

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

SUBJECT: COMMISSIONING OF JORGE A. GUTIERREZ ARCHITECT, LLC, AS ARCHITECT/ENGINEER (A/E) OF RECORD FOR GENERAL OBLIGATION BOND (GOB) FUNDED RENOVATIONS AT MIAMI SPRINGS MIDDLE SCHOOL, LOCATED AT 150 SOUTH ROYAL POINCIANA BOULEVARD, MIAMI SPRINGS, FLORIDA, 33166, PROJECT NO. 01434900

COMMITTEE: FACILITIES AND CONSTRUCTION

LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES

Introduction

In October 2015, Request for Qualifications (RFQ) #128 was published to competitively select an Architect/Engineer (A/E) of Record for each of the following General Obligation Bond (GOB) funded projects under the Procedures for the Selection of Architects and Engineers (Pilot Program Revision dated September 3, 2015):

- Renovations at Hialeah-Miami Lakes Senior High School - Project No. 01326600
- Renovations at Miami Springs Middle School - Project No. 01434900
- Renovations and Physical Education (PE) Shelter Replacement at Gratigny Elementary School - Project No. 01433600

A fourth project advertised in RFQ #128 (Classroom Building 09 Replacement and Renovations at Biscayne Gardens Elementary School – Project No. 01432800) was removed from this solicitation to be re-advertised at a later date.

Sixteen firms responded to the solicitation. Four firms were not evaluated due to incomplete submittals; twelve firms were evaluated, and 6 firms were short-listed to interview for the projects. On January 28, 2016, the short-listed firms were interviewed and subsequently ranked by the Selection Committee, as follows:

| <u>Rank</u> | <u>Firm</u> |
|-------------|--|
| 1 | M.C. Harry & Associates, Inc. |
| 2 | Jorge Gutierrez Architect, L.L.C. (a)(b) |
| 3 | KVH Architects, P.A. (a)(b) |
| 4 | Laura M. Perez & Associates, Inc. (a)(b) |
| 5 | Rodriguez Architects, Inc. (a)(b) |
| 6 | SR Architects, P.A. (a)(b) |

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- Notes: (a) Prime firm holds a current M-DCPS Minority/Women Business Enterprise (M/WBE) Certificate
(b) Prime firm holds a current M-DCPS Small & Micro Business Enterprise (SMBE) Certificate

This solicitation includes a mandatory SMBE Sub Consultant Utilization Goal of 15% for each project (as determined by the M-DCPS Goal Setting Committee).

Selection

In accordance with the solicitation and interview process, the highest-ranked firm was selected to negotiate for the highest-valued project; the second-ranked firm for the second-valued project; and the third-ranked firm for the third-value project.

Jorge A. Gutierrez Architect, LLC (JGA), was ranked second, and therefore selected to negotiate for the second highest-valued, GOB funded Renovations project at Miami Springs Middle School. The first and third-ranked firms successfully negotiated their respective projects and are being presented under separate Board agenda items. Negotiations with JGA were successfully concluded and the firm has agreed to provide the Final Scope Definition Program and full A/E design and construction administration services, as follows:

Project Scope

The preliminary scope of work consists of campus-wide, miscellaneous renovations including, but not limited to:

- Demolition of 6 portables and site restoration;
- Site-related: resurface and restripe asphalt paving;
- Selective replacement of exterior doors and windows;
- Selective reroofing;
- Selective HVAC system-wide replacement, including controls including cooling tower, chiller and controls;
- Group restroom renovations including replacement of fixtures/finishes; repair/replace domestic water piping and replace classroom sinks;
- Fire Alarm and Public Address (PA) System replacement;
- Electrical upgrades and other selective interior renovations; and
- Selective exterior paint.

The project will require full A/E services, including assessment and scope validation, and may include other services as required by the Board. The project must be designed, phased, coordinated and constructed to maximize safety and minimize disruption to the existing, occupied campus. New construction shall be designed and constructed to meet the U.S. Green Building Council Leadership in Energy and Environmental Design for Schools rating system.

