

Memorandum



Date: August 28, 2024

To: Gary Hartfield, *Director*
Office of Small Business Development

From: Marie Denis, *Capital Projects Chief*
Department of Cultural Affairs 

Subject: Review Item: Professional Consultant Services for the New African Heritage Cultural Arts Center Complex – Project No. A24-CUA-01

This memorandum requests the review of the above referenced project for Small Business measures.

Through a Notice to Professional Consultants (NTPC), the Department of Cultural Affairs is seeking the services of an architectural, engineering, and specialty consultant team to provide planning, design, construction documents, and construction administration services for the new African Heritage Cultural Arts Center Complex. The team of architects, engineers, and specialty consultants selected for this Contract will be charged with designing a new, state-of-the-art complex to replace the existing facilities on the site of the existing African Heritage Cultural Arts Center located at 6161 NW 22nd Avenue Miami, FL 33142. The selected team shall be responsible for: providing cost estimates for the work; providing a phasing plan as needed, based on estimated project costs, available funding and facility operating schedules; project timeline for execution of the work; and participating in the full life cycle of the project through project completion and warranty period. The new design shall guarantee the Center's continuity of daily operations while the construction of the new complex is underway. All options to ensure the continuity of operations shall be closely coordinated with the Center staff and approved by the Cultural Affairs project team.

The term of the contract shall be five (5) years, with (2) 1-year options to renew. The construction budget shall be determined once the design is developed and cost estimates for the various components are provided by the consultant. A phased approach to the project is anticipated due to site logistics and funding availability. Compensation for the A/E work is estimated per the breakdown below:

Base fees	\$4,000,000
Contingency	\$250,000
Reimbursables (printing, permit fees, etc.)	\$125,000
Dedicated Allowance – (testing, claims analysis, etc.)	\$50,000
TOTAL:	\$4,425,000

Funding for the planning and design of the project is composed of Countywide Infrastructure Investment Program proceeds and a private foundation grant (CreARTE) included in CBAT Program #2000004028, Project #3010041.

The team of consultants must be certified in the following technical categories and may satisfy the respective percentages for the disciplines outlined below:

No.	Technical Category	Prime	Sub	%	Estimated Contract Amount	Proposed SBE %
10.05	Environmental Engineering		X	1.25	\$50,000	1.25
11	General Structural Engineering		X	8.75	\$350,000	
12	General Mechanical Engineering		X	8.75	\$350,000	
13	General Electrical Engineering		X	8.75	\$350,000	
14	Architecture	X		26.25	\$1,050,000	
14.00A	Interior Design		X	5.00	\$200,000	5.00
16	General Civil Engineering		X	12.50	\$500,000	
17	Engineering Construction Management		X	10.00	\$400,000	
18	Architectural Construction Management	X		11.25	\$450,000	
20	Landscape Architecture		X	7.50	\$300,000	7.50
	TOTALS:			100	\$4,000,000	13.75%

Background

The Miami-Dade County Department of Cultural Affairs is seeking innovative and contemporary concept designs for a new state-of-the-art facility for the African Heritage Cultural Arts Center (AHCAC or Center). The Mission of the African Heritage Cultural Arts Center is to provide quality training in dance, drama, instrumental music, vocal music, media, and visual arts; to develop in-house performing arts companies; to support and assist emerging artists through our resident artist program; to provide and host quality performances and exhibitions; and to promote and foster the rich and diverse cultural arts perspective of the people of African Heritage. The design concepts shall reflect the Center's goals to both serve the community with a state-of-the-art facility and to be a physical symbol within the neighborhood that elegantly reflects the cultural pride of the African diaspora.

