

September 28, 2000

Facilities Planning and Construction
Paul J. Phillips, Chief Facilities Officer

**SUBJECT: COMMISSIONING OF E.R. BROWNELL & ASSOCIATES, INC., TO
PERFORM LAND SURVEYING CONSULTING SERVICES**

Staff has completed the selection process for consultants to perform Land Surveying Consulting Services.

Twelve (12) firms applied and nine (9) were interviewed by the Selection Committee. Of these nine (9) firms, the following five firms were selected:

- Ludovici & Orange Consulting Engineers, Inc.
- E.R. Brownell & Associates, Inc.
- J.H. Manucy, Inc.
- Precision Engineering & Surveying, Inc.
- J. Bonfill & Associates, Inc.

Negotiations with E.R. Brownell & Associates, Inc., regarding fees, scope of work and other related terms have been successfully completed. The agreement shall include the following negotiated provisions:

1. The negotiated fees will be paid on an agreed not-to-exceed hourly basis for the personnel required for each assignment utilizing the following hourly rates:

<u>Personnel</u>	<u>Hourly Rate</u>
Four Person Crew	\$94.00
Three Person Crew	\$84.00
Two Person Crew	\$70.00
Registered Land Surveyor (PLS)	\$80.00
Surveyor Technician	\$50.00
CADD Operator	\$43.00
Draftsperson	\$35.00

2. The agreement provides for indemnification and hold harmless provisions to the Board, its members and employees, due to negligent acts by the consultant. The consultant shall maintain no less than a \$300,000 Professional Liability insurance policy and a \$300,000 Commercial/General Liability insurance policy.
3. The Board shall not be obligated to expend any specific amount under this contract; however, the consultant's total billings shall not exceed \$300,000 per year.
4. The term for this agreement shall be for a three (3) year period, commencing October 11, 2000 and expiring October 10, 2003, with the second and third year being at the Board's option. Since the second and third year are at the Board's option, each additional year must first be approved and ratified by the Board prior to its commencement.

The Principals/Owners for E.R. Brownell & Associates, Inc., are as follows: Angel J. Lopez, Thomas P. Brownell, PLS, Marta T. Lopez, and Joan Brownell.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, commission the firm of E.R. Brownell & Associates, Inc., to perform Land Surveying Consulting Services for a three (3) year term, commencing October 11, 2000 and expiring October 10, 2003, with the second and third years being at the Board's option, for the following consideration:

- 1) negotiated terms and conditions as stated above;
- 2) since the second and third year are at the Board's option, each additional year must first be approved and ratified by the Board prior to its commencement;
- 3) the agreement provides for cancellation by the Board with or without cause, upon thirty (30) days written notice to the firm. The firm may terminate the agreement, only with cause, upon thirty (30) days written notice to the Board; and
- 4) the total billings under this contract shall not exceed \$300,000 per year, without the Board being obligated to expend any specific amount.

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