



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: March 29, 2011

TITLE: Approval of Bond-Related Projects

- 2. Award of Contract for Architectural Services for Facility Improvements
Amphitheater Transportation Based on Responses to Request for Qualifications
(RFQ) 10-0044**
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BACKGROUND: Pursuant to the requirements of Arizona Administrative Code R7-2-1117, a Notice of Request for Qualifications for Professional Architectural Services was advertised in the Legal Section of *The Daily Territorial*. Request for Qualifications 10-0044 asked for statements of qualifications from interested architectural firms to provide professional architectural services for design, drawings, specifications, code & ADA compliance review, budget and scheduling associated with new construction and site renovation.

The successful architect will be responsible for converting the current metal Facility Support Services Building located at 200 E. Roger Road for Transportation Department use, to include ADA compliant restrooms and adequate space for office and training functions. Site improvements scheduled are paved parking, landscaping and perimeter fencing. The evaluation team ranked the sixteen responding vendors based on the evaluation criteria listed in the qualifications request.

The top three ranked vendors were scheduled to meet with the evaluation team for discussions. A meeting agenda was provided. The highest ranked vendor was asked to provide certified cost and pricing data for the proposed work. Please see the attached vendor evaluations and memo of award.

RECOMMENDATION: The Administration recommends the Governing Board make the determination that the vendor's compensation for the services provided is both fair and reasonable and Award a Contract to Sakellar Associates Architects based on their response to Request for Qualifications 10-0044.

INITIATED BY:

A handwritten signature in black ink that reads "Scott Little".

Scott Little, Chief Financial Officer

Date: March 21, 2011

A handwritten signature in black ink that reads "Vicki Balentine".

Vicki Balentine, Ph.D., Superintendent

Evaluation Phase #1:

The sixteen responding vendors were GLHN, Randel Jacob Design Group, Seaver Franks, SBBL, Breckenridge Group, Merry Carnell Schlecht, Advantech, ABA, The Architecture Company, BWS, Earl Kai Chann, DLR Group, Sakellar Associates, Scott Rumel, EMC2I and NTD.

The evaluation team, Chris Louth, Brian Nottingham and Tom Jacobs, reviewed each of the sixteen vendor responses. The evaluation criteria in order of importance were:

- 1) The professional background & caliber of the previous experience of each professional person with a focus on the design and renovation of existing commercial properties.
- 2) The firms demonstrated record of performance on the design and renovation of existing commercial properties.
- 3) The vendor's ability to control costs, meet schedules, their creativity, and their responsiveness to the request for qualification requirements.

The Evaluation Team met with the three highest ranked vendors EMC2, GLHN and Sakellar Associates were the three highest ranked vendors.

Evaluation Phase #2:

Vendor discussions focused on designing a functional space within an existing metal building. The meeting agenda discussion points were:

- 1) Relevant experience City of Tucson permitting for major site building renovations
- 2) Existing metal building renovations, challenges to include environmental, power, HVAC, human factors, etc.
- 3) Construction Manager at Risk (CM@R) alternate project delivery method, general contractor and owner responsibilities
- 4) Questions

The Evaluation Team met with the three highest ranked vendors. Sakellar Associates provided the most comprehensive review of the discussion points listed above. Sakellar's recent experience included the Catalina Foothills Transportation Department's facility renovation. Sakellar discussed at length their experience working with neighborhood associations and the Tucson Unified School District site selection panel to locate a site for the District's West Side Transportation Facility.

Sakellar provide in depth information utilizing the CM@R alternate project delivery method focusing on a team approach, the owner, general contractor and the architect. They identified critical path materials for prompt acquisition, subcontractor selection procedures, and field investigations.

Sakellar's discussion of metal building renovation focused on roof supported HVAC, slab punctuations required, new restrooms, flip-up side walls, etc. Neighborhood concerns (sensitivities) were addressed to include traffic patterns, visual site lines, site walls and noise considerations.

