

**RESOLUTION NO. 04-06**

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND RECREATION; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH BERMELLO, AJAMIL AND PARTNERS, INC. FOR PREPARATION OF A PARKS MASTER PLAN IN THE AMOUNT OF \$50,000, PLUS DIRECT EXPENSES OF UP TO \$5,000; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the total fee for preparation of a Parks Master Plan by Bermello, Ajamil and Partners, Inc. is \$50,000, plus direct expenses of up to \$5,000; and

WHEREAS, a Parks Master Plan will allow us to evaluate and plan for the future of our existing parks; and

WHEREAS, Bermello, Ajamil & Partners, Inc. was recommended by a Selection Committee and approved by the Village Council; and

WHEREAS, Bermello, Ajamil & Partners successfully completed a Parks Master Plan for the City of Aventura, the City of Miami Beach and many other local municipalities; and

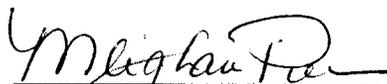
WHEREAS, Bermello, Ajamil & Partners is a prominent architectural / engineering firm with numerous awards and recognitions in park planning, design, renovation and construction; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. Bermello, Ajamil & Partners Inc. is hereby selected to develop a Parks Master Plan for the Village of Palmetto Bay for \$50,000, plus direct expenses of up to \$5,000, in accordance with the fee proposal and scope of services, dated December 18, 2003, which is annexed and incorporated into this resolution.

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

PASSED and ADOPTED this 5th day of January, 2007.

Attest:   
Meighan Pier  
Village Clerk

  
Eugene P. Flinn, Jr.  
Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Earl G. Gallop,  
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Ed Feller	<u>YES</u>
Council Member Paul Neidhart	<u>YES</u>
Council Member John Breder	<u>YES</u>
Vice-Mayor Linda Robinson	<u>YES</u>
Mayor Eugene P. Flinn, Jr.	<u>NO</u>

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BERMELLO-AJAMIL  
& PARTNERS-INC

Bermello, Ajamil & Partners, Inc.  
2601 South Bayshore Drive, 10th Floor  
Miami, Florida 33133  
305.859.2050  
305.860.3750 fax

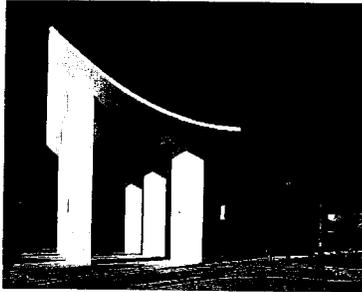
December 18, 2003

Ana M. Garcia, CPRP  
Director of Community Services  
Village of Palmetto Bay  
8950 S.W. 152 Street  
Palmetto Bay, Florida 33157

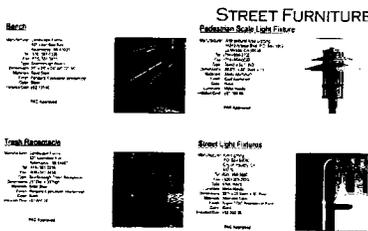


**Re: Village of Palmetto Bay, Parks Master Plan Scope of Services  
Executive Summary**

Dear Ms. Garcia:



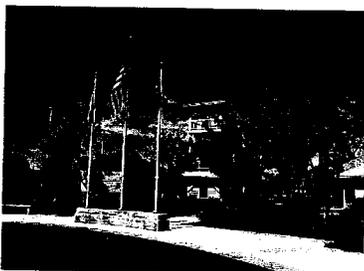
*Aventura Community Center*



*Sunny Isles Beach Streetscape  
Master Plan*



*Margaret Pace Park  
City of Miami*



*Marathon Community Park  
Florida Keys*

We are pleased to have this opportunity to present our fee proposal and scope of services for the Parks Master Plan to the Village of Palmetto Bay. The goal of the Parks Master Plan for the Village of Palmetto Bay will be to create a **balance of passive and active recreational opportunities for all ages and abilities** within the community including educational and cultural components. This scope of services for the project details the specific phases in the parks master plan process that are necessary to achieve the goals of the community. All of these phases are integral parts of the process necessary to prepare a **master plan that will adequately serve the Village of Palmetto Bay for the next ten years**. The long term vision of the parks master plan along with the phasing and scheduling provides the Village with the ability to budget for the improvements and to also seek grant monies and private funding. The Parks Master Plan will play an **important role in creating the visual identity of the new Village** within the larger South Florida community along with other planning studies that need to be concurrent with this project including the Comprehensive, Transportation/Traffic and Signage Plans.