Construction Delivery Method

To minimize disruption to students and faculty during construction and in accordance with M-DCPS's Construction Delivery Method Matrix, the Construction Management at-Risk (CMR) delivery method has been selected for this project. However, the Board

reserves the right to utilize an alternate delivery method, if deemed to be in the best interest of the Board.

Office of Economic Opportunity (OEO) Review

M-DCPS OEO staff established the SMBE and M/WBE certification status of each subconsultant and verified the existence of a Memorandum of Understanding outlining roles and responsibilities, as follows:

| PRIME FIRM JGA is certified by M-DCPS as Hispanic American and MBE | DISCIPLINE / ROLE | M/WBE CERTIFICATION CATEGORY | SMBE CERTIFICATION CATEGORY | GOAL (%) COMMITMENT |
|---|--------------------------|---|--|--------------------------------------|
| SMBE - SUBCONSULTANT FIRM NAME | | | | |
| Hammond and Associates, Inc. | Electrical Engineer | African-American | Micro Business Enterprise | 10.0% |
| Hammond and Associates, Inc. | Mechanical Engineer | African-American | Micro Business Enterprise | 12.0% |
| Youssef Hachem Consulting Engineering, Inc. | Structural Engineer | - | Micro Business Enterprise | 4.0% |
| HBC Engineering Company | Civil Engineer | African American | Small Business Enterprise Tier 2 | 3.0% |
| SMBE PARTICIPATION (M-DCPS Mandatory SMBE Goal 15%) | | | | 29.0% |

| NON-SMBE SUBCONSULTANT FIRM NAME | DISCIPLINE / ROLE | M/WBE CERTIFICATION CATEGORY | SMBE CERTIFICATION CATEGORY | % |
|---|-------------------------------|---|--|--------------|
| Keith & Associates, Inc. | Other: Landscape Architect | Woman | - | 2.0% |
| TOTAL SUBCONSULTANT PARTICIPATION | | | | 31.0% |

Construction Budget: \$3,414,604 (GOB funded)

Project Schedule:

JGA has agreed to the following document submittal schedule:

- Final Scope Definition Program: April 6, 2016
- Phase I - Schematic Design: May 20, 2016
- Phase - II/III Construction Documents 50% complete: July 5, 2016
- Phase - II/III Construction Documents 100% complete: August 26, 2016

Project construction milestone dates are as follows:

- Board Award - Guaranteed Maximum Price: January 18, 2017
- Construction - Substantial Completion by: April 2018
- Final Completion by: June 2018

Note: The Phase submittal due dates described above are predicated on M-DCPS acceptance of the Final Scope Definition Program by April 27, 2016.

Terms & Conditions

1. Basic Services Fees:

JGA has agreed to a lump sum fee for Basic Services of \$257,461, which represents approximately 7.54% of the Construction Budget of \$3,414,604. This Basic Services fee includes all required services, consultants and phasing of construction documents in order to comply with the project schedule, unless noted otherwise as Supporting Services fees. Basic Services fees shall be paid based on completion of the following listed phases:

| BASIC SERVICES - PHASE DESCRIPTION | % OF FEE | FEE |
|--|-----------------|------------------|
| Phase I - Schematic Design (complete/accepted by M-DCPS) | 10.0% | \$25,746 |
| Phase II/III - Construction Documents, 50% (complete/accepted by M-DCPS) | 25.0% | \$64,365 |
| Phase II/III - Construction Documents, 100% (complete/accepted by M-DCPS) | 14.5% | \$37,332 |
| Phase II/III - Construction Documents, 100% (complete and approved for construction by the Building Code Consultant/Building Official) | 14.5% | \$37,332 |
| Phase IV - Bid/Award | 2.0% | \$5,149 |
| Phase V - (A) Construction Administration | 29.0% | \$74,664 |
| Phase V - (B) Punch List/Closeout | 4.0% | \$10,298 |
| Phase VI - Warranty | 1.0% | \$2,575 |
| TOTAL BASIC SERVICES FEE: | 100.0% | \$257,461 |

