

July 30, 2018

Office of School Facilities  
Jaime G. Torrens, Chief Facilities Officer

**SUBJECT: COMMISSION OF THE FOLLOWING FIRMS AS SPECIAL PROJECTS CONSULTANTS (STRUCTURAL, MECHANICAL AND ELECTRICAL ENGINEERS) FOR MISCELLANEOUS PROJECTS WITH CONSTRUCTION BUDGETS UP TO \$2 MILLION EACH, FOR A FOUR-YEAR TERM:**

- PROCON ENGINEERING, INC. (MECHANICAL ENGINEER)
- M. HAJJAR & ASSOCIATES, INC. (STRUCTURAL ENGINEER)
- LIVS ASSOCIATES, L.L.C. (ELECTRICAL ENGINEER)

**COMMITTEE: FACILITIES AND CONSTRUCTION**

**LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

Introduction:

In May 2018, a Request for Qualifications (RFQ)167 was published to competitively select one or more Special Projects Consultants (SPC) firms to provide SPC (structural, mechanical and electrical engineering) continuing contract services for miscellaneous projects with construction budgets up to \$2 Million each and for study activities for which professional fees do not exceed \$200,000 each, for a four-year continuing term, with extensions at the option of the Board, per School Board Policy 6330, "Procedures for the Selection of Architectural/Engineering Projects Consultants (A/EPC) and Special Projects Consultants (SPC)", updated November 15, 2017 (Selection Procedures).

Seven (7) firms responded to the solicitation. One (1) firm was not evaluated due to an incomplete RFQ Response. Six (6) firms were evaluated by staff. Based on the established evaluation criteria in the Selection Procedures, three (3) firms (one for each discipline) were short-listed. On June 22, 2018, the short-listed firms were scored and ranked. Interviews did not take place since only three (3) firms were short-listed. However, discussions with each firm were conducted regarding the agreement and their ability to provide the required services.

<u>Rank</u>	<u>Firm</u>
1	Procon Engineering, Inc. (Mechanical Engineer) <sup>(a)</sup> <sup>(b)</sup>
2	M. Hajjar & Associates, Inc. (Structural Engineer) <sup>(b)</sup>
3	LIVS Associates, L.L.C. (Electrical Engineer) <sup>(a)</sup> <sup>(b)</sup>

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Notes:

- (a) Prime firm holds a current M-DCPS Minority/Woman Business Enterprise (M/WBE) Certificate.
- (b) Prime firm holds a current M-DCPS Small Business Enterprise (SBE) or Micro Business Enterprise (MBE) Certificate.

Selection and Negotiations

All three (3) short-listed firms were selected to negotiate with M-DCPS. Staff initiated negotiations based on the order of final ranking, and all three (3) firms successfully negotiated with M-DCPS and are recommended for commission by the Board. Antoinette Baldwin, Professional Selection Analyst, A/E Selection & Negotiations, served as Chief Negotiator for the negotiations.

Office of Economic Opportunity (OEO)

No SBE or MBE Sub-Consultant Participation Goal(s) are applicable to this solicitation, as determined by the M-DCPS' Goal Setting Committee.

M-DCPS' OEO staff has reviewed and verified the following:

- 1) SBE or MBE and M/WBE Certification status of the SPC prime firms;
- 2) SBE or MBE and M/WBE Certification status of all SPC's sub-consultants; and
- 3) copies of Memoranda of Understanding with each sub-consultant of each SPC prime firm, outlining roles and responsibilities of the sub-consultants.
- 4) SBE/MBE certification is based on OEO's review of each firm's Annual Eligibility Affidavit to determine compliance with the eligibility criteria of the respective certification requirements.