In addition to the landscape architectural and planning services that are a customary part of a parks master plan; the B&A team also includes **award-winning architectural design** preliminary services as part of the parks master planning process. This preliminary architectural focus is necessary in the parks master plan process to develop a distinctive architectural character for what may be the Village of Palmetto Bay's first public building projects. Critical to the success of the parks master planning process is that it be based on a **thorough community involvement process** and user needs assessment. In each phase of this planning process an order of magnitude cost estimate will be prepared so that the parks master plan will be a viable working document for the Village of Palmetto Bay because it is based on a fiscally responsible implementation strategy.

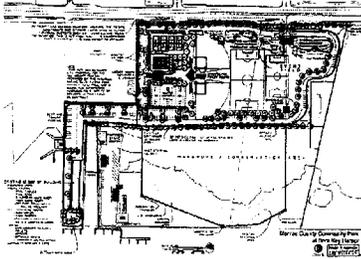
**Parks Master Plan Scope of Services**

Designated Specific Parks and Needs:

- I. Coral Reef Park- Active/Passive Park
  - Upgrading/Modernizing



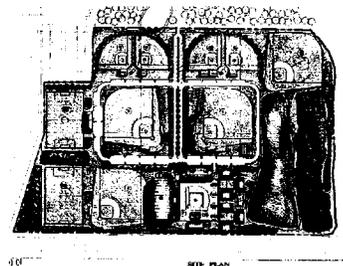
BERMELLO-AJAMIL  
& PARTNERS-INC



**Marathon Community Park**  
**Florida Keys**



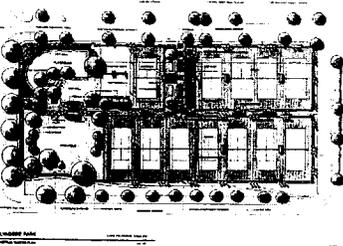
- Address Parking Challenges
  - Meditation Garden/Quiet Area/Gazebo
  - Widening and Surface Treatment of Pedestrian Paths
  - Balancing Active and Passive Recreation
  - Building Renovation Upgrade Overview
  - Volleyball Courts
  - Entrance Feature
2. Perrine Park-Active/Passive Park
- Community Center-Educational and Cultural Component Overview
  - Perimeter Walking/Jogging Track
  - Vita Course
  - Boundless Playground
  - Children's Water Splash Feature
  - Multi-Use Fields to include Softball, Soccer, Volleyball
  - State-of- the Art Baseball Complex Overview



3. Perrine Wayside Park- Passive Park
- Improved site landscaping and amenities

**Warren Cromartie Baseball School**

4. Publix Park- Passive Park
- Playground
  - Perimeter Walking Path
  - Seniors Program in the Existing Building
  - Butterfly Garden
  - Gate Access to Publix Parking Lot



5. Celestia De La Mour Park- Passive Park.
- Coordinate with Parks
  - Natural Area Educational Component

**Salvadore Park**  
**Coral Gables**

6. Vest Pocket Park- Passive Park
- Neighborhood Park
  - Multiple Use Location within the Village

### Phase I- Programming and Conceptual Plans

As detailed in the attached scope of services, Phase I Programming includes tasks 1-5 that are establishing criteria for needs assessment of users and facilities, site and facility survey, the user needs assessment, site analysis and design concept, order of magnitude cost estimate and facilitating one community meeting. The final deliverable products in this phase are the preliminary concept plans for all parks listed above.

### Phase II Phasing and Scheduling

The tasks detailed in the Phase II Phasing and Scheduling includes the preparation of implementation packages, scheduling and coordination with Village staff to prepare an implementation strategy. This phase includes the final community workshop two to present the preferred Parks Master Plan to the Village Council for approval. The



BERMELLO-AJAMIL  
& PARTNERS-INC

final deliverable product in this phase will be a technical memorandum documenting recommendations.

Our total fee for the Parks Master Plan and Perrine Park Parks Master Plan and Development Plan outlined in more detail in the Scope of Services that is attached is fifty thousand dollars (\$50,000) plus direct expenses of \$5000 for customary reimbursable charges like printing, mailing, copying, binding, courier service and mileage. The Village of Palmetto Bay is responsible for providing the B&A team with accurate site surveys of all existing parks and as-built drawings of the buildings within the Village in AutoCAD format. This scope of services will provide the Village of Palmetto Bay with a Parks Master Plan that will respond to the recreational needs of the community for the next ten years. We look forward to having the opportunity to work with the community, Village Council and staff on this important project.

