

Office of School Facilities
Jaime Torrens, Chief Facilities Officer

SUBJECT: COMMISSIONING OF CARTY ARCHITECTURE, LLC; GIL-MCGRAW ARCHITECTS, LLP; MARTIN A.D. YABOR & ASSOCIATES, INC.; FERGUSON GLASGOW SCHUSTER SOTO, INC.; MAX WOLFE STURMAN ARCHITECT, INC.; DESIGN2FORM, LLC; CIMA ENGINEERING CORP.; NYARKO ARCHITECTURAL GROUP, INC.; JSA GROUP, INC.; UNITED ARCHITECTS, INC. AND EASTERN ENGINEERING GROUP COMPANY, AS SHELTERED MARKET ARCHITECTURAL/ENGINEERING PROJECTS CONSULTANTS FOR MISCELLANEOUS PROJECTS UP TO \$1 MILLION EACH, CATEGORY A. SMALL BUSINESS ENTERPRISES, FOR A FOUR YEAR TERM

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

Introduction

The District has made a strong commitment to engage the local business community in the implementation of General Obligation Bond (GOB) projects. To that end, supporting Board policy and procedures have been adopted to further that goal, including the establishment of Small Business Enterprise (SBE) and Micro Business Enterprise (MBE) Sheltered Market opportunities. Projects in Year 2 of the GOB program with construction values of \$1M or less were reserved for these Sheltered Markets both at the design professional and contracting levels. Upon commissioning of SBE and MBE firms by the Board projects can be immediately assigned, in keeping with the District's action plan and promises made to the community.

Staff has now completed the selection process for one or more Sheltered Market 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 \$1M for Small Business Enterprises (SBE), study activities for which professional fees do not exceed \$100,000 each, and services of a specified nature, per Florida Statute. The entire process from issuance of a Request for Qualifications (RFQ) to the present agenda item recommending commissioning of several SBE design firms was extremely successful and has created meaningful business opportunities for local architects and engineers falling in this Sheltered Market category.

The RFQ, which was issued based on Board-approved updated "Procedures for the Selection of Architectural/Engineering Projects Consultants (A/EPC) and Special Projects Consultants (SPC)" with unique conditions for Sheltered Markets yielded a total of thirty (30) responses. Twenty (20) firms were evaluated for Category a. SBE and four (4) firms evaluated for Category b. MBE. Six (6) firms were not evaluated due to incomplete RFQ responses. Based on the established evaluation criteria, sixteen (16) firms were short-listed for A/EPC, Category a. SBE professional services. MBE firms were evaluated, short-listed and selected separately. It is anticipated that commissioning recommendations for A/EPC - MBEs will be presented to the Board at its next meeting.

On February 3 and 4, 2014, the A/EPC Selection Committee, interviewed and ranked the sixteen (16) **SBE** firms, as follows:

<u>Final</u> <u>Ranking</u>	<u>Firm</u>
1	Carty Architecture, LLC
2	Gili-McGraw Architects, LLP
3	Martin A.D. Yabor & Associates, Inc.
4*	Ferguson Glasgow Schuster Soto, Inc.
4*	Max Wolfe Sturman Architect, Inc.
6	Design2Form, LLC
7	CIMA Engineering Corp. (d.b.a. CIMA)
8	Nyarko Architectural Group, Inc.
9	JSA Group, Inc.
10	United Architects, Inc.
11	Eastern Engineering Group Company
12	Gallardo Architects, Inc.
13	Chalgub, Inc.
14	J.S.K. Architectural Group, Inc.
15	RVD Architects, Inc.
16	Baljet Environmental, Inc.

Note: * Two firms had identical scores and therefore tied for fourth place.

Based on the Selection Committee's scores, eleven (11) top-ranked firms were selected for negotiations. Staff initiated negotiations based on the order of final ranking and has successfully concluded negotiations with selected SBE firms. The following eleven (11) firms are recommended for commissioning:

- Carty Architecture, LLC *
- Gili-McGraw Architects, LLP *
- Martin A.D. Yabor & Associates, Inc.*
- Ferguson Glasgow Schuster Soto, Inc.*
- Max Wolfe Sturman Architect, Inc.
- Design2Form, LLC *
- CIMA *

- Nyarko Architectural Group, Inc.*
- JSA Group, Inc.*
- United Architects, Inc.*
- Eastern Engineering Group Company *

All firms hold a valid SBE (or SBE/MBE) Certificate as required in the RFQ. Firms noted with an (*) also hold a valid M-DCPS M/WBE certificate. None of the selected firms have been commissioned by the Board within the last three (3) years.

