

Office of School Facilities
Jaime Torrens, Chief Facilities Officer

SUBJECT: COMMISSIONING OF KVH ARCHITECTS, PA, AS ARCHITECTURAL/ENGINEERING PROJECTS CONSULTANT FOR MISCELLANEOUS PROJECTS UP TO \$2.0 MILLION EACH FOR A FOUR YEAR TERM

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

Introduction

Staff completed the selection process for one or more Architectural/Engineering Projects Consultant (A/EPC) firm(s) to provide A/EPC continuing contract services for miscellaneous projects in which the construction budgets do not exceed the current statutory limit of \$2.0 million, study activities with professional fees less than \$200,000, and services of a specific nature as outlined in the Agreement.

Twenty-one firms responded to the original Request for Qualifications (RFQ) in November 2011. To date, the Board has commissioned a total of sixteen (16) A/EPC firms, in two interview groups identified as Parts I & II. Part I firms were interviewed on July 24, 2012, and commissioned as follows:

PART I:

- Four (4) on September 5, 2012
- Two (2) on December 5, 2012
- Two (2) on April 17, 2013

As discussed at the January 17, 2013 Board workshop, the District continues to build the necessary capacity of professional A/E services for General Obligation Bond projects. Consequently, staff initiated selection of additional firms, as Part II of this RFQ. Eleven firms remained to be interviewed and one firm declined. On February 25, 2013, the Selection Committee interviewed and ranked the ten remaining firms (Part II), as noted below. Of these firms, the Board commissioned eight:

PART II:

- Eight (8) April 17, 2013

Final

<u>Ranking</u>	<u>Firm</u>
1	Silva Architects, LLC (SA) *
2	URS Corporation Southern (URS)
3	M. Hajjar & Associates, Inc. (HAJ)
4	Architektnics, Inc. (AI)
5	CSA Central, Inc. (CSA) *
6**	KVH Architects, PA (KVH) *
6**	Saltz Michelson Architects, Inc. (SMA)
8	Alleguez Architecture, Inc. (AAI) *
9	PROCON Engineering, Inc. (PCE) *
10	Robert E. Chisholm Architects, Inc. (REC) *

* Holds a current M-DCPS M/WBE certificate

** Firms tied for 6th place

The following individuals served on the Selection Committee:

<u>Committee Member</u>	<u>Representing</u>
Janet Kelly, Executive Director Capital Improvement Projects (CIP)	Office of the Superintendent
Carlos Hevia, Executive Director, Document Control & Closeout	Office of School Facilities
Erick Laventure, Executive Director, CIP South Central Regional Center	Office of School Facilities
Rodolfo Gonzalez, Sr. Project Manager, Maintenance Operations	Office of School Facilities
Octavio Suarez, A/E Analyst Consultant	A/E Selection & Negotiations
<u>Non-Voting Representative(s)</u>	
Riley Davis, Coordinator II	Office of Economic Opportunity
Trevor Williams, Assistant Chief	Office of Management & Compliance Audits
<u>Facilitator</u>	
Ed Ford, A/E Analyst III	A/E Selection & Negotiations

Recommendation

Four (4) firms remain to be commissioned under Parts I & II interviews. At this time, the firm of KVH Architects, PA (KVH), is recommended for commissioning contingent on Board approval of School Board Agenda Item F-26 of this agenda for termination of Deferred Maintenance Package #11.

Terms and Conditions

A. Basic Services - General

The negotiated fees for Basic Services are based on a percentage of the construction budget, as approved by the District, prior to the start of each project. Individual work

orders will be issued for required services based on the percentage fee converted to a Lump Sum (LS) fee.

At the District's option, the A/EPC will conduct on-site observations (site visits) and/or additional project meetings during construction, at pre-negotiated rates.

Basic Services fees include all required services and consultants, unless otherwise noted in a specific work order. Basic Services fees shall be paid based on the percentage of completion per terms of the A/EPC Agreement. **Attachment "A"** provides detailed information on the fees and rates negotiated with KVH.

