

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

**SUBJECT: COMMISSIONING OF PALENZUELA & HEVIA DESIGN GROUP, INC., AS ARCHITECT/ENGINEER (A/E) OF RECORD (SHELTERED MARKET - MICRO BUSINESS ENTERPRISE) FOR PART 2 SERVICES (FULL A/E SERVICES) FOR GENERAL OBLIGATION BOND FUNDED RENOVATIONS AT GREYNOLDS PARK ELEMENTARY SCHOOL, LOCATED AT 1536 N.E. 179 STREET, NORTH MIAMI BEACH, FLORIDA 33162, PROJECT NUMBER 01423700**

**COMMITTEE: FACILITIES AND CONSTRUCTION**

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

Introduction:

On April 5, 2017, the Board commissioned Palenzuela & Hevia Design Group, Inc. (PHDG) for Part 1 Services (Program/Master Plan) as advertised under Request for Qualifications #148 for Architect/Engineer (A/E) of Record, Sheltered Market - Small Business Enterprise (SBE)/Micro Business Enterprise (MBE). PHDG submitted the Final Scope Definition Program/Master Plan document on July 13, 2017, and received M-DCPS approval on July 26, 2017. Therefore, negotiations for Part 2 services (full A/E design and construction administration services) with PHDG were initiated, successfully concluded and the firm has agreed to provide the 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 12 portable buildings and site restoration,
- Recoating and restriping of paved play surfaces,
- Repaving of parent drop-off area,
- Replacement of HVAC equipment including HVAC Controls and repair/replacement of HVAC components as required at Buildings 01 – 05, 07, 11 & 14
- Miscellaneous safety to life upgrades,
- Replacement of roof deck "SS" Building 01
- Campus wide ADA upgrades,

**F-26**

- Addition to expand group toilet room for ADA improvements at Building 04,
- Renovation of group toilet rooms at Buildings: 02, 05, 06, 07 and campus-wide miscellaneous plumbing upgrades,
- Security cameras (conduit & pull string only),
- Electrical upgrades at Buildings 01 thru 06 (to include: panel board, electrical circuits, electrical receptacles etc.),
- Selective replacement of Interior lights at Building 01, and
- Selective exterior paint.

**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 Carivon Construction Company 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:

<b>PRIME FIRM</b> <u>PHDG is certified by M-DCPS as a MBE and Hispanic-American firm</u>  <b>SUB-CONSULTANT FIRM NAME</b>	<b>DISCIPLINE/ROLE</b>	<b>M/WBE CERTIFICATION CATEGORY</b>	<b>SBE/MBE CERTIFICATION CATEGORY</b>	<b>GOAL (%) COMMITMENT</b>
Hammond & Associates, Inc.	Electrical Engineer	African-American	MBE	16 %
Hammond & Associates, Inc.	Mechanical Engineer	African-American	MBE	16%
M.A. Suarez & Associates, Inc.	Structural Engineer	Hispanic-American	MBE	6%
HP Consultants, Inc.	Civil Engineer	Asian-American	MBE	11%
Bell Landscape Architecture, Inc.	Landscape Architect	Woman	MBE	4%
<b>TOTAL SBE/MBE PARTICIPATION (M-DCPS Mandatory SBE/MBE Goal: 15%)</b>				<b>53%</b>

**Note:**

1. Subsequent to the negotiations, PHDG submitted increased commitment percentages for each of their sub-consultants. Accordingly, their total revised SBE/MBE participation increased from 23.0% to 53.0%.
2. 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: \$2,285,535 (GOB funded)

Project Schedule:

PHDG has agreed to the following A/E's document submittal schedule for Part 2 Services:

- Board Commission - Full A/E Services September 6, 2017
- Phase I - Schematic Design September 21, 2017
- Phase II/III - Construction Documents 50% complete October 30, 2017
- Phase II/III - Construction Documents 100% complete December 18, 2017

Note: Phase II/III submittals are predicated on M-DCPS' Phase I - Schematic Design completed and accepted by no later than September 29, 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:

PHDG has agreed to a lump sum fee for Basic Services of \$170,000, which represents approximately 7.44% of the Construction Budget of \$2,285,535. 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%	\$17,000
Phase II/III - Construction Documents, 50% (complete/accepted by M-DCPS)	26.0%	\$44,200
Phase II/III - Construction Documents, 100% (complete/accepted by M-DCPS)	16.5%	\$28,050
Phase II/III - Construction Documents, 100% (complete & approved for construction by the Building Code Consultant/Building Official)	12.5%	\$21,250
Phase IV - Bid/Award	2.0%	\$3,400
Phase V - (A) Construction Administration	28.0%	\$47,600
Phase V - (B) Punch List/Closeout	4.0%	\$6,800
Phase VI - Warranty	1.0%	\$1,700
<b>TOTAL BASIC SERVICES FEE:</b>	<b>100.0%</b>	<b>\$170,000</b>

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

a) Additional Site Visits: A maximum of 50 additional site visits at a flat fee of \$225/site visit, Not-to-Exceed:	\$11,250
b) Project-Specific Survey (at cost x 1.06), Not-to-Exceed:	<u>\$9,000</u>
Total Supporting Services Fees, Not-to-Exceed:	\$20,250

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	1228100	20250000	740000	01423700
368000	568000	1228100	15080000	740000	01423700

Prior Commissions:

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

- A/E for Part 1 Services (Program/Master Plan) at Greynolds Park Elementary School  
· GOB funded Renovations - Project Number 01423700  
Date of Commission: April 5, 2017

Principal:

The Principal/Owner designated to be directly responsible to the Board for Palenzuela & Hevia Design Group, Inc., is Mr. Eugenio Palenzuela. The firm is located at 12201 S.W. 133 Court, Miami, Florida 33186.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, commission Palenzuela & Hevia Design Group, Inc., as Architect/Engineer of Record (Sheltered Market - Micro Business Enterprise) for Part 2 Services (Full A/E Services) for General Obligation Bond funded Renovations at Greynolds Park Elementary School, located at 1536 N.E. 179 Street, North Miami Beach, Florida 33162, Project Number 01423700, as follows:

- 1) A lump sum fee of \$170,000 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:cv

**ATTACHMENT "A"**  
**SBE, MBE & M/WBE CERTIFICATES**  
(September 6, 2017 School Board Agenda Item F-26)

GOB FUNDED RENOVATIONS AT GREYNOLDS PARK ES LEGAL AD# 148 (SM SBE/MBE)

**PALENZUELA & HEVIA DESIGN GROUP, INC.**  
**ARCHITECT**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



Micro Business Enterprise (MBE) Certificate

THIS CERTIFIES THAT  
**Palenzuela & Hevia Design Group, Inc.**

OWNED AND CONTROLLED FIRM, PURSUANT TO

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

October 9, 2016    October 9, 2019    6504290  
Issue Date        Expiration Date    Vendor No.

*Michelle Hicks-Lenz*

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  
**Palenzuela & Hevia Design Group, Inc.**

IS OWNED AND CONTROLLED BY A(N)  
**HISPANIC AMERICAN**

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

October 9, 2016    October 9, 2019    6504290  
Issue Date        Expiration Date    Vendor No.

*Michelle Hicks-Lenz*


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

**ATTACHMENT "A"**  
**SBE, MBE & M/WBE CERTIFICATES**  
(September 6, 2017 School Board Agenda Item F-26)

COB-FUNDED RENOVATIONS AT GREYNOLDS PARK ES, LEGAL ADT. 148 (SBE/MBE)

**HAMMOND & ASSOCIATES, INC.**  
**MECHANICAL/ELECTRICAL ENGINEERS**

**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 Issue Date	June 21, 2020 Expiration Date	6519079 Vendor No.
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*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 Issue Date	June 21, 2020 Expiration Date	6519079 Vendor No.
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*Michelle Niles-Lewis*  
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Miami, Florida 33132

**ATTACHMENT "A"**  
**SBE, MBE & M/WBE CERTIFICATES**  
(September 6, 2017 School Board Agenda Item F-26)

GOB-FUNDED RENOVATIONS AT GREYNOIDS PARK ES. LEGAL AD # 148 (SM-SBE/MBE)

**M. A. SUAREZ & ASSOCIATES, INC.**  
**STRUCTURAL ENGINEER**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



**Micro Business Enterprise (MBE) Certificate**

THIS CERTIFIES THAT  
**M.A Suarez & Associates, Inc**

OWNED AND CONTROLLED FIRM, PURSUANT TO

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

August 23, 2017    August 23, 2020    6516016  
Issue Date        Expiration Date    Vendor No.

*Gronda O. Vargato*  
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  
**M.A Suarez & Associates, Inc**

IS OWNED AND CONTROLLED BY A(N)  
**HISPANIC AMERICAN**

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

August 23, 2017    August 23, 2020    6516016  
Issue Date        Expiration Date    Vendor No.

*Gronda O. Vargato*  
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1450 NE 2nd Avenue, Suite 428  
Miami, Florida 33132




**ATTACHMENT "A"**  
**SBE, MBE & M/WBE CERTIFICATES**  
(September 6, 2017 School Board Agenda Item F-26)

COE FUNDED RENOVATIONS AT GREYNOLDS PARK ES - LEGAL AD # 118 (S/M/SBE/MBE)

**HP CONSULTANT, INC.**  
**CIVIL ENGINEER**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



Micro Business Enterprise (MBE) Certificate

THIS CERTIFIES THAT  
**HP Consultants, Inc.**

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

October 12, 2016 Issue Date	October 12, 2019 Expiration Date	6518280 Vendor No.
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*Michelle Nolas-Lanz*

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



Minority/Women Business Enterprise (MWBE) Certificate

THIS CERTIFIES THAT  
**HP Consultants, Inc.**

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IS OWNED AND CONTROLLED BY A(N)  
**ASIAN AMERICAN**

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PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

October 12, 2016 Issue Date	October 12, 2019 Expiration Date	6518280 Vendor No.
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*Michelle Nolas-Lanz*


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Miami, Florida 33132

**ATTACHMENT "A"**  
**SBE, MBE & M/WBE CERTIFICATES**  
(September 6, 2017 School Board Agenda Item F-26)

CO-FUNDED RENOVATIONS AT GREYNOLDS PARK ES - LEGAL AD # 148 (SM SBE/MBE)

**BELL LANDSCAPE ARCHITECTURE**  
**LANDSCAPE ARCHITECT, INC.**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**



Micro Business Enterprise (MBE) Certificate  
THIS CERTIFIES THAT

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Bell Landscape Architecture

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

*Brian Williams*


December 14, 2015  
Issue Date

October 22, 2017  
Expiration Date

6519446  
Vendor No.

Brian Williams, OEO Development Officer  
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

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Bell Landscape Architecture

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IS OWNED AND CONTROLLED BY AN

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WOMEN

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PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

*Brian Williams*

December 14, 2015  
Issue Date

October 22, 2017  
Expiration Date

6519446  
Vendor No.

Brian Williams, OEO Development Officer  
Office of Economic Opportunity  
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Miami, Florida 33132