

# MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # *300-2014*

LETTER TO COMMISSION

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 CITY CLERK'S OFFICE

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: August 29, 2014

SUBJECT: Convention Center Headquarter Hotel Schedule



At the July 30, 2014 City Commission meeting, Commissioner Weithorn asked for a tentative timeframe for the potential Convention Center Headquarter Hotel (Hotel). Table 1 shows the proposed schedule of the Hotel side by side with the schedule of the Convention Center renovation and expansion:

TABLE 1:

2014	Convention Center	Hotel
August	<ul style="list-style-type: none"> <li>Owner's Rep &amp; Design Builder (DB) Pre-proposal meetings</li> <li>Schematic Design (SD) completion</li> <li>SD cost estimate</li> </ul>	
September	<ul style="list-style-type: none"> <li>Design development documentation</li> <li>Commission to approve DB Phase II criteria</li> <li>Owner Rep &amp; DB submittals due/review</li> <li>Shortlist Owner's Representative</li> </ul>	<ul style="list-style-type: none"> <li>Scope of work &amp; cost for traffic study to Commission (400, 600, 800 rooms)</li> </ul>
October	<ul style="list-style-type: none"> <li>Design Development (DD) documentation</li> <li>Design Review Board Discussion Item</li> <li>Shortlisting of DB firms</li> <li>Interview Owner's Rep &amp; DB firms</li> <li>Commission approves Owner's Rep selection</li> <li>Complete Owner's Rep contract</li> </ul>	<ul style="list-style-type: none"> <li>If instructed by Commission, Agreement signed with Traffic Consultant</li> </ul>
November	<ul style="list-style-type: none"> <li>Design Review Board Final Approval</li> <li>Complete Design Criteria Package (Design Dev.)</li> <li>DD cost estimate</li> <li>Commission Approve DB shortlist</li> </ul>	<ul style="list-style-type: none"> <li>Commence Draft lease template of Hotel</li> </ul>
December	<ul style="list-style-type: none"> <li>Review DCP package/cost</li> <li>Complete DB contract template</li> <li>Contract template and DCP</li> <li>Commission Approval of Phase II RFP Addendum</li> </ul>	<ul style="list-style-type: none"> <li>Continue Draft lease template of Hotel</li> </ul>

2015	Convention Center	Hotel
January	<ul style="list-style-type: none"> <li>DB pre-proposal meeting</li> </ul>	<ul style="list-style-type: none"> <li>Continue Draft lease template of Hotel</li> <li>Draft RFP</li> </ul>
February	<ul style="list-style-type: none"> <li>DB proposals due (end of month)</li> </ul>	<ul style="list-style-type: none"> <li>Commission approve RFP</li> <li>Issue RFP</li> <li>Complete Traffic Study</li> </ul>
March	<ul style="list-style-type: none"> <li>DB due diligence process</li> <li>DB Interviews</li> </ul>	<ul style="list-style-type: none"> <li>Hotel Pre-proposal meeting</li> <li>RFP Outstanding</li> </ul>
April	<ul style="list-style-type: none"> <li>Commission select DB</li> </ul>	<ul style="list-style-type: none"> <li>Hotel RFP Due</li> </ul>
May	<ul style="list-style-type: none"> <li>DB contract negotiations</li> </ul>	<ul style="list-style-type: none"> <li>Interviews</li> </ul>
June	<ul style="list-style-type: none"> <li>DB start (design)</li> </ul>	<ul style="list-style-type: none"> <li>Commission selection</li> <li>Commission approve referendum language</li> </ul>
July		
August		<ul style="list-style-type: none"> <li>Referendum</li> </ul>

There exists a relationship between the Hotel referendum and, assuming the referendum passes, the Hotel opening date. Table 1 shows the most expedited schedule possible for a potential referendum of August 2015. Convention Center Headquarter Hotels typically take 12 months to design and 24 months to build. Ultimately the Hotel developer may accelerate the schedule, however the following table assumes 36 months for a typical design – build schedule, assuming different referendum target dates:

TABLE 2:

Referendum Date	Hotel Opening
August 2015	August 2018
November 2015	November 2018
February 2016	February 2019

The Convention Center is targeted to be completed by the end of 2017, and Convention Center Drive and the Park by mid-2018.

Should you have additional questions, please contact Maria Hernandez at (305) 673-7010.

  
JLM/mh