Terms & Conditions

1. Basic Services Fees:

For projects with Construction Budgets of more than \$50,000, the fees for Basic Services are based on a percentage of the Construction Budget, as approved by staff, prior to the issuance of a work order. Individual work orders will be issued for the required Category of professional services, with the corresponding fee percentage converted to a Lump Sum. The Categories of professional services are as follows:

- Category (A) – Design Phases I, II, and III, and Construction Administration (CA)
- Category (B) – Design Phases II/III combined, and CA
- Category (C) – Design Phase I, Design Phases II/III combined, and CA

Typically, projects with Construction Budgets less than \$50,000 (or study activities with fees which do not exceed \$200,000), are negotiated individually, based on the number and type of technical personnel and level of effort required, using appropriate hourly rates and a standard, or a provisional, multiplier.

Basic Services fees include all required services and consultants (including, as a minimum, all professional disciplines: Architecture, Structural, Civil, Electrical and Mechanical Engineering), unless otherwise noted in a specific work order. Basic Services fees shall be paid based on M-DCPS-accepted deliverables at each Phase of

a project, as indicated on the payment schedules for each Category (A), (B) or (C) in Article VI of the Agreement.

2. Other Fees and Rates:

At the option of the Board, the SPC will conduct required on-site observations, i.e. site visits, and/or additional project meetings, during construction, at pre-negotiated rates. Principals of the prime and sub-consultant firms have pre-negotiated all-inclusive hourly rates (with no multipliers).

3. The following pages are organized by firm, in ranking order, with information presented in the following order:

- a) Basic Services Fee Schedule
  - i. Standard & Provisional Multipliers
  - ii. Board-Authorized Site Visit Rate
  - iii. Additional Project Meeting Rate
  - iv. Principals' (Prime and Sub-Consultants) Hourly Rate (Not subject to Multipliers)
- b) List of Prime and Sub-Consultants with M-DCPS' Certifications currently held as SBE Tier 1, SBE Tier 2, MBE, and M/WBE
- c) List of commissions within the last three years
- d) Performance Evaluations
- e) Firm's Principal responsible to the Board
- f) Firm's Address

<b>1. PROCON ENGINEERING, INC.</b>			
<b>a. BASIC SERVICES &amp; SUPPORTING SERVICES</b>			
CONSTRUCTION BUDGET (CB)	CATEGORY (A) Fee as % of CB	CATEGORY (B) Fee as % of CB	CATEGORY (C) Fee as % of CB
\$50,001 to \$250,000	9.75	9.25	9.50
\$250,001 to \$500,000	9.25	8.75	9.00
\$500,001 to \$1,000,000	8.75	8.25	8.50
\$1,000,001 to \$1,500,000	8.00	7.50	7.75
\$1,500,001 up to \$2,000,000	7.50	7.00	7.25
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.40 Provisional: 1.70	\$250 / Visit/Discipline*	\$250 / Meeting/Discipline*	\$135 / hour*

(\*) Architect, Mechanical Engineer, Electrical Engineer, Structural Engineer, Civil Engineer & Landscape Architect, if applicable.

Category:

- (A) Design Phases I, II & III and CA
- (B) Design Phase II/ III and CA
- (C) Design Phases I & II/III and CA

<b>b. LIST OF M-DCPS OEO CERTIFICATIONS</b>			
FIRM NAME	DISCIPLINE/ROLE	M/WBE CERTIFICATE CATEGORY & EXPIRATION DATE	SMBE CERTIFICATE CATEGORY & EXPIRATION DATE
Procon Engineering, Inc.	Prime - Mechanical Engineer	HA (10/4/19)	SBE Tier 1 (10/4/19)
Procon Engineering, Inc.	Electrical Engineer	HA (10/4/19)	SBE Tier 1 (10/4/19)
Rodriguez Peterson Porras Architects, Inc.	Architecture	HA (6/28/21)	MBE (6/28/21)
S & F Engineers Inc.	Structural Engineer	AS (6/28/21)	SBE Tier 2 (6/28/21)
Absolute Civil Engineering Solutions, L.L.C.	Civil Engineer	W (6/1/21)	SBE Tier 2 (6/1/21)

M/WBE category codes:

- AA = African-American
- AS = Asian-American
- NA = Native-American
- HA = Hispanic-American
- W = Woman
- SDV = Service-Disabled Veteran

SMBE category codes:

- SBE Tier 1
- SBE Tier 2
- MBE

**PROCON ENGINEERING, INC.**

**c. PRIOR COMMISSIONS:**

The Board has commissioned the firm for the following services within the last three years, as follows:

Architectural/Engineering Projects Consultant for Miscellaneous Projects up to \$2M each for a 4-year term with extensions at the option of the Board.

