

December 8, 2014 Rev. 2

Mr. Mike Pounds
Chief Procurement Officer
City of Coral Gables
2800 SW 72nd Avenue
Miami, FL 33155

Re: Miracle Mile/Giralda Avenue Streetscape

Dear Mr. Pounds:

Cooper, Robertson & Partners ("Design Team") is pleased to offer our services for the Miracle Mile/Giralda Avenue Streetscape for the City of Coral Gables ("Client" or "Client Group"). Our deliverables for base streetscape design services include all of the drawings and specifications for the Public Realm at 100% Schematic Design, 100% Design Development, and 100% Construction Documents and Permitting Sets.. Construction Administration services will be negotiated as a separate scope once the design is defined. Given the intensity of the project effort, we have also made several assumptions for scope as articulated below, and look forward to reviewing the details with you. We have included the Design Team submitted, as well as the overall scope definition defined in the RFQ solicitation by the City, except as qualified or excluded in this proposal. A map defining the project area is attached as Exhibit A- Project Area. The area west of La Jeune Road including Biltmore Way and Merrick Park (Phase Two Area) will only be studied as a concept plan in this scope.

Fundamentally, this scope focuses on the pedestrian experience and the design of paving, lighting, planting, street trees, street furniture (benches, trash receptacles, valet booths, etc.) and signage overlaid on the curb and cart way geometry. The existing retail frontages and underlying infrastructure and utilities are also an important part of the assignment in terms of location and performance.

Scope Description

Preliminary Recommendations/Schematic Design (SD)– 15 weeks

We will begin our work with project kick-off and budgeting workshop so the project parameters are clear from the start and clear lines of communications established. Our initial stage of work will be to brainstorm and prepare initial phase one concepts for review by the Client Group and

the City Boards. Upon completion of the initial phase one concepts and with input from the Client Group we will proceed with Schematic Design.

Schematic Design consists of site plans, elevations, sections and the three dimensional representation necessary to show the scale relationship of components and design concepts of the whole. Plans may be single line diagram. A perspective rendering or sketch, model or photograph may be provided to further show design concept. Information will be provided in formats suitable for Schematic Design cost estimating. The Phase Two Area and Paseos will be looked at in terms of concept design during this phase of the work.

SD Meetings

Following the kick-off meeting and budgeting workshop, and during this same trip we propose holding an introductory community meeting. We have assumed two community meetings during this phase. We assume these events would last no longer than two hours total.

Face-to-face meetings will be held with the Client Group and select Design Team members every three to four weeks during this phase to review progress. Weekly project manager calls will be held between the Client's project manager, team manager, and select members of the Design Team for coordination purposes. It is assumed that any interface with the Construction Manager will occur during these sessions.

Two groups of meetings with City Boards will be scheduled during planned trips and we assume that special meetings can be scheduled so we can introduce the team to all of the required Boards during one visit, and present our Preliminary Design at the second visit.

This phase includes a costing workshop with the Client Group to guide decisions for the project going into the Design Development phase. Cost estimates are to be provided by the Construction Manager.

SD Deliverables:

1. Initial Concepts PowerPoint Slideshow for presentation to City Boards
2. Drawing Set describing phase one (PDF and hardcopies)
3. System Description Narratives for Costing (PDF and hardcopies)
4. PowerPoint for presentation to City Boards
5. Concept Plan for Phase Two Area
6. Cost Estimate for Phase One

Final Recommendations/Design Development (DD)– 10 weeks

The Design Development Documents will consist of drawings (site plans, detail plans, elevations, sections, and/or 3D drawings) and DD Level Specification. Design Development consists of continued development and expansion of architectural, landscape, and engineering drawings, to establish final scope, relationships, forms size, and appearance of each element through:

- Plan, sections, and elevations
- Typical design/construction details
- Three dimensional sketches
- Study models
- Final materials selection

DD Meetings

We propose one community meeting during this phase. We assume this event will last no longer than two hours total. This event is the roll out of the Preliminary Design with input from the public into the Design Development / Design Details of the assignment. Costs for public engagement events have been broken out as a separate fee amount.