Sincerely,

Eduardo N. Lamas, AIA  
B&A Partner

Elizabeth Newland, ASLA  
B&A Partner



# Scope of Services

## INTRODUCTION

The Parks Master Plan for the Village of Palmetto Bay is the single most important element to the development of the future identity and vision for the Village. Palmetto Bay has a unique situation in that not only does it include several existing park properties but that the community also has access to Biscayne Bay. This provides an opportunity to provide public waterfront access that will enhance and enrich the quality of life for its residents. The approach proposed in this Scope of Services details the steps that we propose be taken to complete the Parks Master Plan for the Village of Palmetto Bay including: programming, concept plans, phasing and scheduling. A community meeting facilitation program and order of magnitude cost estimation process is included to strengthen the key findings at certain stages of the process and to provide for a more successful implementation strategy for the Master Plan.

## PHASE I – PROGRAMMING AND CONCEPTUAL PLANS

Field visit to the facilities within the Village revealed that the parks vary in function and area served. Determining the programmatic needs for each facility to be provided by the Village requires definition of existing and future demographic user groups. The smaller neighborhood parks appear to provide recreational needs for the population in the immediate vicinity of the facility. The larger community parks are recreational settings for a larger perhaps more diverse population. The tasks and the steps to be taken to complete the programming portion of the project are discussed below.

### Task I – Establish criteria for assessment of users and facilities

Within each of the parks the current condition of the facilities and sites vary with some buildings, courts and fields being in better shape than others. Establishing criteria for assessment will aid in the relative comparison of each facility and in establishing priorities for improvements. Criteria for assessment of buildings (Village to provide as built drawings) will be visual observations including: building condition, functionality, overview of elements, compliance with ADA requirements. Criteria for park areas (Village to provide current site surveys) will include: condition of elements, use of existing site resources, environmental conditions, appropriate plant material selection, ease of maintenance, ease of supervision, circulation and safety considerations. The assessment of users needs will address types of recreation facilities needed and standards coupled with findings from the Comprehensive Plan that will be developed for the Village regarding existing and projected recreation demand.

#### Steps in Task:

1. Project Kick- Off meeting with Village Staff and Village Manager.
2. One-on-one meetings with Village Council Members.
3. Consultant Team will develop preliminary criteria for review by Village Staff.
4. Consultant Team to coordinate with other Village consultants working on the Comprehensive Plan, Transportation and Signage Plans concurrent with the project.

# Scope of Services, continued

5. Village Staff and consultant Team meeting to discuss and refine criteria.

## **Deliverables:**

- Technical memorandum documenting final criteria and evaluation matrices for needs assessment.

## **Task 2 – Site and Facility Survey**

In this task the Team will visit each of the sites one time and utilizing the assessment criteria established in Task 1, assemble existing information about each park and its components.

## **Steps in Task:**

1. The consultant Team will meet with appropriate Village Staff and their consultants to obtain from the Village all existing site and boundary surveys, as-built drawings and other planning documents pertinent to the project.
2. Review items obtained in Step 1 above and determine if there are additional base information needs.
3. Conduct field visits to each site to verify, correct or add base information. Elements to be surveyed include but are not limited to the following:
  - Natural elements – land, water, plants
  - Major structures – buildings
  - Use areas – courts, fields, playgrounds, tot-lots, walks, parking lots
  - Minor structures – fences, drinking fountains, play equipment
  - Furnishings – benches, trash receptacles, etc.

## **Deliverables:**

- Preparation of one conceptual plan per park for the project.
- Meeting minutes of Kick-Off meeting.

## **Task 3 – User Needs Assessment**

In order to accomplish this task in an effective manner two community meetings will be held that will cover all parks within the Village. Getting a broad cross-section of the public to actually participate is clearly a critical determinate in the success of this process. To garner high levels of participation the Village Staff to generate a comprehensive list of project stakeholders for inclusion in the public participation effort. Stakeholders will be contacted by the Village Staff via mail, phone calls, via phone, e-mail and/or one-on-one meetings and encouraged to partake in the two Community Meetings that are part of this scope.

