

Business Operations  
Ofelia San Pedro, Deputy Superintendent

**SUBJECT: COMMISSIONING OF LAURA M. PEREZ & ASSOCIATES, INC., AS ARCHITECT/ENGINEERS FOR RENOVATIONS & REMODELING AT MIAMI LAKES EDUCATIONAL CENTER, PROJECT NO. A0815**

**COMMITTEE: FACILITIES AND CONSTRUCTION REFORM**

Introduction

On April 14, 2004, the Board commissioned the firm of Laura M. Perez & Associates, Inc., to provide program validation and final scope definition services, Part 1 of a two-part commissioning. Part 1 was submitted to MDCPS for review and approval on October 4, 2004. Staff has recommended that the Part 2 commissioning proceed in order to complete the project.

Project Scope

The up-dated scope of work includes, but is not limited to, additions at the appliance repair shop and food management and equipment storage of approximately 4,000 square feet; ADA and Safety-to-Life deficiency corrections (including electrical receptacle and switchgear up-grade); remodeling of various rooms in Building 1 to provide new dental lab and computer lab spaces; and site improvements with 114 new additional parking spaces, drainage and downspout at child care area, and miscellaneous utility and walkway reroutings to accommodate new work. Interior and exterior painting has been excluded from this project.

Negotiations with Laura M. Perez & Associates, for Part 2 Architectural/Engineering services have been successfully concluded as follows:

Terms & Conditions

The negotiated lump sum fee for Basic Services agreed to by Laura M. Perez & Associates, Inc., for the preparation of design and construction documents, and subsequent construction administration is \$237,203. This fee represents approximately 8.1% of the \$2,938,611 current estimated construction cost.

A summary of the negotiated basic services fee is as follows:

Phase I (Schematics) – completed/approved	\$ 40,263
Phase II/III Construction Documents (50% submittal)	\$ 51,995
Phase II/III Construction Documents (100% submittal completed/approved)	\$ 54,245
Bidding/Award Services	\$ 11,163
Construction Administration	\$ 64,307
Punch List/Close-Out	\$ 12,857
Warranty	<u>\$ 2,373</u>
<b>TOTAL BASIC SERVICES FEES:</b>	<b>\$ 237,203</b>

Other Terms and Conditions

- The negotiated not-to-exceed lump sum fee for Board-designee's authorized Site Visits is \$15,000 (or a maximum of 60 Site Visits at \$250/Visit);
- The Principals' rates are set at \$120/hour for Board designee's authorized additional services;
- The multiplier for hourly compensation is limited to 2.45 for any additional work approved by the Board designee;
- The A/E shall maintain no less than a \$1 million professional liability insurance policy with a maximum deductible of \$25,000;
- The Site Visits rate for any additional site visits authorized by the Board's designee is \$250/Visit;
- The cost of printing will be reimbursed by the Board on a direct cost basis, per conditions stipulated by the A/E Agreement; and
- The Agreement provides for termination of the A/E by the Board, with or without cause, upon thirty days written notice to the A/E. The A/E may terminate the Agreement, only with cause, upon thirty days written notice to the Board.
- The A/E has accepted the terms and conditions of the Agreement.

## Project Fund

Fund: 0376 Object: 5680 Location: 7391 Program: 2548 Function: 7400

## Prior Commissioning & Performance Evaluation

The Board has commissioned Laura M. Perez & Associates, Inc., for the following projects within the last three years:

- A/E Services, Programming (Part 1), Palm Springs Middle School, Project No.'s A01002, A01002A and A01002B, on January 19, 2005
- A/E Services Programming (Part 1), Miami Lakes Educational Center, Project No. A0815, on April 14, 2004
- A/EPC Services, Four-year term Miscellaneous Projects, on April 14, 2004

The most recent overall performance evaluation score issued by staff to Laura M. Perez & Associates, Inc., was for the quarter ending December 31, 2004. Based on a performance scale of 1-5, the firm received a score of 3.54.

## Principals

The Principal of Laura M. Perez & Associates, Inc., is Laura M. Perez. The firm is located at 2401 Northwest 7<sup>th</sup> Street, Miami, Florida 33125.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, commission Laura M. Perez & Associates, Inc., as Architects/Engineers for the Additions, Remodeling and Renovations at Miami Lakes Educational Center, Project No. A0815, as follows:

- 1) A lump sum fee of \$237,203 for Basic Services; and
- 2) additional terms and conditions as set forth in the body of the agenda item.