2. Supporting Services Fees:

- a) Final Scope Definition Program, approved by M-DCPS
Lump Sum Fee: \$13,000

3. The following services require prior written authorization by the Board's designee:

- a) Additional Site Visits: A maximum of 100 additional site visits at a flat fee of \$225/site visit, Not-to-Exceed: \$22,500

| | |
|---|----------------|
| b) Test & Balance Services, Not-to-Exceed (at cost x 1.06): | \$15,000 |
| c) Project Specific Survey, Not-to-Exceed (at cost x 1.06): | <u>\$3,000</u> |
| Total Supporting Services Fees, Not-to-Exceed: | \$53,500 |

4. Other Terms & Conditions:

- 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 **\$112.50**/hour for the Architect, and **\$112.50**/hour for the Subconsultants' Principals, for Board-authorized additional services;
- The standard multiplier for hourly compensation is limited to **2.21** for any Additional Services approved by the Board;
- The provisional multiplier for hourly compensation, for assignment of technical personnel housed in places other than A/E's offices, is limited to **1.53** 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 \$50,000; Workers Compensation/Employers Liability Insurance; Comprehensive General Liability; and Comprehensive Auto 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 A/E; whereas, the A/E may terminate the Agreement, with cause only, upon thirty (30) days written notice to the Board;
- Mandatory SMBE Utilization Goal for Sub Consultants is **15%**. The A/E is required to submit a monthly SMBE utilization report to the Office of Economic Opportunity documenting compliance with the Utilization Goal; and
- The A/E has agreed to the terms and conditions of the Agreement and will commence services upon Board commissioning.

Selection Committee

The Selection Committee consisted of the following individuals:

Committee Members

Jose Solares, FPL Manager (Retired)
 Thomas Spaulding, ABC Committee Member
 Carlos Hevia, Executive Director
 Denise Mincey-Mills, Compliance Specialist
 Juliette Pinder, Project Manager II
 Rodney Williams, Project Manager II

Representing

Superintendent of Schools
 Community Representative
 Office of School Facilities
 Office of Economic Opportunity
 Office of School Facilities
 Office of School Facilities

A representative of the Office of Management and Compliance Audits validated the interview scoring calculations and final tabulation. Mr. Octavio Suarez, A/E Selection Analyst, A/E Selection & Negotiations, acted as the facilitator (non-voting) for the interviews and as chief negotiator during negotiations.

Project Funding (GOB)

Fund: 351000 Object: 563000 Location: 1652100 Program: 24960000 Function: 740000
Fund: 351000 Object: 568000 Location: 1652100 Program: 24960000 Function: 740000

Prior Commissioning

The Board has commissioned MCH for the following services within the last three years:

- Architectural/Engineering Projects Consultant for Miscellaneous Projects up to \$200K each for a four-year term – Sheltered Market – Small & Micro Business Enterprise
A/EPC Services (MBE) Commissioned April 9, 2014

Principal

The Principal/Owner designated to be directly responsible to the Board for Jorge A. Gutierrez Architect, LLC, is Mr. Jorge A. Gutierrez. The firm is located at 20801 Biscayne Boulevard, 4th Floor, Aventura, Florida, 33180.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, commission Jorge A. Gutierrez Architect, LLC., as Architect/Engineer of Record for General Obligation Bond funded Renovations at Miami Springs Middle School, located at 150 South Royal Poinciana Boulevard, Miami Springs, Florida, 33166, Project No. 01434900, as follows:

- 1) a lump sum fee of \$257,461 for A/E Basic Services; and
- 2) Supporting services and fees, project scope and all terms and conditions as set forth in the Agreement and the body of the agenda item.

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