

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

**SUBJECT: COMMISSIONING OF JORGE A. GUTIERREZ, ARCHITECT, L.L.C., AS ARCHITECT/ENGINEER (A/E) OF RECORD (SHELTERED MARKET - SMALL BUSINESS ENTERPRISE) FOR PART 2 SERVICES (FULL A/E SERVICES) FOR GENERAL OBLIGATION BOND FUNDED RENOVATIONS AT REDLAND MIDDLE SCHOOL, LOCATED AT 16001 S.W. 248 STREET, HOMESTEAD, FLORIDA 33031, PROJECT NUMBER 01440100**

**COMMITTEE: FACILITIES AND CONSTRUCTION**

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

Introduction:

On April 5, 2017, The School Board commissioned Jorge A. Gutierrez, Architect, L.L.C. (JGA) for Part 1 Services (Program / Master Plan). JGA submitted the Final Scope Definition Program / Master Plan document on July 6, 2017, and received M-DCPS approval on July 21, 2017. Therefore, negotiations for Part 2 Services with JGA were initiated, successfully concluded and the firm has agreed to provide full A/E design and construction administration services, as follows:

Project Scope:

The project must be designed, phased, coordinated and constructed to maximize safety and minimize disruption to the existing, occupied campus. The scope of work for this project consists of campus-wide renovations, but is not limited to:

- Demolition of 6 portable buildings and site restoration,
- Resurface and restripe basketball courts,
- Selective replacement of: acoustical ceiling tiles, VCT flooring, carpet and exhaust fans,
- Building 01: Repair/replacement of gates and panic hardware at main entry, fire safety items, HVAC components and electrical upgrades,
- Buildings 01, 05, 06, 09, & 14: Replacement of aluminum windows,
- Buildings 01, 03, 04: Repair of movable partitions,
- Building 04: Replacement of domestic water piping; group restroom infrastructure & fixtures and HVAC upgrades,

- Buildings 04, 09, 11 & 14: Replacement of metal exterior doors,
- Building 07: Replacement of chiller and components,
- Building 08: Repair/replacement of wood flooring and complete replacement of HVAC units and components in girls and boys locker rooms,
- Building 12: Replacement of storefront curtain-wall and doors, quarry tile flooring, HVAC unit, and repairs to loading dock,
- Building 15: Replacement of auditorium seating, lighting and sound system, repairs to wood stage flooring and exterior stairs handrails,
- Buildings 16: Upgrades to elevator, and
- Selective paint as required.

**Construction Delivery Method:**

To minimize disruption to students and faculty during construction, and in accordance with the M-DCPS Construction Delivery Method Matrix, the Construction Management at-Risk (CMR) delivery method has been selected for this project. On April 5, 2017, the Board commissioned Veita Padron Incorporated as CMR firm for the project. The Board reserves the right to utilize an alternative 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 SBE/MBE and M/WBE certification status of the prime firm and each sub-consultant and verified the existence of Memoranda of Understanding outlining roles and responsibilities, as follows:

PRIME FIRM JGA is certified by M-DCPS as an MBE and a Hispanic-American firm	DISCIPLINE/ ROLE	M/WBE CERTIFICATION CATEGORY	SBE/MBE CERTIFICATION CATEGORY	GOAL (%) COMMITMENT	NON-SBE/MBE % COMMITMENT
SUB-CONSULTANT FIRM NAME					
Hammond and Associates, Inc.	Electrical Engineer	African-American	MBE	11.0%	-
Hammond and Associates, Inc.	Mechanical Engineer	African-American	MBE	12.0%	-
Lakdas/Yohalem Engineering, Inc.	Structural Engineer	Asian-American	-	-	5.0%
Ross Engineering, Inc.	Civil Engineer	Woman	SBE Tier 1	0.2%	-
<b>TOTAL SBE/MBE PARTICIPATION (M-DCPS Mandatory SBE/MBE Goal: 15%)</b>				<b>23.2%</b>	<b>-</b>
<b>TOTAL NON-SBE/MBE PARTICIPATION</b>				<b>-</b>	<b>5.0%</b>
<b>TOTAL SUB-CONSULTANT PARTICIPATION (SBE/MBE AND NON-SBE/MBE)</b>				<b>28.2%</b>	

Note: Attachment "A" includes applicable SBE, MBE and M/WBE certificates for the prime firm and their sub-consultant(s) at the time the RFQ Response was submitted.

**Construction Cost Estimate: \$2,016,274 (GOB-funded)**

Project Schedule:

JGA has agreed to the following A/E's document submittal schedule:

**PART 2**

- Board Commission - Full A/E Services August 9, 2017
- Phase I - Schematic Design September 1, 2017
- Phase II/III - Construction Documents 50% complete October 16, 2017
- Phase II/III - Construction Documents 100% complete December 11, 2017

Note: Phase II/III submittals are predicated on M-DCPS' Phase I - Schematic Design completed and accepted by no later than September 11, 2017.

