

Office of School Facilities  
Raul F. Perez, Chief Facilities Design & Construction Officer

**SUBJECT: AUTHORIZATION TO AMEND THE ARCHITECTURAL/  
ENGINEERING PROJECTS CONSULTANT AGREEMENT  
WITH DESIGN2FORM, L.L.C., BY ADDING HAMMOND &  
ASSOCIATES, INC., AS AN ADDITIONAL MECHANICAL  
AND ELECTRICAL ENGINEERING SUB-CONSULTANT  
FOR THE REMAINING TERM OF THE AGREEMENT**

**COMMITTEE: FACILITIES AND CONSTRUCTION**

**LINK TO STRATEGIC  
PLAN: EFFECTIVE & SUSTAINABLE OPERATIONAL PRACTICES**

On April 13, 2022, the Board commissioned Design2Form, L.L.C., as an Architectural/Engineering Projects Consultant (A/EPC), to provide A/EPC continuing contract services for miscellaneous projects with construction budgets up to \$4 Million each and for study activities for which professional fees do not exceed \$500,000 each, for a four-year term, with extensions at the option of the Board.

Design2Form, L.L.C., is requesting authorization to add an additional sub-consultant to their A/EPC Agreement, by adding Hammond & Associates, Inc., as a Mechanical and Electrical sub-consultant, which holds a M-DCPS Small Business Enterprise (SBE) certificate (SBE-Tier 1) and a Minority/Women Business Enterprise certificate (African-American).

Per Article III of the Agreement, addition of sub-consultants requires the Board's authorization. Staff has reviewed the documentation submitted by Design2Form, L.L.C., for the sub-consultant firm and recommend that this request be approved.

There is no cost associated with this change. All other terms and conditions of the Agreement remain unchanged.

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**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, authorize an amendment to the Architectural/Engineering Projects Consultant Agreement with Design2Form, L.L.C., by adding Hammond & Associates, Inc., as an additional Mechanical and Electrical Engineering Sub-consultant at no additional cost to the Board and with all other terms and conditions of the Agreement to remain unchanged.

CV:cv