

Business Operations
Ofelia San Pedro, Deputy Superintendent

SUBJECT: COMMISSIONING OF REYNOLDS, SMITH AND HILLS, INC., AS DESIGN CRITERIA PROFESSIONAL (DCP) FOR THE K-8 CONVERSION AT FRANK C. MARTIN ELEMENTARY SCHOOL PROJECT NO. A01093

COMMITTEE: FACILITIES MANAGEMENT

Introduction

On October 22, 2003, the Board commissioned the firm of Reynolds, Smith and Hills, Inc. (RS&H) as Design Criteria Professional (DCP) to convert Eugenia B. Thomas Elementary School to a K-8 facility by adding a new Middle Learning Center (MLC). As part of RS&H's contract, staff negotiated the future re-use of their MLC design at E.B. Thomas Elementary, as needed by the District. Accordingly, in order to convert Frank C. Martin Elementary to a K-8 facility, the RS&H design will be re-used to add a new MLC to this school site.

Negotiations with RS&H to re-use its MLC design for the K-8 conversion of Frank C. Martin Elementary have been successfully completed.

Project Scope

In order to accommodate the specific needs of this school, RS&H has agreed to make the following modifications to their MLC design:

- The new MLC will increase from 46,304 square feet to approximately 48,169 square feet. Likewise, the total number of student stations will increase from 532 to 551.
- Two general classrooms will be converted to two science classrooms.
- Two business labs will be converted to two computer labs, a foreign language lab, a reading room and an audiovisual storage room.
- The new MLC will also include a stage and respective male and female dressing rooms.

In addition to the above, the preliminary scope of work for this project will also include the following:

- Additional staff parking, bus and parent drop-off, with covered walkways.
- Two middle school basketball courts.
- Demolition of existing parking and hard courts.
- Covered P.E. play area and patio.
- Covered walkway from the new MLC to the existing school.

- Renovations to the school's existing kitchen.

Terms and Conditions

The negotiated lump sum basic services fee agreed to by RS&H for the re-use and modification of its MLC design criteria package (including Phase I – 100% documents) and subsequent construction administration for this project is \$206,500, with a total estimated construction cost of \$6,583,758. The fee represents approximately 3.10% of the total construction cost. A summary of the negotiated basic services fee is as follows:

• Scope Validation	\$ 6,000
• Concept	\$ 5,000
• Phase I – 100%	\$ 27,500
• Design Criteria Package	\$ 28,000
• Bidding/Award Services	\$ 12,000
• Review of Design-Builder's Construction Documents	\$ 31,000
• Construction Administration Services	<u>\$ 97,000</u>
TOTAL BASIC SERVICES FEE	\$206,500

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

- The DCP will provide up to 80 site visits during construction at a fee of \$300/visit.
- A not-to-exceed fee of \$10,000 for a traffic engineering study, if needed.
- A not-to-exceed fee of \$10,000 for a food services consultant, if needed.
- A lump sum fee of \$600/meeting for preparing and making presentations at community meetings, if requested by the Board's designee, and providing minutes of said meetings to the Board.
- A not-to-exceed fee of \$50,000 for threshold inspections, if requested by the Board's designee, during construction.
- A lump sum re-use fee of \$5,000.

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 the Board's designee.
- The DCP principals' rate is set at \$100/hour.

- The DCP shall maintain no less than a \$2 million professional liability insurance policy, with a maximum deductible of \$50,000.
- 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 project schedule stipulates that the Design-Build contract for this project is to be awarded at the June 2005 Board meeting.

Project Fund

The funding source for this project is as follows:

Fund	0308
Object	5630
Location	3101
Program	2118
Function	7400

Prior Commissioning & Performance Evaluation

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

- Addition to Howard D. McMillan Middle
DCP Services
Date of Commission: 8-21-02
- Addition to Howard D. McMillan Middle
Conversion from DCP to full A/E Services
Date of Commission: 1-15-03
- K-8 Conversion at Eugenia B. Thomas Elementary
DCP Services
Date of Commission: 10-22-03

The most recent overall performance evaluation score issued by staff to RS&H was for the quarter ending June 2004. Based on a performance scale of 1-5, the firm received a score of 3.33.