The following individuals served on the Selection Committee:

<u>Committee Member</u>	<u>Representing</u>
Jose Solares, Regional Manager Florida Power & Light Company	Office of the Superintendent
Janet Kelly, Executive Director, North Region M-DCPS Capital Improvement Projects	Office of School Facilities
Rodolfo Gonzalez, Senior Project Manager M-DCPS Maintenance Operations	Office of School Facilities
Glen White, Program Manager Parsons Brinckerhoff	Office of School Facilities
Brian A. Williams, Economic Development Officer M-DCPS Office of Economic Opportunity	Office of Economic Opportunity
Meriel Seymore, M-DCPS Attendance Boundary Committee (community representative)	Office of the Superintendent
<u>Alternate Committee Member</u>	
Theron Clark, Program Administrator 5000 Role Models	Office of School Facilities
<u>Facilitator (Non-Voting)</u>	
Octavio D. Suarez, A/E Selection Analyst	A/E Selection & Negotiation

A representative of the M-DCPS Office of Management and Compliance Audits attended the interviews and scoring tabulations as an observer and a resource to the interview process. Additionally, a representative of the Miami-Dade Office of the Inspector General attended the interviews and scoring tabulations as an observer.

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 staff, 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 option of the District, 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 on the basis of M-DCPS-accepted deliverables at each Phase of a project, per terms of the A/EPC Agreement. **Attachment "A"** provides detailed information on the fees negotiated with each of the firms.

B. Other Terms and Conditions

- The term of the Agreement is four years, commencing March 12, 2014, and ending March 11, 2018, with extensions at the option of the Board.
- For study activities for which professional fees do not exceed \$100,000, 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.
- Selected firms will be required to use State Requirements for Educational Facilities, the Florida Building Code, Fire Prevention Code, the Florida K-20 Education Code and M-DCPS design standards for assigned projects.
- To the extent possible, work will be assigned on a rotational basis by ranking. The firm's workload, qualifications for the task and performance on previous assignments will also be considered.
- A monthly report documenting efforts undertaken by the proposer, if any, regarding SBE/MBE and M/WBE participation will be required during the term of the agreement, and must be submitted to the Office of Economic Opportunity. The report shall include the name of firms, contact persons, and expenditures paid to date.
- The standard multiplier for hourly compensation shall be limited to the multiplier in Attachment "A" times the actual hourly rates. 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 final approval.
- The provisional multiplier for Direct Personnel Expense, for assignment of A/EPC technical staff (i.e. Architects, Engineers, Project Managers and Field Representatives) to specific projects and housed in offices other than the A/EPC's own offices, shall be limited to the multiplier in Attachment "A" times the actual hourly rates. 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 final approval.
- 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 \$250,000 Professional Liability insurance policy with a maximum deductible of \$2,500 per claim, unless otherwise accepted by M-DCPS' Office of Risk and 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 does not guarantee any minimum number of projects or any specific construction values. The Board reserves the right to limit the number of concurrent A/EPC agreements held by a single firm.
- All firms have agreed to the Terms and Conditions of the A/EPC Agreement and will commence services upon commissioning by the Board.

Principals / Location

1. Carty Architecture, LLC - The Principal/Owner designated to be directly responsible to the Board is Judy Carty. The firm is located at 2655 South LeJeune Road, Suite 400, Coral Gables, Florida 33134.
2. Gili-McGraw Architects, LLP - The Principal/Owner designated to be directly responsible to the Board is J. Gary McGraw. The firm is located at 5801 Southwest 99th Terrace, Miami, Florida 33156.
3. Martin A. D. Yabor & Associates, Inc. - The Principal/Owner designated to be directly responsible to the Board is Martin A. Diaz-Yabor. The firm is located at 12124 Southwest 131st Avenue, Miami, Florida 33186.
4. Ferguson Glasgow Schuster Soto, Inc. - The Principal/Owner designated to be directly responsible to the Board is Natividad Soto. The firm is located at 1500 Ponce de Leon Blvd., 1st Floor, Coral Gables, Florida 33134.
5. Max Wolfe Sturman Architect, Inc. - The Principal/Owner designated to be directly responsible to the Board is Max Wolfe Sturman. The firm is located at 2997 Day Avenue, Miami, Florida 33133.
6. Design2Form, LLC - The Principal/Owner designated to be directly responsible to the Board is Zamarr Brown. The firm is located at 1915 Northwest 174th Street, Miami Gardens, Florida 33054.
7. CIMA - The Principal/Owner designated to be directly responsible to the Board is Seth Yeslow. The firm is located at 7404 Northwest 12th Avenue, Miami, Florida 33155.

