

Business Operations
J.E. Surash, P.E., Chief Business Officer

SUBJECT: COMMISSIONING OF F.R. ALEMAN & ASSOCIATES, WEIDENER SURVEYING & MAPPING, P.A., J. BONFILL & ASSOCIATES, INC. AND E.R. BROWNELL & ASSOCIATES, INC. TO PROVIDE LAND SURVEYING CONSULTING SERVICES FOR A FOUR-YEAR TERM

COMMITTEE: FACILITIES MANAGEMENT

Staff has completed the selection process for consultants to perform Land Surveying Consulting Services. Nine (9) firms applied and on February 3rd, 2004, the Selection Committee interviewed and ranked the following seven (7) firms:

- F.R. Aleman & Associates, Inc.
- Weidener Surveying & Mapping, P.A.
- J. Bonfill & Associates, Inc.
- E.R. Brownell & Associates, Inc.
- Biscayne Engineering Company, Inc.
- J.H. Manucy, Inc.
- Ludovici & Orange Consulting Engineers, Inc.

Of the above, the firms of F.R. Aleman & Associates, Inc., Weidener Surveying & Mapping, P.A., J. Bonfill & Associates, Inc., and E.R. Brownell & Associates, Inc. were selected for this contract. Negotiations with the selected firms regarding fees, scope and other related terms have been successfully completed.

- A. These agreements will be for a four year term commencing on March 17, 2004 through March 17, 2005, with the second, third and fourth years at the Board's option. The negotiated fees will be paid on an agreed not-to exceed hourly basis, with and without Global Positioning System (GPS) methodology, for the personnel required for each assignment utilizing the hourly rates listed below. These fees will be adjusted annually. The fee adjustments (for each year) will be based on the Consumer Price Index. The negotiated agreement will include the following negotiated provisions:

A.1 F.R. Aleman & Associates, Inc.

<u>Personnel</u>	<u>Hourly Rate</u>	<u>Hourly Rates w/ GPS</u>
Four Person Survey Crew	\$115.00	\$145.00
Three Person Survey Crew	\$102.00	\$125.00
Two Person Survey Crew	\$ 80.00	n/a
Registered Land Surveyor	\$ 95.00	\$ 95.00
Surveyor Technician	\$ 60.00	\$ 60.00
CADD Operator	\$ 52.00	\$ 52.00
Draftperson	\$ 40.00	\$ 40.00
Clerical/Office	\$ 25.00	\$ 25.00

The Principal/Owner for F.R. Aleman & Associates, Inc. responsible for the agreement is Mr. Francisco R. Aleman. The firm is located at 10305 NW 41st Street, Miami, FL 33175.

The Board has not previously commissioned the firm of F.R. Aleman & Associates, Inc.

A.2 Weidener Surveying & Mapping, P.A.

<u>Personnel</u>	<u>Hourly Rate</u>	<u>Hourly Rates w/ GPS</u>
Four Person Survey Crew	\$112.00	\$150.00
Three Person Survey Crew	\$ 97.00	\$130.00
Two Person Survey Crew	\$ 80.00	\$111.00
Registered Land Surveyor	\$ 95.00	\$ 95.00
Surveyor Technician	\$ 60.00	\$ 60.00
CADD Operator	\$ 52.00	\$ 52.00
Draftperson	\$ 40.00	\$ 40.00
Clerical/Office	\$ 28.00	\$ 28.00

The Principal/Owner for Weidener Surveying & Mapping, P.A. responsible for the agreement is Ms. Margarita Weidener. The firm is located at 10418 NW 31 Terrace, Miami, FL 33172.

The Board has not commissioned the firm of Weidener Surveying & Mapping, P.A. within the last three years.

A.3 J. Bonfill & Associates, Inc.