Face-to-face meetings will be held with the Client Group and select Design Team members every three to four weeks during this phase to review progress. Weekly project manager calls will be held between the Client's project manager, team manager, and select members of the Design Team for coordination purposes. It is assumed that any interface with the Construction Management team will occur during these sessions.

One group of meetings with City Boards will be scheduled during planned trips and we assume that special meetings can be scheduled so we can review the Final Design for the project on this trip.

This phase includes a costing workshop with the Client team to guide decisions for the project going into the Construction Documents phase. Cost estimates are to be provided by the Construction Manager.

DD Deliverables

1. Drawing Set describing phase one (PDF and hardcopies)
2. Outline Specification (PDF and hardcopies)
3. PowerPoint for presentation to City Boards
4. Material sample boards
5. Cost Estimate for Phase One

Construction Documents & Permitting (CD) – 13 weeks

Permitting submissions will be assembled from the DD set as well as select CD drawings as required by the reviewing agencies. We are estimating four and half months of permitting and approvals after final presentation to the by the City Commission in June.

Permitting Detail

National Pollutant Discharge Elimination System (NPDES) Notice of Intent (NOI)

Submittal: The Design Team will prepare an NOI to be submitted to the DEP, the

managing resource agency for the NPDES program (authority set forth in Section 403.0885, Florida Statutes). A NPDES permit is required for sites under construction greater than one (1) acre that has potential for stormwater run-off discharges. As part of the NOI submittal and in close coordination with the Client Group, the Design Team will prepare a Stormwater Pollution Prevention Plan (SWPPP) for onsite management of run-off during construction activities. The SWPPP will include a stormwater pollution prevention site map, stormwater implementation controls and sequencing, stormwater runoff calculations, and it will require certification of compliance by the Client Group as well as participating contractors. The Client Group will provide the Design Team with an executed NOI form signed by the responsible authority (City), an application fee in the amount of \$300 made payable to the DEP, and any other pertinent information deemed necessary for application submittal. This scope assumes that construction will take place in one phase and that only one SWPPP must be prepared.

NPDES Administration: The Design Team will confer with DEP staff to further advise them of the details of the Project and to address staff comments or requests for additional information relative to submittal of the NOI. The Design Team will maintain telephone contact with agency staff to confirm acceptance of the NOI and supporting NPDES SWPPP. The Design Team will confer with the Client Group and/or other design professionals as to questions, revisions, or additional items that may be required by agency staff. The Design Team will meet the Client and the contractor onsite, prior to construction, to review the SWPPP toward implementation of the approved measures. The Client Group will notify the Design Team when construction activities onsite are complete and the Design Team will prepare a Notice of Termination, to be submitted to the DEP within 14 days from the date of Project completion.

Florida Department of Transportation (FDOT) Right-of-Way Permit: The Design Team will prepare an FDOT Right-of-Way permit application package. This submittal will include the proposed stormwater management system design with required calculations and applications to the State of Florida Department of Transportation (FDOT). This permit is required for any construction within a State Road. It is also required prior to obtaining a local building permit. The Client Group shall provide the required signatures and other supporting documentation along with the permit fees to complete the permit application.

Miami-Dade Department of Environmental Resource Management (DERM): The Design Team will prepare and process the stormwater management permit for Miami-Dade County Water Control Section. The Client will provide the required signatures and other supporting documentation along with the permit fees to complete the permit application.

City of Coral Gables Public Works Approval: The Design Team will respond to questions from the City of Coral Gables Public Works Department in response to their review of the civil works plans as part of the site plan approval, building permit, or other processes.

SFWMD ERP: The Design Team will prepare and submit an ERP application to the SFWMD, as required for authorization of the proposed stormwater management system. The Client Group shall provide the Design Team with a signed application form, Warranty Deed or other documentation of ownership of all land upon which activities are proposed, and a permit application fee (to be determined). The Client Group will also provide legal documentation identifying the entity responsible for operating the system and the enforcement affirmative obligations on the entity for the fulfillment of the permit. The Design Team will coordinate to obtain comprehensive construction schedules and other Project information (except those plans being produced by the Design Team, as applicable).