Principals

The principals/owners of RS&H are Leerie Jenkins and David Robertson. The firm is located at 6161 Blue Lagoon Drive, Suite 200, Miami, Florida.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, commission Reynolds, Smith and Hills, Inc., as Design Criteria Professional (DCP) for the K-8 Conversion at Frank C. Martin Elementary School - Project A01093, under the following terms and conditions:

- 1) a lump sum basic services fee of \$206,500, which represents approximately 3.10% of the total estimated construction cost of \$6,583,758; 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 DISTRICT

**New Middle Learning Center
At
Frank C. Martin Elementary School**

K-8 Conversion

Project # A-01093

Grades 6-8

Utilization 90%

Student Stations: 551
Design Capacity: 496

<u>FISH Code</u>	<u>Number of Spaces</u>	<u>Space Description</u>	<u>Square Ft. Unit</u>	<u>Square Ft. Total</u>	<u>Stu.Stat. Unit</u>	<u>Stu.Stat. Total</u>
<u>Upper Academy Classrooms</u>						
020	15	** Classroom	750	11,250	22	330
<u>Science</u>						
020	2	* Science Classroom	750	1,500	22	44
027	1	* Science Demonstration Classroom		814		22
809	1	Medium Material Storage		<u>120</u>		
				934		
<u>Exceptional Education</u>						
061	1	* Self Contained Classroom		750		7
817	1	Student Restroom and Bath		<u>95</u>		
				845		
065	1	Supplementary Instruction		200		
<u>Skills Development Lab</u>						
023	2	** Foreign Language Lab	750	1,500	22	44
023	2	** Computer Lab	750	1,500	22	44

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FISH Code	Number of Spaces	Space Description	Square Ft. Unit	Square Ft. Total	Stu.Stat. Unit	Stu.Stat. Total
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Art

029	1	* 2-D/3-D Lab		1,050		25
809/812	1	Medium Mat. Sto./Small Project Sto.		220		
805	1	** Kiln		<u>85</u>		
				1,355		

Music

076	1	Band Classroom		1,500		35
832	1	Instrument Storage		<u>400</u>		
				1,900		

Physical Education

815		** Male Restrooms		160		
816		** Female Restrooms		160		
098	1	* Storage		223		
110	1	* Multipurpose/Instruction		1,050		
014	1	P.E. Covered Play Area (1/2 actual sq. ft.)		<u>750</u>		
				2,343		
		Basketball Hardcourts (three)		(12,990)		
		Playground Equipment Area		(3,500)		

NOTE: The P.E. covered play area is shown at 1/2 actual square footage to comply with O.E.F. requirements. The covered play area shall be 1,500 square feet. The square footage for the courts and the playground equipment area are approximate, see M-DCPS Design Criteria for specific requirements.

Media Center

380	1	Reading Room/Stacks		1,149		
383	1	Audiovisual Storage		<u>192</u>		
				1,341		

Administration/Student Services

301	1	Administrative Office		150		
303	1	Secretarial Space (for 2)		300		
304	1	Reception		153		
306	1	Conference Room		198		
307	1	** Clinic		180		
308	1	Administrative Storage		192		
309	1	Records Vault/Student Records		77		
301	1	Guidance Counselor Office		150		
314	1	Itinerant Office		120		
316	1	** Teacher Lounge/Dining		<u>261</u>		
				1,782		

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FISH Code	Number of Spaces	Space Description	Square Ft. Unit	Square Ft. Total	Stu.Stat. Unit	Stu.Stat. Total
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NOTE: Provide a male and female staff restroom in the administrative area and the teacher lounge/dining from the "Staff Restroom" square footage allocation and two student restrooms and a shower in the clinic from the "Student Restroom" square footage allocation.

Food Service

351	1	Covered Patio (1/2 actual)		750		
340	1	** Dining		2,480		
341	1	Kitchen and Serving Area		<u>1,272</u>		
				4,502		

NOTE: The Covered Patio is shown at 1/2 actual size to comply with O.E.F. requirements. The Covered Patio shall be 1,500 net square feet.

Stage

363	1	** Non-working Stage		720		
365	1	Male Dressing Room		172		
366	1	Female Dressing Room		<u>172</u>		
				1,064		

Other Areas

368	1	* Textbook Storage		174		
815/816		* Student Restrooms		744		
822/823		* Public Restrooms		99		
819/820		* Staff Restrooms		<u>198</u>		
				1,215		

NOTE: The square footage designated above for the restrooms are only approximate. The actual square footage necessary for a specific project may vary significantly due to various code requirements and the specific design solution. The square footage will need to be adjusted accordingly during design on a per project basis.

Custodial

330/331/332		Receiving, Work Area, and Service Closets		496		
333	1	** Flammable Storage		200		
334	1	* Equipment Storage		<u>500</u>		
				1,196		

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FISH Code	Number of Spaces	Space Description	Square Ft. Unit	Square Ft. Total	Stu.Stat. Unit	Stu.Stat. Total
		Sub-total Net		34,427		551
		Mechanical @ 6% of Sub-total Net		<u>2,066</u>		
		TOTAL NET		36,492		
		Circulation, walls, etc. @32% of total net		<u>11,677</u>		
		TOTAL GROSS		48,169		

- * SREF NSF/Occupant
- ** Exceeds SREF NSF/Occupant

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.