Construction milestone dates (contingent on approved documents)

- Board Award - Guaranteed Maximum Price (GMP) May 2018
- Construction - Substantial Completion by August 2019

Terms & Conditions:

1. Basic Services Fees:

JCA has agreed to a lump sum fee for Basic Services of \$149,000, which represents approximately 7.39% of the Construction Budget of \$2,016,274. This Basic Services fee includes all required services, consultants and phasing 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:

<b>BASIC SERVICES - PHASE DESCRIPTION</b>	<b>% OF FEE</b>	<b>FEE</b>
Phase I - Schematic Design (complete/accepted by M-DCPS)	10.0%	\$14,900
Phase II/III - Construction Documents, 50% (complete/accepted by M-DCPS)	26.0%	\$38,740
Phase II/III - Construction Documents, 100% (complete/accepted by M-DCPS)	14.5%	\$21,605
Phase II/III - Construction Documents, 100% (complete & approved for construction by the Building Code consultant/Building Official)	14.5%	\$21,605
Phase IV - Bid/Award	2.0%	\$2,980
Phase V - (A) Construction Administration	28.0%	\$41,720
Phase V - (B) Punch List/Closeout	4.0%	\$5,960
Phase VI - Warranty	1.0%	\$1,490
<b>TOTAL BASIC SERVICES FEE:</b>	<b>100.0%</b>	<b>\$149,000</b>

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

- a) Additional Site Visits: A maximum of 48 additional site visits at a

flat fee of \$225/site visit, Not-to-Exceed:	\$10,800
b) Project-Specific Survey (at cost x 1.06), Not-to-Exceed:	\$3,500
c) Test & Balance Services (at cost x 1.06), Not-to-Exceed:	<u>\$15,000</u>
Total Supporting Services Fees, Not-to-Exceed:	\$29,300

3. Other Terms & Conditions:

- All work shall be in compliance with State Requirements for Educational Facilities, the Florida Building Code, National Fire Prevention Code, applicable life safety codes, barrier-free design guidelines, Florida Statutes and District Design Standards and policies. Passive design elements and low-energy usage features shall be incorporated;
- 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 Sub-consultants' 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 \$500,000 professional liability insurance policy with a maximum deductible of \$25,000; 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 SBE/MBE Sub-Consultants Utilization Goal is 15%. The A/E is required to submit a monthly SBE/MBE 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.

Project Funding (GOB-funded):

Fund	Commitment Item	Funds Center	Program	Function	Funded Program
351000	568000	1676100	25230000	740000	01440100

Prior Commissions:

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

- A/E for Part 1 Services at or Redland Middle School  
GOB-funded Renovations - Project Number 01440100  
Date of Commission: April 5, 2017
- A/E of Record at Miami Springs Middle School  
GOB-funded Renovations - Project Number 01434900  
Date of Commission: March 9, 2016
- Architectural/Engineering Projects Consultant (A/EPC) for Miscellaneous Projects up to \$200K each for a four-year term (Sheltered Market for MBE)  
Date of Commission: April 9, 2014

Principal:

The Principal/Owner designated to be directly responsible to the Board for Jorge A. Gutierrez, Architect, L.L.C., is Mr. Jorge A. Gutierrez. The firm is located at 19950 West Country Club Drive, Suite 905, Aventura, Florida 33180.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, commission Jorge A. Gutierrez, Architect, L.L.C., as Architect/Engineer of Record for Part 2 Services (Full A/E Services) for Renovations at Redland Middle School, located at 16001 S.W. 248 Street, Homestead, Florida 33031, Project Number 01440100, as follows:

- 1) A lump sum fee of \$149,000 for Part 2 services; and
- 2) Project scope and all terms and conditions as set forth in the Agreement and the body of the agenda item.

NAD:ODS:amb

# ATTACHMENT "A"


## SBE, MBE & M/WBE CERTIFICATES

(August 9, 2017 School Board Agenda Item F-28)



### Jorge A Gutierrez Architect LLC M-DCPS Certificate

MIAMI-DADE COUNTY PUBLIC SCHOOLS



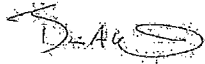
Micro Business Enterprise (MBE) Certificate  
THIS CERTIFIES THAT

Jorge A Gutierrez Architect LLC

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OWNED AND CONTROLLED FIRM, PURSUANT TO:  
MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

Issue Date: April 14, 2016  
Expiration Date: April 14, 2018  
Vendor No: 652726



Robin Williams, CEO Development Officer  
Office of Economic Opportunity  
1450 NE 1st Avenue, Suite 428  
Miami, Florida 33132

MIAMI-DADE COUNTY PUBLIC SCHOOLS



Minority/Women Business Enterprise (MWBE) Certificate  
THIS CERTIFIES THAT

Jorge A Gutierrez Architect LLC

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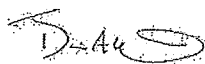
IS OWNED AND CONTROLLED BY AN

HISPANIC AMERICAN

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PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

Issue Date: April 14, 2016  
Expiration Date: April 14, 2018  
Vendor No: 652726




Robin Williams, CEO Development Officer  
Office of Economic Opportunity  
1450 NE 1st Avenue, Suite 428  
Miami, Florida 33132

