVICES, INC. FOR FRANJO PARK CONSTRUCTION PLANS AND CONSTRUCTION MANAGEMENT SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On September 17, 2014, the Town Council adopted Resolution No. 14-63, authorizing the Town Manager to negotiate and execute a Non-Exclusive Professional Services Agreement (“Agreement”) between the Town and Stantec Consulting Services, Inc. (“Consultant”), in response to the Consultant’s response to Request for Qualifications No. 14-05 Professional Engineering Services. On January 2, 2015, the Town Manager executed the Agreement between the Town and Consultant.

The Town of Cutler Bay (the “Town”) owns and maintains Franjo Park, located north of Old Cutler Road on Franjo Road, which is approximately five (5) acres in size. On September 6, 2017, the Town Manager issued a Declaration of State of Emergency due to Hurricane Irma, which was sent to the Town Clerk’s Office for posting and local media outlets. Hurricane Irma created widespread disaster debris throughout the Town, causing the closure of Franjo Park; it has not reopened since (*Attachment “A”*). Additionally, as a result of the closure, Franjo Park experienced acts of vandalism within the community room and concession stand building.





Several weeks after Hurricane Irma, Town staff immediately began the process of meeting with both Federal Emergency Management Agency (FEMA) inspectors and the Florida Municipal Insurance Trust (FMIT) claims adjusters in order to secure the maximum amount of funds needed to rebuild/upgrade Franjo Park. The Parks & Recreation Director performed field inspections with FEMA Inspectors on five (5) separate occasions, to inspect and document the damages caused by Hurricane Irma. Additionally, the Parks & Recreation Director performed field inspections with the Town's insurance carrier (FMIT) claims adjusters on three (3) separate occasions, to inspect and document the damages caused by Hurricane Irma.

As a result of Town staff efforts to maximizing funding resources, the following reimbursements have been obligated for Hurricane Irma damages (athletic field lighting, pole replacements, bleachers, fencing, benches, tables, and foul ball netting):

Florida Municipal Insurance Trust:	\$ 329,311
Federal Emergency Management Agency:	<u>\$ 65,380</u>

Total: \$ 394,691

On June 27, 2018 the Town issued a Purchase Order to Ferguson Glasgow Schuster Soto, Inc.- Town "Architect", to provide Schematic Design and Design Development Services. The Design Services included compliance with the American with Disabilities Act (ADA) and Building Code upgrades to the three (3) public buildings located within Franjo Park and common areas. On August 8, 2018, the Town's Architect compiled a General Assessment Report of the existing conditions and detailed Probable Cost Analysis (Attachment "B").

Shortly thereafter, several meetings were held between the Town Manager, Parks & Recreation Director, and the Town's Architect in order to determine the highest and best use of the three (3) public buildings. As a result of these meetings, the Town and Architect determined the highest and best use, as identified in (Attachment "C").

On August 30, 2018, the Town Manager and Parks & Recreation Director met with the Perrine Baseball and Softball Association Board of Directors to discuss the highest and best use of the three (3) Franjo Park buildings. The Board of Directors provided Town staff feedback and recommendations to the proposed conceptual designs in order to increase operational efficiencies. The Town's Architect revised the conceptual plans accordingly.





On September 24, 2018 at the Parks & Recreation Advisory Committee Meeting during the Parks & Recreation Director's monthly report, both the Parks & Recreation Director and Town Architect presented a detailed PowerPoint presentation outlining the Conceptual Design Process. During the presentation, ADA and Code Compliance upgrades were discussed by the Town's Architect. The Parks & Recreation Advisory Committee provided some feedback and recommended the use of one general contractor to oversee the entire restoration/ upgrade project.

Following the September 24th Parks & Recreation Advisory Committee Meeting, Town staff commenced negotiations with Town's Engineering Consultant, Stantec Consulting Services, Inc., and the Architect to combine their individual construction phase plans into one single plan (*Attachment "D"*).

During the Town's 2018-19 Budget Hearings (September 4, 2018 and September 17, 2018), the Town Council allocated \$1.4 million for the Franjo Park Renovations/Upgrades Project. The Franjo Park Restoration/ Upgrades Project will consist of:

- NEW LED Sports Lighting System
- NEW Shade Structure Canopies & Offices
- NEW Dugouts, Backstops, & Foul Ball Fencing
- NEW Drainage System Between Fields
- NEW Perimeter Fencing Facilities
- NEW Bermuda Sod in Athletic Field
- NEW Sidewalks Around Concession Area & Common Areas
- Upgrading Community Room
- Upgrading Restroom Facilities
- Upgrading Concession Stand
- Upgrading/ Repurposing the Storage and Umpire Locker Room
- Laser Grading Clay Infields

On November 26, 2018, the Town issued a work order to Nelco Testing & Engineering Services to perform an Interior Asbestos Survey at Franjo Park. The scope of the survey was to identify and quantify the presence, extent, and condition of any Asbestos Containing Building Materials for planned renovation activities; required prior to any demolition of interior walls, floors, etc.





Town staff has determined that Stantec Consulting Services, Inc. will be the primary Consultant on this project, utilizing Ferguson Glasgow Schuster Soto, Inc. as a subconsultant, to provide Construction Plans Phase and Construction Management Services.

The negotiated costs of the proposed Construction Plans and Construction Management Services shall not to exceed \$79,275.00. The Project will be funded by FEMA, FMIT insurance proceeds, and the General Fund.

RECOMMENDATION

Town staff recommends that the attached resolution be adopted, authorizing the Town Manager to negotiate and issue a Purchase Order for Construction Plan and Construction Management Services, in an amount not to exceed \$79,275.00 on the same terms and conditions as stated in the Agreement.

ATTACHMENTS

- Attachment “A” – Hurricane Irma Damages at Franjo Park
- Attachment “B” – Architect General Assessment Report (*dated August 8, 2018*)
- Attachment “C” – Franjo Park Aerial and Conceptual Building Plans
- Attachment “D” – Stantec Engineering, Inc. Proposal