The consultant will coordinate with Village Staff to schedule the time and place for **Community Meeting One** which will include the presentation of site and facility surveys to obtain community input on the findings and to determine the recreation needs of the community.

# Scope of Services, continued

## Steps in Task:

1. The consultant will coordinate with Village Staff to schedule the time and place of the community meetings. The Village Staff will prepare and issue notices for the meeting. The mailings will be done by the Village Staff. The Village will be encouraged to place advertisements in the local and community newspapers and web page to increase participation.
2. The consultant will facilitate the meeting and record findings.
3. The consultant Team will meet with Village Staff to review the findings of Step 2 above.

## Deliverables:

- Technical Memorandum documenting a summary of the Needs Assessment Findings.
- Meeting Minutes summarizing Community Meetings.

## Task 4 – Site Analysis and Alternative Design Concepts (One per Park)

The findings of the user needs assessment, policies and goals of the Village will be compiled with physical site conditions survey to develop opportunities and constraints analysis for each site. A design concept for each site will be explored and presented to determine the best use for each park program. Items such as function, circulation, flexibility and cost are some factors that will be considered to determine the best and most appropriate solution. Advantages and disadvantages of the concept will be discussed and minor comments will be incorporated into the final preferred concept plan for each park.

The consultant will coordinate with Village Staff to schedule the time and place for **Community Meeting Two**. The consultant will present to the community the site analysis and conceptual plans that reflect their input from Community Meeting One.

## Steps in Task:

1. Prepare opportunities and constraints analysis plans documenting findings of site and facility survey relative to the user needs assessment.
2. Develop concept plan addressing layout of desired program elements and relationships.
3. Develop an overview of the building programming including new buildings and renovations (as outlined in the Executive Summary submitted as part of this scope of services).
4. Develop preliminary order of magnitude cost estimates for each park site.
5. Review concept plans, building program and preliminary order of magnitude cost estimates with Village Staff.
6. Present concept plan, building program and preliminary order of magnitude cost estimates to Community.

## Deliverables:

- Opportunities and Constraints Analysis Plans

# Scope of Services, continued

- Preliminary Concept Plans
- Building Programming
- Order of Magnitude Cost Estimate
- Meeting minutes summarizing community meetings

## **Task 5 –Facilitate Community Meetings**

The Consultant Team's public participation specialists will facilitate all community meetings to engage the participants in a discussion of the advantages and disadvantages of each concept. This expertise provides the proper tools to insure that the final parks master plan is community based. The community meetings must ensure the proactive involvement of participants; to develop, coordinate, and disseminate information; create the conditions necessary to elicit the concerns of all participants; and, define and prioritize goals and issues. Active community participation in the Village of Palmetto Bay with the guidance from the Council will be the driving force behind the Parks Master Plan. As a newly created municipality we anticipate that the community will become a partner in the preparation of such a plan. The Village Staff will be preparing the notice for all community meetings and all mailing or advertisements will be the responsibility of Village Staff.

## **PHASE II – PHASING & SCHEDULING**

This section will list the projects (descriptions and an order of magnitude cost estimate) required to implement the improvement programs at the parks and recreation sites. Projects will be listed in order of priority for each site. The analysis developed in Phase I – Programming and Conceptual Plans will serve as a basis for establishing these priorities.

It is important to note that project descriptions and costs will be based upon general guidelines and not specific plans. Therefore the descriptions and costs should be revised at the time specific plans are produced. The costs will be established as order of magnitude only. Large projects may also be phased so that they can be implemented over time. However, if projects are phased they should be designed in total to assure a coordinated effort.

### **Task 1 – Implementation Packages**

Prepare general implementation packages, grouping elements for sequential development, while coordinating with Village regarding financial and time constraints.

### **Task 2 – Scheduling**

Prepare general timeline for implementation including design and construction schedules.

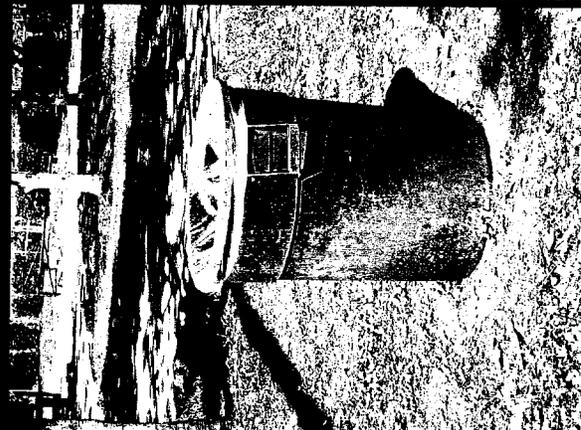
### **Task 3 – Consultant Team/Village Coordination**

The consultant Team will participate in one workshop with the Village Manager and Staff to coordinate the implementation strategies.