# Hammond and Associates Inc.

## MEP Engineer

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



Micro Business Enterprise (MBE) Certificate  
THIS CERTIFIES THAT

Hammond & Associates

IS OWNED AND CONTROLLED BY AN  
MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02


Issue Date: 1-30-23  
Expiration Date: 1-30-24

Issue Date: 1-30-23  
Expiration Date: 1-30-24

Signature: *D. A. S.*

Walter Williams, P.E.O. Designated Officer  
Office of Economic Opportunity  
3346 NE 2nd Avenue, Suite 418  
Miami, Florida 33137

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



Minority/Woman Business Enterprise (MWBE) Certificate  
THIS CERTIFIES THAT

Hammond & Associates

IS OWNED AND CONTROLLED BY AN  
AFRICAN AMERICAN

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

Issue Date: 1-30-23  
Expiration Date: 1-30-24

Issue Date: 1-30-23  
Expiration Date: 1-30-24

Signature: *D. A. S.*

Walter Williams, P.E.O. Designated Officer  
Office of Economic Opportunity  
3346 NE 2nd Avenue, Suite 418  
Miami, Florida 33137

Jorge A. Gutierrez Architect LLC

MIAMI-DADE COUNTY PUBLIC SCHOOLS



Micro Business Enterprise (MBE) Certificate

THIS CERTIFIES THAT  
Hammond & Associates

OWNED AND CONTROLLED FIRM, PURSUANT TO  
PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

June 21, 2017 June 21, 2020 6519079  
Issue Date Expiration Date Vendor No.

*Michelle Niles-Lewis*

Office of Economic Opportunity  
1450 NE 2nd Avenue, Suite 428  
Miami, Florida 33132

MIAMI-DADE COUNTY PUBLIC SCHOOLS



Minority/Women Business Enterprise (MWBE) Certificate

THIS CERTIFIES THAT  
Hammond & Associates

IS OWNED AND CONTROLLED BY A(N)  
AFRICAN AMERICAN

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

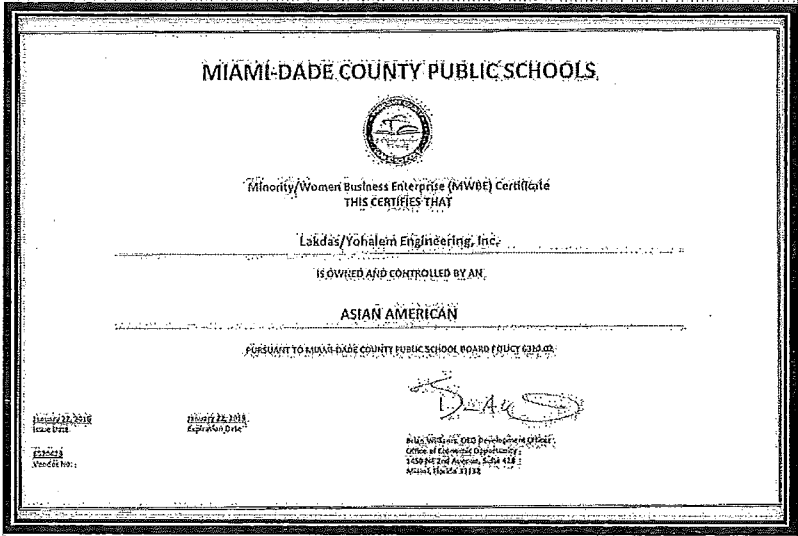
June 21, 2017 June 21, 2020 6519079  
Issue Date Expiration Date Vendor No.

*Michelle Niles-Lewis*

Office of Economic Opportunity  
1450 NE 2nd Avenue, Suite 428  
Miami, Florida 33132




**Lakdas/Yohalem Engineering, Inc. M-DCPS Certificates**  
**Structural Engineer**



# Ross Engineering, Inc. M-DCPS Certificates

## Civil Engineer

MIAMI-DADE COUNTY PUBLIC SCHOOLS



Minority/Women Business Enterprise (MWBE) Certificate

THIS CERTIFIES THAT  
**Ross Engineering, Inc.**

IS OWNED AND CONTROLLED BY A(N)  
**WHITE WOMEN**


PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

September 18, 2016    September 18, 2019    6517632  
Issue Date            Expiration Date            Vendor No.

*Michelle Nicks-Lenz*

Office of Economic Opportunity  
1450 NE 2nd Avenue, Suite 428  
Miami, Florida 33132

MIAMI-DADE COUNTY PUBLIC SCHOOLS



Small Business Enterprise (SBE) Certificate

THIS CERTIFIES THAT  
**Ross Engineering, Inc.**

IS OWNED AND CONTROLLED BY A(N)  
**TIER 1**

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

September 18, 2016    September 18, 2019    6517632  
Issue Date            Expiration Date            Vendor No.

*Michelle Nicks-Lenz*

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1450 NE 2nd Avenue, Suite 428  
Miami, Florida 33132