The overall presentations spoke of their experience and ability to meet the design criteria and construction oversight responsibilities to successfully renovate the FSS metal building to support the Transportation Department's driver training and administrative needs.

Sakellar was the clear choice for the award recommendation RFQ 10-0044

Evaluation Point #3

The Arizona Administrative Code Title 7 Chapter 2 governs the procurement process for specified professional services which includes architects. R7-2-1122 defines the final evaluation criteria, fee negotiation, in the selection of a professional service provider. The code requires the fee charged to be both fair and reasonable to the school district taking into account the estimated value, scope, complexity and nature of the required services. R7-2-1079 requires an analysis of the fee proposed to determine if the fee is reasonable and fair.

Sakellar Associates provided the evaluation team with a State of Arizona School Facilities Board Architectural fee schedule adopted January 7, 1999 and modified September 2, 1999 covering four categories (groups) of school construction and the associated architectural fees.

The Sakellar fee will be a percentage of the GMP, (guaranteed maximum price) using the Arizona School Facilities Board (SFB) architectural fee schedule referenced above. Group D covers repairs and renovations, alterations to facilities, code corrective work or upgrades and system replacements. The fee range, Group D, for the projected cost of \$1,000,000 for repairs and site renovations to the Facility Support Services metal building located at 200 E. Roger Road (05) is 7.2% to 7.8%. Please see Attachment A, Architectural Fee Guidelines. The fee proposed by Sakellar Associates is 7.5% which will cover architectural, structural, mechanical, plumbing and electrical design & engineering for all phases of document preparation and construction as defined by Article 2 of AIA Document B141-1997. The Sakellar fee includes on-site civil & landscape design. The proposed fee for the Facility Support Services building renovation is 7.5% of \$1,000,000 or \$75,000.

Services not included in the basic fee are offsite civil design & engineering, preparation of easements, dedications and/ or civil reports, storm water pollution plans, special systems design & engineering, design services caused by changes in the scope of work or extensive value engineering changes after completion of documents and the preparation of code variances & record drawings. The owner is also responsible for printing and reproduction of bid sets, plan reviews or permit fees, special inspections, materials testing, geotechnical & environmental reports and topographical & ALTA Surveys.

Article 2 of AIA Document B141-1977 is on file in the Bond Projects Department.

Sakellar Associates understands the proposed scope of work is design services for the renovation of the existing Facilities Support Services metal building. Services are to include the reuse of the existing building to meet current building codes for use by the Transportation Department. Site work to be included within the scope of work is additional parking, exterior wall screening and removal of existing portable buildings.

Chris Louth, Bond Projects Manager has reviewed the fee schedule provided by Sakellar Associates and has determined it to be fair and reasonable. A notarized Sakellar Associates (certified) fee schedule signed by an officer of the company is on file in the Purchasing Department.

‘Attachment A’

SCHOOL FACILITIES BOARD

Adopted: January 7, 1999

Modified: September 2, 1999
Certified Correct: November 13, 2000

ARCHITECTURAL FEE GUIDELINES

These guidelines are to be used to determine the Lump Sum Architectural & Engineering (A&E) fees for "Basic Services" for all SFB projects, including both New Construction and Deficiency Correction projects. **** These are guidelines, not a schedule ****.

The A&E fee for an individual project should be determined by both the difficulty and the estimated cost of the project. In New Construction projects, the fee should be determined by the square foot times the formula cost of the planned facility or project (Construction Cost) multiplied by a factor determined by the size and complexity of the scope of the project. See below both "Project Types" (to determine the difficulty of the project) and the "Fee Guidelines Multiplier" (for the percentage multiplier) to determine the project's fee.