<u>Personnel</u>	<u>Hourly Rate</u>	<u>Hourly Rates w/ GPS</u>
Four Person Survey Crew	\$112.00	\$150.00
Three Person Survey Crew	\$ 95.00	\$130.00
Two Person Survey Crew	\$ 77.00	\$111.00

<u>Personnel</u>	<u>Hourly Rate</u>	<u>Hourly Rates w/ GPS</u>
Registered Land Surveyor	\$ 95.00	\$ 95.00
Surveyor Technician	\$ 57.00	\$ 57.00
CADD Operator	\$ 45.00	\$ 45.00
Draftperson	n/a	n/a
Clerical/Office	\$ 28.00	\$ 28.00

The Principal/Owner for J. Bonfill & Associates, Inc. responsible for the agreement is Ms. Jacqueline Bonfill-Gee. The firm is located at 9360 Sunset Drive, Suite 265, Miami, FL 33173.

The Board has commissioned the firm of J. Bonfill & Associates, Inc. for the following within the last three years:

- Three (3) year term contract to provide land surveying consulting services commissioned on November 15th, 2000.

A.4 E.R. Brownell & Associates, Inc.

<u>Personnel</u>	<u>Hourly Rate</u>	<u>Hourly Rates w/ GPS</u>
Four Person Survey Crew	\$107.00	\$135.00
Three Person Survey Crew	\$ 95.00	\$120.00
One/Two Person Survey Crew	\$ 80.00	\$110.00
Registered Land Surveyor	\$ 92.00	\$ 92.00
Surveyor Technician	\$ 55.00	\$ 55.00
CADD Operator	\$ 50.00	\$ 50.00
Draftperson	\$ 40.00	\$ 40.00
Clerical/Office	\$ 28.00	\$ 28.00

The Principal/Owner for E.R. Brownell & Associates, Inc. responsible for the agreement is Mr. Thomas P. Brownell. The firm is located at 3152 Coral Way, Miami, FL 33145.

The Board has commissioned the firm of E.R. Brownell & Associates, Inc. for the following within the last three years:

- Three (3) year term contract to provide land surveying consulting services commissioned on October 11th, 2000.

- B. The agreements provide for indemnification and hold harmless provisions to the Board and its members, officials, officers and employees by the consultant due to the consultant's negligent acts. The consultant will maintain no less than a \$300,000 Professional Liability insurance policy, a \$300,000 Commercial General Liability insurance policy and a \$300,000 Automobile Liability insurance policy.

- C. The agreement may be terminated by the Board, with or without cause, upon thirty (30) days written notice to the consultant. The consultant may terminate the agreement, with cause only, upon thirty (30) days written notice to the Board.

- D. The Board is under no obligation to assign a minimum number of projects nor minimum amount fee to any one consultant under the agreements. However, the contract fee amount for any one consultant will not exceed \$300,000 per year.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

- a) commission the firms of F.R. Aleman & Associates, Inc., Weidener Surveying & Mapping, P.A., J. Bonfill & Associates, Inc., and E.R. Brownell & Associates, Inc., to provide land surveying consulting services for a four-year term, commencing on March 17, 2004 through March 17, 2005, with the second, third and fourth years at the Board's option based on the above negotiated fees;
- b) provide for indemnification and hold harmless provisions to the Board and its members, officials, officers and employees by the consultant due to the consultant's negligent acts. The consultant will maintain no less than a \$300,000 Professional Liability insurance policy, a \$300,000 Commercial General Liability insurance policy and a \$300,000 Automobile Liability insurance policy;
- c) provide for termination by the Board, with or without cause, upon thirty (30) days written notice to the consultant. The consultant may terminate the agreement, with cause only, upon thirty (30) days written notice to the Board;
- d) limit the contract fee amount for any one consultant to a not-to-exceed fee of \$300,000 per year, without obligation by the Board to assign a minimum number of projects nor minimum amount fee to any one consultant and
- e) authorize the Superintendent to provide written notification of this action to the firms of F.R. Aleman & Associates, Inc., Weidener Surveying & Mapping, P.A., J. Bonfill & Associates, Inc., and E.R. Brownell & Associates, Inc.

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