#### **Deliverable:**

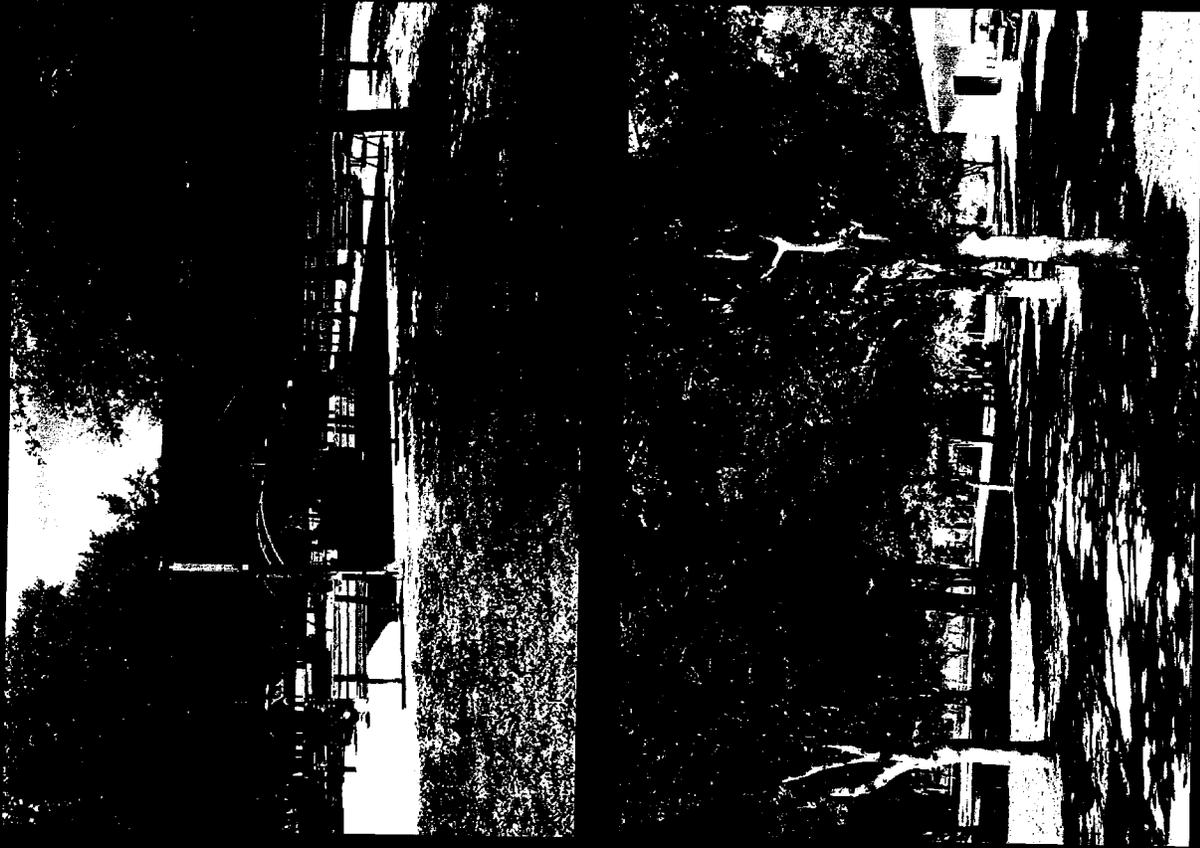
- Technical memorandum documenting the implementation, phasing and scheduling strategies.

*Preliminary Scope of Services*



*Perrine Park*

*Preliminary Scope of Services*



*The Cultural Council, Inc.*

Presents...