8. Nyarko Architectural Group, Inc. - The Principal/Owner designated to be directly responsible to the Board is Charles Nyarko. The firm is located at 5931 Northwest 173rd Drive, Suite 2, Miami Lakes, Florida 33015.
9. JSA Group, Inc. - The Principal/Owner designated to be directly responsible to the Board is Julio Sanchez. The firm is located at 12229 Southwest 132nd Court, Miami, Florida 33186.
10. United Architects, Inc. - The Principal/Owner designated to be directly responsible to the Board is Maria Luisa Castellanos. The firm is located at 4000 Ponce de Leon Boulevard, Suite 470, Coral Gables, Florida 33146.
11. Eastern Engineering Group Company - The Principal/Owner designated to be directly responsible to the Board is Raissa Lopez. The firm is located at 3401 Northwest 82nd Avenue, Suite 370, Miami, Florida 33122.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, commission Carty Architecture, LLC; Gili-McGraw Architects, LLP; Martin A.D. Yabor & Associates, Inc.; Ferguson Glasgow Schuster Soto, Inc.; Max Wolfe Sturman Architect, Inc.; Design2Form, LLC; CIMA Engineering Corp.; Nyarko Architectural Group, Inc.; JSA Group, Inc.; United Architects, Inc.; and Eastern Engineering Group Company, as Sheltered Market Architectural/Engineering Projects Consultant (AEPC) for miscellaneous projects up to \$1 Million each, Category a. Small Business Enterprises, for a four-year term, based on negotiated fees in accordance with **Attachment "A"**; and other terms and conditions as set forth in the body of the Agenda item and the Agreement.

NAD:SGK/ODS:sgk

ATTACHMENT "A"

Architectural/Engineering Projects Consultants Schedules of Fees

1. CARTY ARCHITECTURE, LLC			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.40	7.50	
\$ 500,001 to \$ 1,000,000	7.50	6.60	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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

2. GILI-MCGRAW ARCHITECTS, LLP			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.00	7.00	
\$ 500,001 to \$ 1,000,000	7.20	6.60	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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

3. MARTIN A. D. YABOR & ASSOCIATES, INC.			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.33	7.43	
\$ 500,001 to \$ 1,000,000	7.20	6.20	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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

ATTACHMENT "A"

Architectural/Engineering Projects Consultants Schedules of Fees

4. FERGUSON GLASGOW SCHUSTER SOTO, INC.			
BASIC SERVICES		PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION
CONSTRUCTION BUDGET (CB)		Fee as a % of CB	Fee as a % of CB
\$ 200,001	to \$ 500,000	8.33	7.50
\$ 500,001	to \$ 1,000,000	7.50	6.50
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*
Provisional: 1.53			

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

5. MAX WOLFE STURMAN ARCHITECT, INC.			
BASIC SERVICES		PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION
CONSTRUCTION BUDGET (CB)		Fee as a % of CB	Fee as a % of CB
\$ 200,001	to \$ 500,000	8.40	7.50
\$ 500,001	to \$ 1,000,000	7.50	6.60
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*
Provisional: 1.53			

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

6. DESIGN2FORM, LLC			
BASIC SERVICES		PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION
CONSTRUCTION BUDGET (CB)		Fee as a % of CB	Fee as a % of CB
\$ 200,001	to \$ 500,000	8.33	7.43
\$ 500,001	to \$ 1,000,000	7.20	6.20
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*
Provisional: 1.53			

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

ATTACHMENT "A"

Architectural/Engineering Projects Consultants Schedules of Fees

7. CIMA			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.00	7.25	
\$ 500,001 to \$ 1,000,000	7.00	6.25	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.18 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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

8. NYARKO ARCHITECTURAL GROUP, INC.			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.33	7.40	
\$ 500,001 to \$ 1,000,000	7.40	6.50	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.20 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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

9. JSA GROUP, INC.			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.10	7.10	
\$ 500,001 to \$ 1,000,000	7.10	6.50	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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

ATTACHMENT "A"

Architectural/Engineering Projects Consultants Schedules of Fees

10. UNITED ARCHITECTS, INC.			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.33	7.40	
\$ 500,001 to \$ 1,000,000	7.40	6.50	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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

11. EASTERN ENGINEERING GROUP COMPANY			
BASIC SERVICES	PHASE I, II AND III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	PHASE II / III DESIGN SERVICES & CONSTRUCTION ADMINISTRATION	
CONSTRUCTION BUDGET (CB)	Fee as a % of CB	Fee as a % of CB	
\$ 200,001 to \$ 500,000	8.30	7.40	
\$ 500,001 to \$ 1,000,000	7.20	6.20	
MULTIPLIERS:	SITE VISITS	ADDITIONAL PROJECT MEETINGS	PRINCIPALS' HOURLY RATES
Standard: 2.21 Provisional: 1.53	\$225/ Visit/Discipline*	\$225 / Meeting/Discipline*	\$112.50/hr*

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