Project Scope

The Center was founded in 1975 to serve as a nucleus for emerging and developing talent in the performing and visual arts. The existing complex of buildings has been developed over time from buildings that were not originally designed for the Center's intended uses (a meat market and a gas station were converted to a dance studio and art classrooms). The replacement facility needs to address the Center's current and future programmatic, environmental, and social needs and those of the community that it serves. The layout does not need to follow the existing distribution of spaces and because the Center needs to continue to operate while the new facility is built, it is envisioned that the new facility may be located on the existing parking and green areas of the property. This would allow the new construction to take place while the facility remains operational and a phased approach to demolishing the existing buildings once the new Center is completed.

The Department is open to all creative solutions that accomplish the goals of building an exciting new Center while remaining operational. The new AHCAC facility shall serve as a model venue with the highest standards for accessibility, sustainability, and inclusion.

Design proposals shall explore and incorporate the following:

- Relationships of building(s), open spaces, parking and service areas within the context of the city, commercial and residential neighbors, transit corridors, etc.
- Relationships/adjacency of spaces based on programmed uses, access needs, security, etc.
- Best practices and measures for addressing sea-level rise and sustainability/resiliency issues
- Use of courtyards, exterior landscaped and hardscaped areas for use as programming areas for instruction activities, outdoor concerts, festivals, art displays, community gathering spaces, etc.
- Building orientation, massing, covered walkways, shading devices, etc. that maximize environmental comfort and wellbeing both indoors and outdoors
- Design solutions that address the safety of users and patrons and minimize unauthorized intrusion while providing a welcoming connection between the Center and the community
- Ease of pedestrian and vehicular circulation throughout the site including: general circulation, student drop-off/pick-up from cars and buses, loading/service areas to accommodate semi-trailers up to 40' in length, staff parking, patron parking, waste and recycling pick-up areas, etc.
- Zoning for different day and evening functions and circulation patterns
- Addressing visual impact, noise, odors, and traffic, both internal and external to the site
- Providing loading dock with adjacent area for temporary and long-term storage of materials, supplies, equipment, sets and scenery, etc.
- Maximizing operational efficiencies and life cycle cost effectiveness by incorporating features such as:
 - Using occupancy sensors
 - Minimizing piping runs
 - Using exterior and interior materials that are durable, permanent, vandal resistant, easily maintained
 - Employing latest technological advances in materials and systems to meet resiliency measures, sea-level rise objectives, and LEED certification
- Collaboration with specialty consultants such as theater planners and acoustical consultants to establish appropriate STC ratings of spaces and industry best practices for building archetype, material selections, room shaping, equipment and system specifications, etc.
- Incorporation/relocation of existing Art in Public Places commissioned artwork by Xaviera Simmons and digital marquee screen
- Participation in community/stakeholder presentations.

Building Program:

- Administrative offices for 6 full time (Managing Director, Assistant Director, Clerk, Marketing Manager, Financial Manager, Vacant) and 2 part time employees (Assistant Clerk, Vacant)
 - Reception/customer service area
 - Conference room for 18 users
 - Security station/office (Security Manager)
 - IT room/central station
- Studio Theater
 - 200-300 seats (depending on configuration) with technical services booth/control room for specialized lighting, projection, and sound systems
 - Ticket booth area
 - Concession area
 - Two rehearsal studios for 25-30 students each. (acting, musical theater, pantomime, stage movement, show dance, etc.)
 - Back stage loading area with a 10' wide x 12' high door
 - Scene shop adjacent to the Studio Theater and loading dock
 - Principal and chorus dressing rooms with restrooms, showers, and locking storage cabinets
 - Green room
 - Offices for Theater Administrator, Cinematic Arts Manager, and two technical staff members
 - Lockable storage spaces for:
 - Lighting and sound equipment
 - Moveable furniture such as platforms, chairs, stands, stanchions, etc.
 - Stage sets/scenery/props
- Art gallery/display space with museum-quality lighting and climate/humidity control systems
 - Art curator's office
 - Secure storage
- Music Hall
 - 175-200 seats (depending on configuration) and adjacent piano storage
 - Four (4) music practice rooms for individual/small group instruction
 - Two (2) choral studios for 25-30 students each
 - Office for 3 staff members
 - Secure storage spaces for:
 - Equipment and instruments
 - Moveable furniture such as platforms, chairs, stands, lecterns, stanchions, etc.
- Dance Studios
 - One (1) large space for 35 students
 - Two (2) mid-size dance studios for 25 students each
 - All dance spaces to have sprung wood floors, mirrors, ballet barres, and moveable curtains
 - Offices for 3 staff members