The Design Team and the Client Group will coordinate to advise SFWMD staff of the details of the proposed stormwater management system. The Design Team will maintain telephone contact with the SFWMD to expedite their review and processing of the ERP approval request. The Design Team will confer with the Client Group as to questions, revisions, or additional items that may be required by SFWMD staff and coordinate submittal of outstanding items. The Design Team will represent the Project before agency staff to assist the Client Group in securing a SFWMD ERP for the proposed Project.

CD Meetings

Face-to-face meetings will be held with the Client Group and select Design Team members every three to four weeks during this phase to review progress. Weekly project manager calls will be held between the Client's project manager, team manager, and select members of the Design Team for coordination purposes. It is assumed that any interface with the Construction Management team will occur during these sessions.

The Design Team will participate in up to approximately 80 nonclerical hours of conference calls, meetings and other coordination with the Client Group and/or regulatory agency staff to facilitate the processing of the above-noted permits.

CD Deliverables

1. Drawing Set describing Phase One (PDF and hardcopies)
2. Specification for Phase One (PDF and hardcopies)
3. Updated materials sample board
4. Above mentioned permit packages
5. Cost Estimate for Phase One
6. Maintenance Information Organized from Final Specification and City Standards

Centralized Valet for Downtown

Coral Gables currently operates a Centralized Valet Parking System (CVPS) with five valet stations on the Miracle Mile. Pursuant to the scope of work that will be prepared during the Schematic

Design Phase, we will propose strategic placement of additional valet stations in the Miracle Mile and Giralda Street development areas.

1. Establish a core understanding of the how the additional valet parking stations will interact with the other proposed improvements, most specifically the way finding system.
2. Coordinate an operating methodology to integrate the valet stations into the way finding system.
3. Observe the CVPS over a three day period to include one weekday and one weekend night.
4. Conduct an on-site meeting with the current operator of the CVPS operation to gain an understanding of the operating methodology.
5. Analyze the monthly usage data of the existing CVPS stands for the past twelve months.
6. Develop a list of proposed sites for additional valet stands and coordinate potential placements with the developer of the way finding system
7. Prepare a draft letter report with findings and recommendations.

Wayfinding for Downtown

We will design and develop an overall wayfinding system for Downtown Coral Gables. This will lay the foundation for the signage, complement the streetscape improvements, and capture the character of Miracle Mile, Giralda Avenue, and Biltmore Way/Merrick Park. This work will be prepared under the Schematic Design signage scope.

The following sign types will be identified, described, and mapped on a plan.

- Gateway entrance identification
- Pedestrian directional and destination identification
- Street identification
- Parking facilities identification
- Orientation kiosk
- Regulatory information

Project Signage During Construction

We will provide the Client Group with documentation for the temporary signage.

The following sign types will be developed in parallel with permanent signage and packaged in the Construction Documents phase.

- Roadway disruption identification
- Construction non-structural barricade
- Pedestrian directional

Fees & Reimbursable Expenses

Base Services

Preliminary Recommendations/Schematic Design	\$ 630,235
Final Recommendations/Design Development	\$ 452,165
<u>Construction Documents & Permitting</u>	<u>\$ 670,930</u>
Base Services Total	\$1,753,450

Additional Assumptions

1. "Rolling Approvals" are required to meet the proposed schedule. Review periods by Client Group will not stop the work and there will be no pauses between phases unless schedule impacts are acceptable. No separate extensive Value Engineering exercise is assumed in this schedule.
2. Real Estate Consulting Firm, Innovation Designer, Arts Consultant, Geotechnical Engineer, Environmental Consultant, and Land Surveyor are in addition to the above fees and are to be retained by owner if required. Management of these consultants by this Design Team will require additional fees for management and administration per industry standards.
3. The construction cost for the project is \$18,000,000.
4. Streetscape, Landscape, Lighting, Signage, Civil Engineering, MEP Consulting, Cost Estimating, and Fountain Design with identified assumptions and exclusions are included in Base Services.
5. Placeholder scope for water features are up to two, scale unknown, and interactivity unknown. Based on the overall budget, we assume the water feature allowance at \$1,000,000 to construct.
6. Land Surveys, Stormwater Study by Stantec, and Geotechnical Reports will be provided by the Client within the first month of the project.
7. Cooper, Robertson & Partners is responsible for meeting notes through DD phase and distribution to the team. Client Group's project manager will provide a copy of their handwritten notes for each meeting.
8. Construction Manager (CM) is responsible for meeting notes and distribution to the Design Team in CD and CA phases.
9. City of Coral Gables is hiring CM in the SD phase.
10. Permitting can be completed with assistance of the City in a four and a half month time period.
11. It is assumed that all proposed site improvements will be on property owned by the City, except as noted above; no easement vacations or other land use issues are addressed in this scope of services.