B. Other Terms and Conditions

- The term of the Agreement is four years, commencing June 19, 2013 ending June 18, 2017 with extension years at the option of the Board.
- For study activities with professional fees up to \$200,000, the Board and the A/EPC 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 project.
- The standard multiplier for hourly compensation shall be limited to **2.21**. This rate is subject to audit by the Board and may be adjusted as the result of audit findings. If so, any changes would be submitted to the Board for approval.
- The provisional multiplier for Direct Personnel Expense, for assignment of A/EPC technical staff (i.e. Architects, Engineers, Project Managers, Field Representatives, etc.) to specific projects and housed in offices other than the A/EPC's own offices, shall be limited to a **1.53** multiplier times the actual hourly rates.
- The Agreement provides for indemnification and hold harmless provisions to the Board and its employees by the A/EPC due to A/EPC's negligence. The A/EPC shall maintain at least a \$1,000,000 Professional Liability insurance policy with a maximum deductible of \$50,000 per claim. These limits and terms are as recommended by the District's Office of Risk & Benefits Management.
- The Agreement may be terminated by the Board, with or without cause, upon thirty (30) days written notice to the A/EPC; whereas, the A/EPC may terminate the Agreement, with cause only, upon thirty (30) days written notice to the Board.
- The Board is under no obligation to assign a minimum number of work orders or to compensate a minimum amount of professional fees to any A/EPC firm.
- The firm of KVH has agreed to the Terms and Conditions of the A/EPC Agreement and will commence services upon commissioning by the Board contingent upon Board-approval of School Board Agenda Item F-26 of this agenda for termination of Deferred Maintenance Package #11.

Prior Commissionings

The Board has not commissioned KVH within the last three years.

Performance Evaluation

The most recent overall performance evaluation score issued by staff for KVH was for the quarter ending December 2012. Based on a performance scale of 1-5 (low to high), the firm received a score of 3.35.

Principals / Location

The Principal of KVH is Caridad Hidalgo-Gato. The firm is located at 3900 NW 79th Avenue, Suite 465, Miami, Florida 33166.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, commission KVH Architects, PA, as Architectural/Engineering Projects Consultant for miscellaneous projects up to \$2.0 Million each for a four-year term, as follows:

- 1) contingent on Board approval of a companion School Board Agenda Item F-26; and
- 2) based on negotiated fees and rates in accordance with Attachment "A" and other terms and conditions as set forth in the body of the agenda item and the Agreement.

NAD:nad

ATTACHMENT "A"
Architectural/Engineering Projects Consultant Schedules of Fees

KVH ARCHITECTS, PA		
A. 1. BASIC SERVICES	FULL DESIGN SERVICES & CONSTRUCTION ADMIN.	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMIN.
CONSTRUCTION BUDGET (CB)	Fee as a % of CB *	Fee as a % of CB *
\$ 0 to \$ 50,000	HR NTE/Lump Sum	HR NTE/Lump Sum
\$ 50,001 to \$ 250,000	8.90	7.90
\$ 250,001 to \$ 500,000	7.80	7.10
\$ 500,001 to \$ 750,000	7.20	6.50
\$ 750,001 to \$ 1,000,000	6.85	5.95
\$ 1,000,001 to \$ 1,500,000	6.75	5.80
\$ 1,500,001 to \$ 2,000,000	6.60	5.60
* Deduct for no CA (as % of fee) = 10%		

A. 2. SITE VISITS, ADDITIONAL PROJECT MEETINGS AND PRINCIPALS' HOURLY RATES			
A/EPC AND SUB-CONSULTANTS (*)	Site Visits	Additional Project Meetings	Principals' Hourly Rates
	\$225/ Visit/Discipline	\$225/ Meeting/Discipline	\$112.50/hr

(*) Architect, Mechanical Engineer, Electrical Engineer, Structural Engineer, Civil Engineer, & Landscape Architect

A. 3. FEE SCHEDULE FOR SITE ADAPTATION (RELOCATION OF PORTABLES)		
Task Description	Lump Sum 1-5 Portables	Lump Sum 6-10 Portables
Project Scope Meeting (Flat Fee)	\$225	\$300
Site Visit / Summary Report (Flat Fee)	\$270	\$324
Specific Purpose Survey - Topographic / Elevation	\$765	\$891
Re-survey due to Alternate Location	\$225	\$270
Final Finish Floor Elevation Certification	\$180	\$225
Geotechnical Engineering Services - Soil Boring Tests (1-5 Portables, max. 3 borings - average depth of 15'; 6-10 Portables, max. 6 borings - average depth of 15')	\$765	\$900
Geotechnical Engineering Services - Engineer Re-evaluation for future use	\$225	\$225
Site Plan	\$657	\$918
Prototypical Foundation Design	\$887	\$887
Miscellaneous Coordination	\$203	\$248
Record Drawings (including utility connections)	\$360	\$437