

Business Operations  
Larry W. Stanart, Chief Business Officer

**SUBJECT: COMMISSIONING OF H.J. ROSS ASSOCIATES, INC., AS  
SPECIAL PROJECTS CONSULTANT (SPC) – MECHANICAL  
ENGINEERING**

**COMMITTEE: FACILITIES MANAGEMENT**

Staff has completed the selection process for a Special Projects Consultant (SPC) mechanical engineering discipline, for miscellaneous projects with an estimated construction cost of \$300,000 or less.

Eight (8) firms applied and on October 25, 2002 the Selection Committee interviewed the following firms:

Basulto & Associates (Hialeah, Fla.)  
H.J. Ross Associates, Inc. (Coral Gables, Fla.)  
LIVS Associates (Coral Gables, Fla.)  
TECO BGA, Inc. (Miami, Fla.)

Of the above, the firm of H.J. Ross Associates, Inc., was selected for this contract. Negotiations with H.J. Ross Associates, Inc., have been successfully completed.

The negotiated agreement includes the following terms and conditions:

1. Basic Services

<u>Estimated Project Construction Cost</u>		<u>Schedule of Fees</u>	
		<u>Without Construction Administration</u>	<u>With Construction Administration</u>
<u>FROM</u>	<u>TO</u>		
\$ --0--	\$ 5,000	\$ 800*	\$1,100*
5,001	10,000	1,200*	1,450*
10,001	25,000	12.50%	14.50%
25,001	50,000	12.00%	13.50%
50,001	100,000	10.75%	12.25%
100,001	200,000	10.25%	11.25%
200,001	300,000	9.00%	10.00%

\* Represents lump sum fees.

2. This agreement shall be utilized for miscellaneous mechanical engineering projects with an initial estimated construction cost of \$300,000 or less. Projects that exceed this limit once they have been initiated shall be negotiated on an individual basis.
3. The SPC shall maintain at least a \$250,000 blanket professional liability insurance policy.
4. The term of this agreement shall be for a two (2) year period, commencing on April 10, 2003 and expiring on April 9, 2005, with the second year being at the Board's option. The second year of each agreement must first be approved and ratified by the Board prior to its commencement.
5. The agreement shall provide for cancellation by the Board with or without cause, upon sixty (60) days written notice to the SPC. The SPC may terminate this agreement, only with cause, upon sixty (60) days written notice to the Board.
6. The multiplier for hourly compensation is limited to 2.45 for extra work approved in advance by staff.

The Principals/Owners of H.J. Ross Associates, Inc., are Michael K. Miller, Mariano O. Valle, and Ricardo J. Solorzano. The firm is located at 800 Douglas Entrance, Annex Building, Suite 250, Coral Gables, Florida 33134.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida commission the firm of H.J. Ross Associates, Inc., to provide Special Projects Consultant (SPC) mechanical engineering services, under the above terms and conditions, for a two (2) year period commencing April 10, 2003 through April 9, 2005. The second year of the agreement is at the Board's option and therefore must be ratified by the Board prior to its commencement.

NAD:AD:ad