

Office of School Facilities
Rose Diamond, Chief Facilities Officer

**SUBJECT: COMMISSIONING OF PALENZUELA & HEVIA DESIGN GROUP, INC.
AS ARCHITECT/ENGINEER OF RECORD FOR THE NEW PARENT
DROP-OFF AT EUGENIA B. THOMAS ELEMENTARY SCHOOL,
PROJECT NO. 00361500**

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

Introduction

In February 2006, a Request for Qualifications was advertised for one (or more) Architect/Engineer (A/E) firms to provide architectural/engineering services for the Facilities Work Program through FY '09, for New Schools, Additions, and Remodeling & Renovation Projects. Three categories were identified for the solicitation: Category A - projects with construction cost estimates greater than \$15 million; Category B - projects with construction cost estimates between \$5 million and \$15 million; and Category C - projects with an estimated construction cost between \$1 and \$5 million.

Staff has completed the selection process for **Category B**. Seventeen firms applied, were evaluated, and have been ranked based upon their Initial Screening Score. One firm was disqualified and four firms were re-assigned to Category C, based upon the minimum requirements stated in the legal advertisement. The remaining twelve firms qualified therefore the interview process was not required. The firms in Category B are as follows:

- 1 Wolfberg Alvarez & Partners
- 2 Gili-McGraw Architects, L.L.P.
- 3 Brown & Brown Architects, Inc.
- 4 Laura M. Perez & Associates, Inc.
- 5 Architects International, Inc.
- 6 Santos Raimundez Architects, P.A.
- 7 The Architectural Partnership, Inc.
- 8 Forbes Architects, Inc.
- 9 Corzo Castella Carballo Thompson Salman, P.A.
- 10 R. J. Heisenbottle Architects, P.A.
- 11 Palenzuela & Hevia Design Group, Inc.
- 12 Rodriguez Peterson & Porras Architects, Inc.

Assignment of projects is based on alignment of firm's capabilities, workload, construction values and scheduling of each project.

Based on the above criteria, staff assigned Palenzuela & Hevia Design Group, Inc. (Palenzuela & Hevia) as Architect/Engineer of Record for the new Parent Drop-off at Eugenia B. Thomas Elementary School, Project No. 00361500. In addition, this assignment would allow continuity with the on-going K-8 conversion design/build project by using the same A/E firm.

Negotiations with Palenzuela & Hevia have been successfully concluded as follows:

Project Scope

The scope of work summary includes, but is not limited to, the following:

On-site parent drop-off through Doral Meadows Park parking area for vehicular egress, including sidewalks and pedestrian traffic control requirements of the City of Doral.

Estimated Construction Cost: \$125,000

Construction of the project will be executed using the Construction Management (CM) at-Risk delivery method. The selected CM at-Risk firm will be required to submit a Guaranteed Maximum Price (GMP) for the project. If accepted, the negotiated GMP will be submitted to the Board for approval.

To expedite the project, the A/E has agreed to the following aggressive document submittal schedule:

Phase I – Schematic Design: September 22, 2006

Phase II/III – Construction Documents, 100% complete: October 13, 2006

Construction of the new parent drop-off is to be substantially complete concurrent with the on-going K-8 Conversion construction, Project A0851, scheduled for March, 2007.

Terms & Conditions

A. Basic Services Fee:

The total negotiated lump sum fee for Basic Services is \$13,685. This fee represents approximately 10.9% of the estimated construction cost, \$125,000, and includes all required services and consultants, except as noted below. Basic Services fees shall be paid based on the completion of the following phases:

Phase I - Schematic Design Documents	\$ 1,368
Phase II/III - Construction Documents (100% complete/approved)	\$ 7,527
Phase IV - Bid/Award	\$ 684
Phase V - Construction Administration (to substantial completion)	\$ 3,421
Phase V - Construction Administration: Punch List and Close Out	\$ 535
Phase VI - Warranty/Post Occupancy	\$ 150
BASIC SERVICES FEE:	\$ 13,685

B. Supporting Services Fees:

The following services require prior written authorization by the Board-designee:

1. Site Visits:
The A/E and Designated Specialists will provide up to 20 additional site visits during construction at a flat fee of \$300/visit: Not-to-exceed \$ 6,000
 2. Traffic Consultant Fee: Not-to-exceed \$ 5,000
 3. Additional Civil Engineering Fee (for relocation of Existing Siamese connection, if required): Not-to-exceed \$ 3,100
- TOTAL SUPPORTING SERVICES FEES: Not-to-exceed \$ 14,100**

C. Other Terms and Conditions:

- Upon timely completion of Phase II/III Construction Documents, the A/E shall be entitled to receive a lump sum acceleration fee of **\$5,000** in consideration of the A/E's efforts to expedite the project.
- A/E-requested testing shall be arranged and paid for by the Board; specialized testing, pre-approved by the Board, but not available through the Board, shall be reimbursed by the Board on a direct cost basis;
- The cost of printing will be reimbursed by the Board on a direct cost basis, per conditions stipulated by the A/E Agreement;
- The Principals' rates are set at \$125/hour for the Architect, and \$125/hour for the Designated Specialists, for Board-authorized additional services;
- The provisional multiplier for hourly compensation is limited to 2.45 for any additional services approved by the Board:

- The A/E shall maintain no less than a \$1 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 A/E; whereas, the A/E may terminate the agreement, with cause only, upon thirty (30) days written notice to the Board; and
- The A/E has agreed to the time-sensitive schedule and the terms and conditions of the Agreement, and will commence services upon Board commissioning.

Project Fund

Fund: 0397 Object: 5670 Location: 0071 Program: 2752 Function: 7400

Prior Commissioning & Performance Evaluation

The Board has not commissioned Palenzuela & Hevia for any projects within the last three years.

No performance evaluation data is currently available for the firm.

Principal

The Principal/Owner designated to be directly responsible to the Board for Palenzuela & Hevia Design Group, Inc. is Eugenio Palenzuela. The firm is located at 12201 Southwest 133 Court, Miami, Florida 33186.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, commission Palenzuela & Hevia Design Group, Inc. as Architect/Engineer of Record for the New Parent Drop-off at Eugenia B. Thomas Elementary School, Project No. 00361500, as follows:

- 1) a lump sum fee of \$13,685 for A/E basic services; and
- 2) the Project Scope and all the Terms and Conditions as set forth in the body of the agenda item.

NAD:SGG:sgg