*Sandra Halpern-Stein*

*Watercolor "Ready Go"*

The Thirteenth

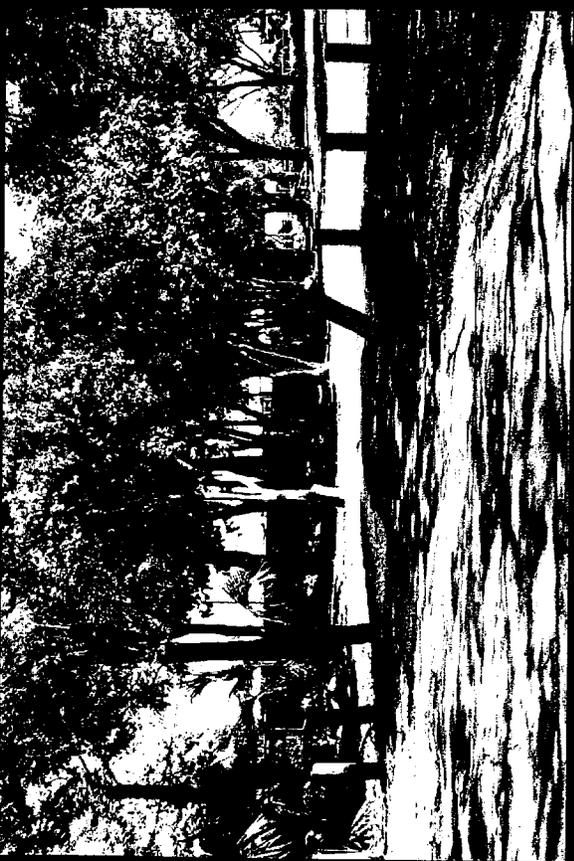
**Saturday and Sunday in the Park with Art**

October 4<sup>th</sup> and 5<sup>th</sup>, 2003

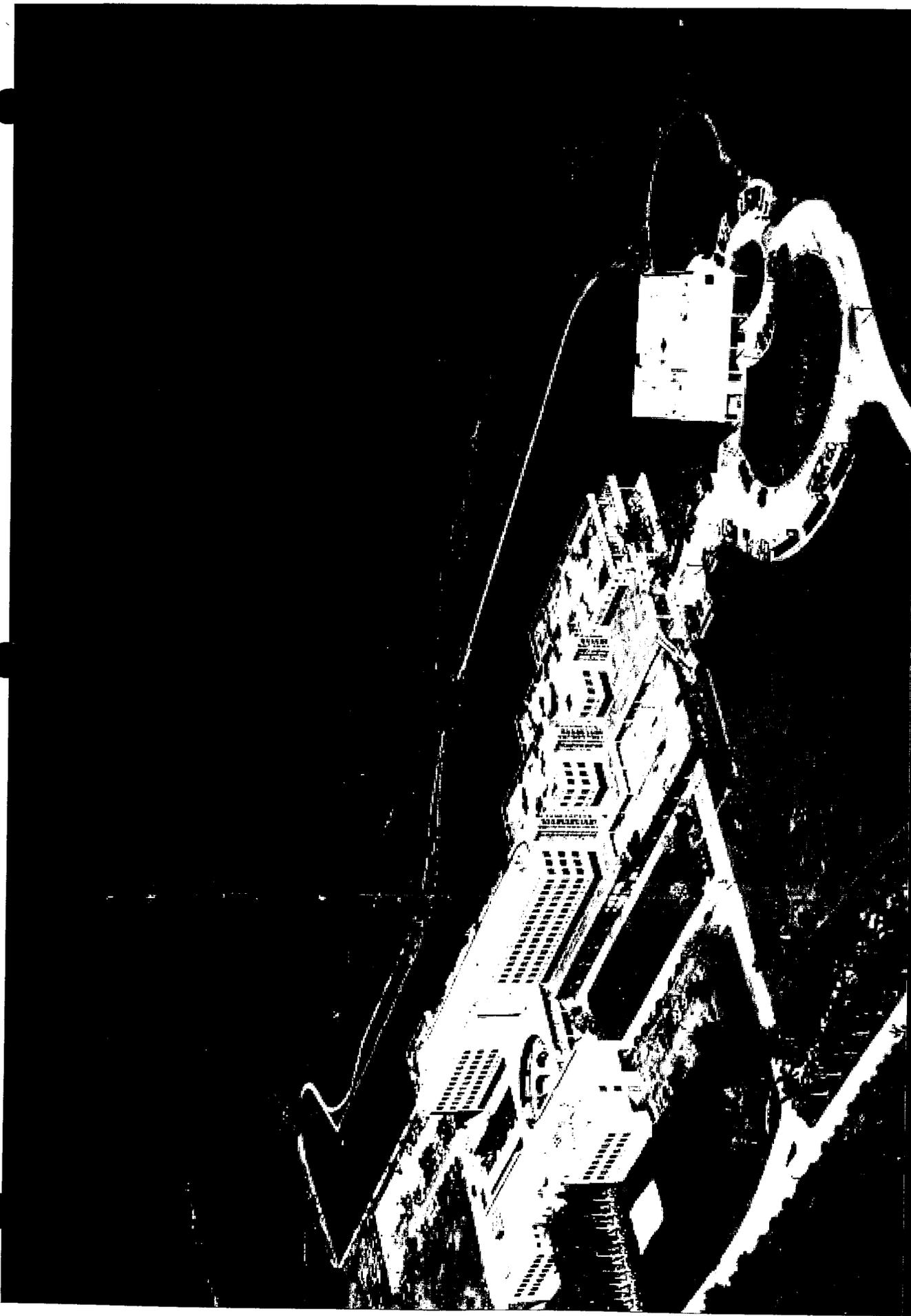
Coral Reef Park - Village of Palmetto Bay, Florida