Basic Services: The architectural contract should identify and include all of the services necessary to design and construct the project under "Basic Services" without any hidden or unknown cost. The services to be included as part of the contract as "Basic Services" shall consist of architectural, structural, mechanical, electrical, civil, and landscape design. The descriptions of these services are described in the American Institute of Architect (A.I.A). Document B141, "Standard Form of Agreement Between Owner and Architect (1987 Edition)", Article 2, and Add, Modified and/or Delete paragraphs 2.6.5, 2.6.5.1, 2.6.15.1, 3.2, 3.2.1, 3.2.2, 3.2.3, 3.3.1.2, 3.3.1.3, 3.3.3, 3.3.4, 3.3.6, 3.3.9, 3.4.1, 3.4.4, 3.4.9, 4.6.1, 4.6.1.1, 5.2.2, 5.2.3, 8.6, 8.7.1, 8.7.2, 8.7.3, 10.2.1.1, 10.2.1.2, 10.2.1.4, 10.2.1.6

(Please REFER TO the SFB provided ENCLOSED SAMPLE DOCUMENT).

Lump Sum Fee: This is a fixed A&E fee that is based on a percentage of the estimated cost of construction for the approved project specified for a defined scope of work.

Construction Cost: The cost of construction includes the cost of the construction of the building, site improvements, and all fixed and installed equipment. It does not include Furniture, Fixtures & Equipment (FF&E), testing, surveys, permits, land cost, studies, contingencies, or A&E fees.

PROJECT TYPES:

Group A - MORE THAN AVERAGE COMPLEXITY PROJECTS: New complex stand-alone facilities such as special purpose classrooms, laboratory classrooms, libraries, auditoriums, and food service facilities.

Group B - AVERAGE COMPLEXITY PROJECTS: Total facilities such as new elementary schools, middle schools, high schools, or large additions to existing facilities.

Group C - LESS THAN AVERAGE COMPLEXITY PROJECTS: New less complex stand-alone facilities such as warehouses, maintenance facilities, bus barns, offices, and storage facilities or any repetitive design use of a facility.

Group D - REPAIRS AND RENOVATIONS: Miscellaneous repairs and renovations, alterations to facilities, code corrective work or upgrades, system replacements, etc.

ARCHITECTURAL FEE GUIDELINES

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Fee Guideline Multiplier:

Construction Cost:	Group A	Group B	Group C	Group D
\$ 0 to \$ 100,000	8.8%	7.9%	7.2%	8.9%
\$ 100,000 to \$ 400,000	7.8% - 8.8%	7.2% - 7.9%	6.6% - 7.2%	8.3% - 8.9%
\$ 400,000 to \$ 1,000,000	7.2% - 7.8%	6.7% - 7.2%	6.2% - 6.6%	7.8% - 8.3%
\$ 1,000,000 to \$ 4,000,000	6.3% - 7.2%	6.0% - 6.7%	5.7% - 6.2%	7.2% - 7.8%
\$ 4,000,000 to \$10,000,000	6.0% - 6.3%	5.5% - 6.0%	5.3% - 5.7%	6.8% - 7.2%
\$10,000,000 to \$20,000,000	5.5% - 6.0%	5.5% - 6.0%	5.0% - 5.3%	5.7% - 6.8%
\$20,000,000 and above	5.5% - 6.0%	5.5% - 6.0%	4.3% to 5.0%	Up to 6.0%

FEE FORMULA:

Estimated Construction Cost _____ x Multiplier _____ % = Fee

Notes:

The higher the Construction Cost in each range, the multiplier percentage should be proportionally lower.

Districts in remote areas and/or with high cost per square foot should not use a higher multiplier percentage than normal. The increased cost per square foot difference automatically increases the fee to cover the additional cost of travel. Since most of the architects' offices and their consultants are in urban areas, the cost to design and produce the contract documents would be the same as if the project were in the same city. See example below for a 750 student elementary school.