Date of Commission: April 17, 2013

Six-Month Extension: April 16, 2017 to October 16, 2017

Six-Month Extension: October 16, 2017 to April 16, 2018

**d. PERFORMANCE EVALUATION SCORE:** M-DCPS' A/E Performance Evaluations ratings are the average score received from staff for all projects currently underway or completed within the previous three years. Ratings are based on a scale of 1.00 to 5.00, with 5.00 as the highest rating. The current score for Procon Engineering, Inc., as of March 31, 2018, is **3.15**.

**e. PRINCIPAL RESPONSIBLE TO THE BOARD:** Fernando Anzoategui

**f. FIRM'S ADDRESS:** 7240 Southwest 39 Terrace, Miami, FL 33155

<b>2. M. HAJJAR &amp; ASSOCIATES, INC.</b>			
<b>a. BASIC SERVICES &amp; SUPPORTING SERVICES</b>			
CONSTRUCTION BUDGET (CB)	CATEGORY (A) Fee as % of CB	CATEGORY (B) Fee as % of CB	CATEGORY (C) Fee as % of CB
\$50,001 to \$250,000	9.75	9.25	9.50
\$250,001 to \$500,000	9.25	8.75	9.00
\$500,001 to \$1,000,000	8.75	8.25	8.50
\$1,000,001 to \$1,500,000	8.00	7.50	7.75
\$1,500,001 up to \$2,000,000	7.50	7.00	7.25
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.40 Provisional: 1.70	\$250 / Visit/Discipline*	\$250 / Meeting/Discipline*	\$135 / hour*

(\*) Architect, Mechanical Engineer, Electrical Engineer, Structural Engineer, Civil Engineer & Landscape Architect, if applicable.

Category:

- (A) Design Phases I, II & III and CA
- (B) Design Phase II/ III and CA
- (C) Design Phases I & II/III and CA

<b>b. LIST OF M-DCPS OEO CERTIFICATIONS</b>			
FIRM NAME	DISCIPLINE/ROLE	M/WBE CERTIFICATE CATEGORY & EXPIRATION DATE	SMBE CERTIFICATE CATEGORY & EXPIRATION DATE
M. Hajjar & Associates, Inc.	Prime - Structural Engineer	--	SBE Tier 1 (8/21/19)
Hammond & Associates, Inc.	Electrical Engineer	AA (6/21/20)	MBE (6/21/20)
M. Hajjar & Associates, Inc.	Mechanical Engineer	--	SBE Tier 1 (8/21/19)
M. Hajjar & Associates, Inc.	Architecture	--	SBE Tier 1 (8/21/19)
Absolute Civil Engineering Solutions, L.L.C.	Civil Engineer	W (6/1/21)	SBE Tier 2 (6/1/21)
M. Hajjar & Associates, Inc.	Other: Cost Estimator	--	SBE Tier 1 (8/21/19)

M/WBE category codes:

- AA = African-American
- AS = Asian-American
- NA = Native-American
- HA = Hispanic-American
- W = Woman
- SDV = Service-Disabled Veteran

SMBE category codes:

- SBE Tier 1
- SBE Tier 2
- MBE

**M. HAJJAR & ASSOCIATES, INC.**

**c. PRIOR COMMISSIONS:**

The Board has commissioned the firm for the following services within the last three years, as follows:

Architectural/Engineering Projects Consultant for Miscellaneous Projects up to \$2M each for a 4-year term with extensions at the option of the Board.