- Storage for dance costumes and props
- Allow sufficient space for a piano storage in the dance studios
- Dressing rooms (these may be shared with the studio theater)
- Visual Arts
 - One (1) Computer lab/media room/graphic arts space for 10-15 students
 - One (1) Fine arts studio for 25 students with tables and easels
 - One (1) Crafts/ceramics studio for 15 students with kiln and storage for drying and/or displaying ceramic artwork
 - One (1) Fashion arts and hand drawing room for 25 students
 - One (1) Sewing program room for 10-15 students with space for commercial sewing machines and pattern making/layout tables
 - One (1) TV/Video/Film/Photography studio
 - Offices for 3 staff members
 - All spaces to include secure equipment storage
 - Spaces to include sinks/running water as needed
- Multi-Purpose Hall
 - Flexible space with moveable partitions to divide the room into three equal spaces
 - Adjacent catering kitchen with access for loading/unloading merchandise
- Facilities Management
 - Facilities Manager and maintenance personnel
 - Maintenance storage area
- Café/Vending/Bookstore
- Outdoor Amenities
 - Amphitheater/concert area
 - Open air spaces conducive to instruction activities with emphasis on security, privacy, and comfort
 - Arts focused playground area
 - Sculpture garden
 - Covered walkways, shade canopies and shade trees to make outdoor spaces usable/comfortable during harsh weather conditions

Preferred Experience and Qualifications:

1. The prime and/or sub-consultant firms are highly preferred to have the following experience and program specific qualifications:
 - a) Three (3) years relevant experience within the last seven (7) years in performing comprehensive master planning services for cultural facilities.
 - b) Experience within the last seven (7) years in designing (including the production of construction documents) a cultural and/or arts facility (cultural arts center, performing arts venue, theater, etc.) as new construction or major renovation with a minimum \$7 million construction value.

- c) Experience within the last seven (7) years of successfully gathering input from key stakeholders such as not-for-profit organizations, artists, facility operators, renters, and patrons, for the purpose of providing design solutions that maximize the use of new and/or existing spaces based on programmatic goals.
2. Team members are highly preferred to meet or exceed the above program specific qualifications and provide three (3) client references of comparable contracts, ongoing or completed within the last seven (7) years, demonstrating that the team members meet the qualifications as stipulated above.
- The prime should identify the following individuals on their team:
- a) Senior Architect – Must be a State of Florida licensed architect with a preferred minimum of five (5) years' experience in projects of similar size and scope.
 - b) Project Manager – Must have a Bachelor's degree in Architecture and a preferred minimum two (2) years' experience in projects of similar size and scope.
 - c) Construction Manager – Must have a Bachelor's degree in Architecture, Engineering, or Construction Management and a preferred minimum two (2) years' experience in managing construction projects of similar size and scope.
3. Specialty Consultants (Theater Consultant, Acoustical Consultant, Sound and Communications Consultant, Security Consultant, LEED Consultant, etc.):
- a) Should demonstrate a preferred minimum of five (5) years of experience in the design and specification of the specialty systems/equipment.

The consultant expertise noted above must be met by a qualified individual(s) of the prime and/or sub-consultant(s) firm. The experience must be demonstrated by direct or substantial involvement of the individual(s). The prime or sub-consultant should provide detailed resume(s) of the individual(s) that fulfills the specific consultant requirement and provide sample projects individual(s) has worked on and in what capacity.