<p>City:</p> <p>750 x 95 S.F/ student. = 71,250 S.F.</p> <p>71,250 S.F. x \$85 / S.F. = \$6,056,250</p> <p>\$6,056,250 x 5.7% = \$345,206 = Fee</p>	<p>Rural:</p> <p>750 x 95 S.F/ student. = 71,250 S.F.</p> <p>71,250 S.F. x \$125 / S.F. = \$8,906,250</p> <p>\$8,906,250 x 5.6% = \$498,750 = Fee</p>
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'Attachment B'

March 21, 2011

Pete Burgard, Purchasing Manager
Amphitheater Public Schools
1001 W. Roger Road
Tucson, AZ 85705
RE: Amphitheater Transportation Department Facility Improvement
Architectural Services RFQ #10-0044

Dear Peter,

Sakellar Associates Architects and Planners, Inc. are pleased to offer this fee proposal for Architectural Services for the above noted project.

Scope:

We understand the proposed scope of this project for design services for the renovation of the existing Facilities Support Services metal building. Services will include the reuse of the existing building to meet the current codes for the use by the Transportation Department. Site work to be included within the scope, some additional parking, exterior wall screening and removal of existing portables.

The actual scope will be determine or confirmed in the programming phase and during site investigation phase

We understand the original construction budget for the project was set at approximately \$ 1,000,000.

Fee:

Our fee for the work outlines above will be a percentage of the guaranteed maximum prices using the Arizona School Boards Architectural Fee Guidelines (see attachment). Sakellar Associates is agreeable to working on fixed lump sum fee when the budget and scope are correctly identified at the beginning of the project.

Sample Fee for the Facility Improvement Amphitheater Transportation Department.

$\$1,000,000 \times 0.0075$ (Group D) = \$ 75,000

Total Fee: \$ 75,000

Hourly Fees:

Principal Architect	\$160
Senior Project Manager	\$120
Project Architect	\$120

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Designer	\$120
CADD	\$80
Administration	\$60

Services:

Basic services will consist of architectural, structural, mechanical, plumbing, electrical, on site civil engineering, plans and specifications for storm water run-off mitigation plan, and landscape for all phases of document and construction as defined by Article 2 of AIA Document B141-1997.

Our fee includes weekly meetings during the design, document prep and construction administration phase at your office or the site.

Sakellar Associates understands the services required and will provide the necessary personal and facilities to perform the work required within the time frame required

Additional Services:

Our basic services do not include the following which, if required will be considered additional services:

- Offsite civil design and engineering
- Special systems design & engineering
- Preparation of easements, dedications, or civil reports
- Storm water pollution plans
- Design services caused by scope changes or extensive value engineering changes after the completion of documents
- Preparation of code variances
- Preparation of Record Drawings

Additional Services will be proposed on a per task basis and submitted for approval prior to performing the services. Where applicable they will be performed on an hourly basis at our standard 2010 billing rate.

Sakellar Associates agrees that the compensation offered is fair and reasonable taken into account the estimated value, scope, complexity and nature of the required services.

Reimbursable Costs:

Our basis services do not include the following services which typically are the responsibility of the Owner to provide or procure. These services, if provided through Sakellar Associates will be considered reimbursable at cost plus 10%:

- Printing and reproduction of Owner review sets, bid sets, presentation and submittal sets.
- Plan review or permit sets
- Special Inspections
- Material Testing
- Geotechnical Report
- Environmental Reports
- Topographical and ALTA Surveys

All work will be billed monthly based on the percentage of completion. We will begin work immediately upon receipt of a purchase order or signed contract. Sakellar Associates carries \$2,000,000 E&O Insurance Policy. A Certificate of Insurance will be forwarded showing standard coverage.

We look forward to working with you on this important project. Please feel free to call if there are any comments or concerns regarding our proposal. I would be happy to discuss this proposal further.

Sakellar Associates as per the undersigned Principal verifies that the information provided is correct and accurate.

Sincerely,

Sakellar Associates Architects and Planners, Inc.
CN Sakellar, AIA, Principal
100 E 6th
Tucson, AZ 85705
(520) 622-4166 Office
(520) 629-9952 Fax

Cc: Chris Louth, APS