*Coral Reef Park*

*Preliminary Scope of Services*



*Perrine Wayside Park*



*Burger King Offices*

# City of Miami



ARTHUR E. TEELE, JR.  
Chairman

FRANK K. ROLLASON  
Executive Director

April 16, 2003

To Whom It May Concern:

RE: CLIENT STATEMENT/MARGARET PACE PARK

Dear Sir or Madam:

Please accept this statement as a testimonial, if you will, for the end product more than meeting the requirements and expectations of the program. Margaret Pace Park, in itself, is a park within the City of Miami's Parks and Recreation Department; yet to the City's Community Redevelopment Agency (CRA), it is a catalyst to improve a neighborhood which has been in decline. Parks, by their very nature, should define a neighborhood and capture its essence as well as provide a physical facility to allow the local inhabitants a few moments to escape the rigors of the day. This park does this and more.

First, it is both a passive and active park as it contains winding walkways along the waterfront as well as facilities for basketball, tennis, soccer, and cricket. Among the amenities is a tot-lot which provides a venue for nearby moms, dads, and nannies to spend a few moments with their little ones within walking distance of nearby hotels, condos, and apartment complexes. Strolls along the water are enhanced by three artistic "thrones" designed and built by students from the New World School of the Arts. They have become a focal point of those who speak of the virtues of the park and more closely define the neighborhood than originally anticipated.

Aside from the park amenities for the residents, both the City and the CRA are encouraging a link between the park and local businesses (nearby hotels, businesses on nearby Biscayne Boulevard, and the soon to be completed Performing Arts Center) for use as a venue for outdoor events which would capture the bayfront as well as the City skyline to the west and the Beach's skyline to the east; it is truly an impressive location. To this end, the Board of Directors for the CRA recently authorized the expenditure of up to \$50,000 to encourage and foster private/public events in the park as a way to fully utilize its potential as a venue and a marketing tool for those who visit to consider Miami as a site to re-visit, re-locate, or move a business.

So, as you can see, we in the CRA are very high on this project and will exploit this little jewel to the utmost while at the same time preserving it for all to enjoy.

Sincerely,

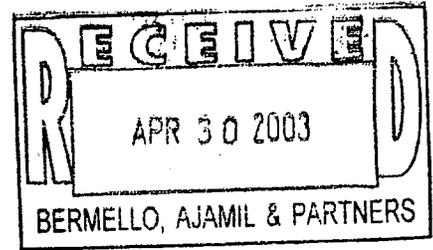
Frank K. Rollason  
Executive Director

FKR:sg



# City of Aventura

Government Center  
19200 West Country Club Drive  
Aventura, Florida 33180



Office of the City Manager

April 29, 2003

Mr. Eduardo Lamas, AIA  
Bermello-Ajamil & Partners, Inc.  
2601 South Bayshore Drive  
Miami, FL 33133

**Re: Aventura Community Recreation Center**

Dear Mr. Lamas:

I am providing this correspondence to indicate the City's overall satisfaction with your firm's design of the Aventura Community Recreation Center. The facility is aesthetically pleasing and a great compliment to the City of Aventura. In addition, the many architectural services provided by Bermello-Ajamil assisted the City in completing the project within budget and on schedule.

It was a pleasure working with your team and any inquiries about your firm must be answered in a positive manner.

Very truly yours,

Antonio F. Tomei  
Capital Projects Manager

cc: Eric M. Soroka, City Manager