

Business Operations, Finance and Construction
Ofelia San Pedro, Deputy Superintendent

SUBJECT: COMMISSIONING OF BROWN & BROWN ARCHITECTS, INC., AS DESIGN CRITERIA PROFESSIONAL (DCP) FOR THE NEW CENTRAL WEST TRANSPORTATION CENTER TO REPLACE AND BE BUILT AT THE SAME SITE OF THE EXISTING FACILITY PROJECT NO. A0804

COMMITTEE: FACILITIES MANAGEMENT

Introduction

Staff has completed the selection process for an architect to serve as Design Criteria Professional (DCP) for the Central West Transportation Center project (a new facility to replace and be located at the same site of the existing transportation facility).

Of the eleven (11) firms that applied for this project, the following eight (8) firms were interviewed by the A/E Selection Committee:

- Architects International, Inc.
- Bermello, Ajamil & Partners, Inc.
- Brown & Brown Architects, Inc.
- Corzo Castella Carballo Thompson Salman, P.A.
- Harper Partners, Inc.
- KVH Architects, P.A.
- Post, Buckley, Schuh & Jernigan, Inc.
- Rodriguez Peterson & Porrás Architects, Inc.

Of the above, the firm of Brown & Brown Architects, Inc. (Brown & Brown), was the highest ranked firm. Negotiations with Brown & Brown to provide design criteria professional services for the Central West Transportation Center project have been successfully completed.

Project Scope

The existing Central West Transportation facility is located at the northeast corner of N.W. 137th Avenue and N.W. 6th Street. This facility is used primarily for bus storage, dispatch and vehicle maintenance. The site consists of approximately 9.69 acres and includes an administrative building, temporary office and storage trailers, garage and canopy for bus maintenance, and partially paved parking areas. The overall exterior and interior of this site and its existing facility are in very poor condition (including inadequate air conditioning,

building systems and utilities, office space, lighting, parking areas, drainage system, and ingress/egress for buses and staff). Moreover, the Miami-Dade Department of Environmental Resources Management (DERM) has issued a compliance order mandating that the District discontinue use of the on-site water well and septic tank sewer disposal at this facility, and to connect to the public water and sewer system, within a specific time period.

The new facility is based on the Ancillary Facilities List approved by the Board on October 22, 2003 (see attached copy) and shall consist of the following:

- A new transportation center, consisting of approximately 27,121 square feet, that will house administrative spaces, dispatch offices, vehicle maintenance shop and service bays.
- Paved, landscaped and lighted parking areas to accommodate approximately 340 buses and staff parking.
- New security fence, re-designed and gated points of ingress/egress, and replacement of irrigation system.
- New water and sewer service to be provided by connecting to the public sanitary sewer and water system.
- Fuel island, above ground fuel storage tank, and bus wash facility.

Terms and Conditions

The negotiated lump sum basic services fee agreed to by Brown & Brown for preparation of a design criteria package (including Phase I – 100%) and subsequent construction administration of this new transportation facility is \$182,500, with a total estimated construction cost of \$4,282,942. The fee represents approximately 4.26% of the total construction cost. A summary of the negotiated basic services fee is as follows:

Concept	\$ 6,000
Phase I – 100%	\$ 40,000
Design Criteria Package	\$ 40,000
Bidding/Award Services	\$ 14,000
Review of Design-Builder’s Construction Documents	\$ 25,000
Construction Administration Services	<u>\$ 57,500</u>
TOTAL BASIC SERVICES FEE	\$ 182,500

The following services, to be utilized at the option of the Board’s designee, were also negotiated:

- The DCP will provide up to 130 site visits during construction at a fee of \$250/visit.

- A not-to-exceed fee of \$10,000 for a traffic engineering study, if needed.
Other terms and conditions were negotiated as follows:

- The cost of printing will be reimbursed by the Board on a direct cost basis.
- The multiplier for hourly compensation is limited to 2.45 for any additional work approved by staff.
- The DCP principals' rate is set at \$100/hour.
- The DCP shall maintain no less than a \$1.0 million professional liability insurance policy, with a maximum deductible of \$25,000.
- The agreement may be terminated by the Board, with or without cause, upon thirty (30) days written notice to the DCP; whereas, the DCP may terminate the agreement, with cause only, upon thirty (30) days written notice to the Board.
- The Design-Build contract for this project is scheduled to be awarded at the May 2005 Board meeting.