12. It is assumed that the Client will be responsible for processing the City building permit. Assistance with City permitting will be provided pursuant to Public Works authorization only, as noted above, under this scope. Code compliance consultations and permit processing services excluded from this scope include, but are not limited to, City flood code compliance, City or County Tree/Vegetation Removal permits, DEP well permits, Florida Department of Health Safety, and/or Welfare authorizations, underground or aboveground storage tank permitting, SFWMD dewatering permits, SFWMD temporary or permanent water use permits, and other permits not specifically referenced above.
13. Any significant design changes made after completion of any discrete task that requires completion of all or part of the services under that task again will be addressed under a separate scope of services. Significant design changes include, but are not limited to, moving proposed structures or activities, adding structures or activities, or increasing the footprint of proposed structures/activities.
14. Design Team is not responsible for any change in the scope of services that may be incurred due to circumstances beyond our control, including, but not limited to, changes in site plan, budget, site conditions, regulations, public objections, and/or legal actions.
15. The City or Client will issue required notices for all permits.
16. This scope of services assumes that there are no pending permit enforcement/compliance issues related to other City projects or this site that may affect the regulatory permitting process for this project.
17. Stormwater Management – availability of “master” system for treatment and discharge into outfalls. There will be minimal underground utility work for drainage improvements since the drainage can be conveyed with grading, curb/gutter, etc. to these existing systems. This is contingent on review of the Stantec report discussed with the City on December 3, 2014.

Exclusions (including but not limited to)

- Bidding and negotiation services as this project is CM-at-Risk
- “Fast Track” Construction Document Packages
- Architectural design of the exterior building façades.
- LEED Certification.
- Physical Models
- Artist Renderings
- Animations
- Permitting Fees
- Graphic design scope related to:
 - Branding, identity, and/or logo design
 - Marketing campaign and communications development
 - Public transit, off-site trailblazers and other DOT signage
 - Electronic signage, digital displays content design, and/or production
 - Map display and/or map illustration (i.e. retail map and/or directory)
 - Public art identification of interpretive signage

- o Retail and/or building signage
- o Signage standards manual
- o Neighborhood and/or event banners

Schedule

Schedule is as defined in the scope description and on the attached Exhibit B- Project Schedule. This scope assumes thirty four weeks to completion of construction documents.

As mentioned earlier, we recognize that the attached schedule requires that the entire effort move at a timely pace and that authorizations to proceed from phase to phase not be unnecessarily withheld. We seek a partnership/relationship with the City that would allow that to happen to the benefit of all.

Invoicing and Reimbursable Expenses

We will bill lump sum against a percentage complete on a monthly basis for work done plus any reimbursable expenses. Reimbursable expenses (for travel expenses, printing, reproduction, shipping, etc.) are included in the fee, and will be billed at cost.

We look forward to this opportunity to work with the City of Coral Gables on the Miracle Mile / Giralda Avenue Streetscape. Please let me know if you have any questions on our proposal; if you find it acceptable we will prepare a signature copy which can serve as an interim agreement authorizing the critical work we have underway, pending preparation of a formal contract based on an AIA or the City's Standard Form of Agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alexander Cooper', followed by a long horizontal flourish.

Alexander Cooper, FAIA
Founding Partner

Accepted by:

Mr. Mike Pounds, City of Coral Gables

Date

cc: Ernesto Pino City of Coral Gables
Glenn Kephart City of Coral Gables
Bill Kenworthy Cooper, Robertson & Partners
Earl Jackson Cooper, Robertson & Partners
Allison Brantley Cooper, Robertson & Partners

Encl:Exhibit A – Project Area
Exhibit B – Project Schedule