Date of Commission: July 25, 2018

A/E at Joella C. Good Elementary School

Part 1 services (Programming/Master Plan) for GOB-funded Renovations - Project Number 01529000

Date of Commission: May 16, 2018

A/E of Record (Sheltered Market for SMBE) at Coconut Grove Elementary School  
GOB-Funded Renovations - Project Number 01433000

Date of Commission: September 9, 2015

Architectural/Engineering Projects Consultant for Miscellaneous Projects up to \$2M each for a 4-year term with extensions at the option of the Board.

Date of Commission: April 17, 2013

Six-Month Extension: April 16, 2017 to October 16, 2017

Six-Month Extension: October 16, 2017 to April 16, 2018

Special Projects Consultant - Structural Engineering Services for Miscellaneous Projects up to \$1M each for a 4-year term with extensions at the option of the Board.

Date of Commission: February 9, 2011

One-Year Extension: January 14, 2015 to January 11, 2016

Two-Year Extension: January 11, 2016 to January 11, 2018

**d. PERFORMANCE EVALUATION SCORE:** M-DCPS' A/E Performance Evaluations ratings are the average score received from staff for all projects currently underway or completed within the previous three years. Ratings are based on a scale of 1.00 to 5.00, with 5.00 as the highest rating. The current score for M. Hajjar & Associates, Inc., as of March 31, 2018, is **3.68**.

**e. PRINCIPAL RESPONSIBLE TO THE BOARD:** Mohammad Hajjar

**f. FIRM'S ADDRESS:** 45 Valencia Avenue, Coral Gables, FL 33134

<b>3. LIVS ASSOCIATES, L.L.C.</b>				
<b>a. BASIC SERVICES &amp; SUPPORTING SERVICES</b>				
<b>CONSTRUCTION BUDGET (CB)</b>		<b>CATEGORY (A) Fee as % of CB</b>	<b>CATEGORY (B) Fee as % of CB</b>	<b>CATEGORY (C) Fee as % of CB</b>
\$50,001	to \$250,000	9.75	9.25	9.50
\$250,001	to \$500,000	9.25	8.75	9.00
\$500,001	to \$1,000,000	8.75	8.25	8.50
\$1,000,001	to \$1,500,000	8.00	7.70	7.75
\$1,500,001	up to \$2,000,000	7.50	7.20	7.25
<b>MULTIPLIERS:</b>	<b>SITE VISITS</b>	<b>ADDITIONAL PROJECT MEETINGS</b>		<b>PRINCIPALS' HOURLY RATES</b>
Standard: 2.40 Provisional: 1.70	\$250 / Visit/Discipline*	\$250 / Meeting/Discipline*		\$135 / hour*

(\* Architect, Mechanical Engineer, Electrical Engineer, Structural Engineer, Civil Engineer & Landscape Architect, if applicable.

Category:

- (A) Design Phases I, II & III and CA
- (B) Design Phase II/ III and CA
- (C) Design Phases I & II/III and CA

<b>b. LIST OF M-DCPS OEO CERTIFICATIONS</b>			
<b>FIRM NAME</b>	<b>DISCIPLINE</b>	<b>M/WBE CERTIFICATE CATEGORY &amp; EXPIRATION DATE</b>	<b>SMBE CERTIFICATE CATEGORY &amp; EXPIRATION DATE</b>
LIVS Associates, L.L.C.	Prime - Electrical Engineer	HA (10/25/20)	SBE Tier 2 (10/25/20)
LIVS Associates, L.L.C.	Architecture	HA (10/25/20)	SBE Tier 2 (10/25/20)
Hammond & Associates, Inc.	Mechanical Engineer	AA (6/21/20)	MBE (6/21/20)
DDA Engineers, P.A.	Structural Engineer	HA (4/10/21)	-
Absolute Civil Engineering Solutions, L.L.C.	Civil Engineer	W (6/1/21)	SBE Tier 2 (6/1/21)

M/WBE category codes:

- AA = African-American
- AS = Asian-American
- NA = Native-American
- HA = Hispanic-American
- W = Woman
- SDV = Service-Disabled Veteran

SMBE category codes:

- SBE Tier 1
- SBE Tier 2
- MBE



**LIVS ASSOCIATES, L.L.C.**

c. PRIOR COMMISSIONS:

The Board has commissioned the firm for the following services within the last three years, as follows:

A/E of Record at Citrus Grove Elementary School

GOB-Funded Addition (reuse of Gulfstream Elementary School Addition) - Project Number 01509200

Date of Commission: January 25, 2017

A/E of Record at Toussaint L'Ouverture Elementary School

GOB-Funded Renovations Project - Project Number 01435500

Date of Commission: October 14, 2015

A/E of Record (Sheltered Market for SMBE) at Coconut Grove Elementary School

GOB-Funded Renovations - Project Number 01433000

Date of Commission: September 9, 2015

A/E of Record at Gulfstream Elementary School

GOB-Funded Addition to Replace Portables - Project Number 01442700

Date of Commission: June 17, 2015

Architectural/Engineering Projects Consultant for Miscellaneous Projects up to \$2M each for a four-year term with extensions at the option of the Board.

Date of Commission: September 5, 2012

One-Year Extension: September 4, 2016 to September 4, 2017

d. PERFORMANCE EVALUATION SCORE: M-DCPS' A/E Performance Evaluations ratings are the average score received from staff for all projects currently underway or completed within the previous three years. Ratings are based on a scale of 1.00 to 5.00, with 5.00 as the highest rating. The current score for LIVS Associates, L.L.C., as of March 31, 2018, is **3.37**.

e. PRINCIPAL RESPONSIBLE TO THE BOARD: Carlos A. Alvarez

f. FIRM'S ADDRESS: 2121 Ponce de Leon Boulevard, Suite 610, Coral Gables, FL 33134

### Other Terms and Conditions

- The term of the SPC Agreement is four years, commencing on August 15, 2018 and ending August 15, 2022, with extensions at the option of the Board, in accordance with provisions in the Agreement;
- For study activities for which professional fees do not exceed \$200,000, the Board and the SPC must agree, in writing, prior to the commencement of the work, on the maximum number of hours and a not-to-exceed amount, or a lump sum fee for each work order;
- All work shall be in compliance with State Requirements for Educational Facilities, the Florida Building Code, National Fire Protection Association, Florida Fire Prevention Code (life safety), barrier-free design guidelines, Florida Statutes, District Standards and Policies. Passive design elements and low-energy usage features shall be incorporated in the new work;
- SPC 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 in the SPC Agreement;
- Work assignments will be based on the firm's workload, qualifications for the task and performance on previous assignments. Per the legal advertisement, the Board reserves the right to limit the number of concurrent continuing contracts a firm may hold.
- The SPC shall maintain no less than \$1,000,000 Professional Liability Practice Policy with a maximum deductible of \$50,000; Workers Compensation/Employers' Liability Insurance, Commercial General Liability Insurance, Automobile Liability Insurance, all as specified in the Agreement;
- The Agreement may be terminated by the Board, with or without cause, upon thirty (30) days written notice to the SPC; whereas, the SPC may terminate the Agreement, with cause only, upon thirty (30) days written notice to the Board;
- The SPC is required to report monthly on SBE/MBE and M/WBE utilization to the Office of Economic Opportunity. All compliance reporting shall be submitted through the M-DCPS' Online Diversity Compliance System; and
- All firms have agreed to the terms and conditions of the Agreement and are prepared to commence services upon commission by the Board.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, commission the following firms as Special Projects Consultants (Structural, Mechanical and Electrical Engineers) for Miscellaneous projects with Construction Budgets up to \$2 Million each, for a four-year continuing term:

- Procon Engineering, Inc. (Mechanical Engineer)
  - M. Hajjar & Associates, Inc. (Structural Engineer)
  - LIVS Associates, L.L.C. (Electrical Engineer)
- 1) With percentage fees, rates and multipliers as negotiated and set forth in the body of the agenda item; and
  - 2) All other terms and conditions as set forth in the Agreement.

NAD:AB:ab