Project Fund

The funding source for this project is as follows:

Fund	0390
Object	5630
Location	9237
Program	1112
Function	7400

Prior Commissioning & Performance Evaluation

The Board has commissioned Brown & Brown for the following project(s) within the last three years:

- Fire Safety Upgrade Projects – Phase I
DCP Services
Date of Commission: 2-13-02
- Fire Safety Upgrade Projects – Phase II
DCP Services
Date of Commission: 3-13-02
- Five-Year Educational Plant Survey
A/E Services
Date of Commission: 9-12-02
- Miami Norland Senior – Addition Project
DCP Services
Date of Commission: 10-23-02

- Re-Roofing Projects at Hawkins Elem., Lake Stevens Elem., and Madie Ives Elem.
A/E Services
Date of Commission: 11-20-02
- A/EPC Miscellaneous Projects Contract
Term Contract
Date of Commission: 4-14-04
- State School "Y1" & "YY1"
DCP Services
Date of Commission: 5-19-04

The most recent overall performance evaluation score issued by staff to Brown & Brown for the quarter ending June 2004. Based on a performance scale of 1-5, the firm received a score of 2.97.

PRINCIPALS

The principals of Brown & Brown are William F. Brown and Maida P. Brown. The firm is located at 7100 S.W. 99 Avenue, Suite 201, Miami, Florida 33173.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, commission Brown & Brown Architects, Inc., as Design Criteria Professional (DCP) for the new Central West Transportation Center - Project No. A0804, to replace and be built at the same site of the existing facility, under the following terms and conditions:

- 1) a lump sum basic services fee of \$182,500, which represents approximately 4.26% of the total estimated construction cost of \$4,282,942; and,
- 2) additional terms and conditions as set forth in the body of the agenda item.

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FACILITIES LIST FOR MIAMI-DADE DISTRICTCENTRAL WEST TRANSPORTATION CENTER
Project No. A-0804

Number of Spaces	Space Description	Sq. Ft. Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Sta. Total
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ADMINISTRATIVE OFFICE

1	Director		200		
1	Conference Room		300		
1	Receptionist/Copier/Computer		200		
2	Clerical Offices/CIS	100	200		
1	Secretary (for 2)(Executive)		300		
1	Administrative Storage		200		
2	Restroom	42	84		
1	Lounge/Kitchenette		<u>250</u>		
			1,734		

ROUTING OFFICE

3	Operations Manager (Adm. Assis)/Coor.	150	450		
5	Coordinators - FOS/RMS	120	600		
1	Gen. Office Storage		120		
1	Dispatcher (for 4)/ Mail Room (slots)		450		
2	Field Trip Clerk/CDI	100	200		
2	Payroll Clerk/Word Processing	120	240		
1	Key Room/Transp. Operation Help (for 2)		240		
1	Drivers/Aide Lounge		1,000		
2	Restroom	350	<u>700</u>		
			4,000		

1	Exterior Covered Area (For drivers)		750 (Half of actual size)		
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MAINTENANCE OFFICE / TRANSPORTATION SHOP

1	Manager/Data (for 2)		240		
1	Parts Room		1,250		
1	Parts Procurement Office (for 2)		240		
1	Drum/Pump Storage		450		
10	Service Bays	800	8,000		
1	Battery		120		
1	Lounge		350		
2	Restroom/Lockers	180	<u>360</u>		
			11,010		

1	Fuel Island (2 pumps)		(5,000)		
2	Bus Wash Facility		900 (Half of actual size)		

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Number of Spaces	Space Description	Sq. Ft. Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Sta. Total
<u>CUSTODIAL</u>					
	Receiving, Work Area, and Service Closets		350		
1	Flammable Storage		150		
1	Equipment Storage		<u>200</u>		
			700		
	Sub-Total Net		19,094		
	Mechanical @ 6% of Sub-Total Net		1,146		
	TOTAL NET		20,240		
	Circulation, walls, etc. @ 34% of total net		6,881		
	TOTAL GROSS		27,121		

NOTE: The percentages shown for mechanical and circulation are those noted by SREF as "recommended" and are included here as examples only. The Board makes no representation that such percentages are correct or achievable for any specific design. The Architect of Record, Design Builder, Contractor, or any other party is specifically cautioned to utilize only the actual square footage as designed for a specific facility and not to utilize these examples for estimates, scheduling, design or any other purpose involving actual projects.