

August 8, 2003

Facilities Operations, Maintenance and Planning  
Ana Rijo-Conde, Interim Assistant Superintendent

**SUBJECT: COMMISSIONING OF ALLEGUEZ ARCHITECTURE, INC., TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR WINDOW REPLACEMENT AND MINOR UPDATES PROJECT AT LENORA B. SMITH ELEMENTARY SCHOOL, LOCATED AT 4700 N.W. 12 AVENUE, MIAMI, FLORIDA, 33127 PROJECT NO. A0847**

**COMMITTEE: FACILITIES MANAGEMENT**

Staff has completed the selection process for a Project Architect to provide architectural/engineering (A/E) services for the window replacement and minor updates project at Lenora B. Smith Elementary School. Seven (7) firms applied and the A/E Selection Committee interviewed the following five (5) short listed firms:

Alleguez & Architecture, Inc.  
Architektnics Architects & Planners  
Indigo Service Corporation  
Rodriguez Peterson & Porras Architects, Inc.  
SBLM Architects PC

Of these five (5) firms, Alleguez Architecture, Inc., was selected for this project. The following A/E Selection committee members were utilized to interview the short listed firms:

COMMITTEE  
MEMBERS

REPRESENTING

Serge Castoriano	Office of the Superintendent	Voting Member
Pinson Whiddon	A/E Selection, Negotiations & Design Management	Voting Member
Carlos Hevia	Bureau of Facilities Operations, Maintenance and Planning	Voting Member
Michael Krtausch	Bureau of Facilities Operations, Maintenance and Planning	Voting Member
Lewis Cooper	Bureau of Facilities Operations, Maintenance and Planning	Voting Member
Patricia Freeman	Department of Business Development and Assistance	Non-Voting
Trevor Williams	Office of Management Compliance and Audits	Non-Voting

Negotiations with Alleguez Architecture, Inc., have been successfully completed. The negotiated basic services fee is \$68,100, with an estimated construction cost of \$830,000. This fee represents 8.20% of the construction cost.

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The summary of the basic services is as follows:

• Phase I (Schematics)	\$ 10,600
• Phase II – III (100%)	\$ 32,400
• Bidding/award services	\$ 3,100
• Construction administration services	<u>\$ 22,000</u>
TOTAL FEE	\$ 68,100

Additional fees were also negotiated for the following services:

- At the Board's option, the Project Architect will provide up to 83 site visits at a fee of \$18,500 for the duration of this project (\$200/visit for the architect; \$250/visit for engineers).

Other terms and conditions were negotiated as follows:

- The multiplier for hourly compensation was limited to 2.45 for extra work.
- The Project Architect will maintain a blanket Professional Liability Insurance policy in the amount of, at least, \$1,000,000.
- The Board shall reimburse the Architect for all required contract documents.
- The Project Architect has agreed with the proposed project schedule.

The scope of work for this project includes the following:

- Window replacement at the main facility, Building #1 (which includes classrooms, administration area, dining & cafeteria spaces, and resource rooms).
- Minor updates (which includes minor cabinetry and door replacement in the administration area, replacement of door hardware in building #1 and replacement of stairway handrails to comply with ADA requirements).

FUND SOURCE:

Fund	0345
Object	5630
Location	0081
Program	1821
Function	7400

The Principal/Owner of Alleguez Architecture, Inc., is Ana Alleguez.

PRIOR COMMISSIONING:

<u>ITEM</u>	<u>DATE</u>	<u>SERVICES</u>	<u>CONST. EST.</u>
J-29	06/20/01	Architectural/Engineering Project Consultant (A/EPC) - Term Contract	Varies

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, commission the firm of Alleguez Architecture, Inc., to provide architectural/engineering services for the window replacement and minor updates project at Lenora B. Smith Elementary School, with an estimated construction cost of \$830,000, for the following considerations:

- 1) a basic services fee of \$68,100, which represents 8.20% the construction cost;
- 2) at the Board's option, the firm will provide up to 83 site visits at a fee of \$18,500 for the duration of the project;
- 3) The Board will reimburse the Project Architect for reproduction of all Board required contract documents;
- 4) the multiplier for hourly compensation is limited to 2.45 for extra work; and
- 5) the firm will maintain a blanket Professional Liability Insurance policy in the amount of, at least, \$1,000,000.

NAD:md