



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

---

**DATE OF MEETING:** April 10, 2012

**TITLE:** Approval of Bond Related Projects

- 1) Award of Contract for Architectural Services for Facility Improvements at Rio Vista Elementary School Based on Responses to Request for Qualifications (RFQ) 11-0027
- 

**BACKGROUND:**

Pursuant to the requirements of Arizona Administrative Code (R7-2-1118 & R7-2-1117), a notice of Request for Qualifications (RFQ) for Professional Architectural Services was posted to the District's website. All architectural services vendors registered with the Purchasing Department were also notified of the posting via email correspondence.

Request for Qualifications (RFQ) 11-0027 asked for statements of qualifications from interested architectural firms to provide professional architectural services for design, drawings, specifications, code and compliance review, budget and scheduling for facility improvements at Rio Vista Elementary School as identified in the May 2007 Blue Ribbon Budget Analysis and Facilities Needs Committee Report. The scope of work addressed the following campus needs: construct six new classrooms to replace aging portable buildings, modernize and add restrooms to meet ADA compliance, create & expand parent and staff parking, renovate the student health office, and add campus security fencing. Eight vendors responded.

The evaluation team ranked each vendor based on the evaluation criteria listed in the request for qualifications. The four highest ranked vendors were scheduled to meet with the evaluation team for discussions. The top ranked vendor after discussions was asked to provide certified cost and pricing data for the proposed work. Please see Vendor Evaluations.

---

**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 Line & Space, LLC based on their response to Request for Qualifications 11-0027.

---

**INITIATED BY:**

*Scott Little*

---

Scott Little, Chief Financial Officer

Date: April 2, 2012

*Vicki Balentine*

---

Vicki Balentine, Ph.D., Superintendent

## Evaluation Phase #1:

The evaluation team, Chris Louth, Bond Projects Manager, Brian Nottingham, Assistant Bond Projects Manager, Shannon Chandler, Principal Cross Middle School and Jay Midyett, Program Assessment and Evaluation Analyst reviewed each vendor's response. The evaluation criteria in order of importance were:

1. Professional background & caliber of previous experience of each professional person with a focus on the design and renovation of existing K-12 properties to include ADA compliant restrooms.
2. The firm's demonstrated record of performance, design and renovation of elementary school properties on occupied campuses.
3. Control of costs, ability to meet schedules, quality of work, etc. The District reserves the right to conduct independent vendor evaluations based on site visits, reference checks and user acceptance.
4. Creativity of the firm in their design solutions.
5. Other criteria, excluding cost, desired by the District to include responsiveness of the vendor in meeting the requirements of the RFQ.

The eight responding vendors evaluated were NTD Architecture, Breckenridge Group, Line & Space, EMC2, Swaim Associates, Burns Wald-Hopkins Shambach, WSM Architects, and Sakellar Associates. The four highest ranked vendors selected for discussions were EMC2, Swaim Associates, Burns Wald-Hopkins Shambach and Line & Space. Each vendor was provided a meeting agenda with discussion points covering different aspect of the scope of work at Rio Vista Elementary School.

## Evaluation Phase #2, Discussion Points:

### 1) Plan Review & Permitting:

The City of Tucson has adopted the following building codes which are currently in effect. Briefly walk the evaluation team through this list and explain how each code requirement will impact the work at Rio Vista Elementary School. The applicable city codes are; the 2006 International Building Code (IBC), 2006 International Existing Building Code (IEBC), 2003 ICC/ANSI A117.1 Accessibility Code (ANSI-117), 2006 International Mechanical Code (IMC), 2006 Uniform Plumbing Code (UPC), the 2006 International Plumbing Code (IPC), 2005 National Electric Code (NEC), 2003 International Fire Code (IFC), 2006 International Fuel Gas Code (IFGC), 2006 International Energy Conservation Code (IECC) and the Tucson Outdoor Lighting Code.

### 2) Restroom Upgrades:

Speak to the evaluation team of recent work completed providing new or renovated restrooms to a client. What were the challenges? How did the design allow for a functional space easily maintained with a pleasing décor?

### 3) Campus Safety:

There are many tools an architect may use to build safety into the plans provided for major renovation and new construction on an occupied elementary school campus. Please share some of these tools with the evaluation committee.

### 4) Availability:

Define for the evaluation team your firm's availability for construction administration for the Rio Vista Elementary School project.

## Evaluation Team: Questions 15 Minutes

The evaluation team ranked each vendor based on their response to the discussion points. Line & Space was rated first followed by Swaim Associates, Burns Wald-Hopkins Shambach and then EMC2. The evaluation team acknowledged any one of these four firms could provide architectural services which would more than meet the scope of work requirements.

Line & Space reviewed the ten building codes listed discussing each code as it would apply to the work at Rio Vista Elementary School. Line & Space stated, "we will initiate pre-submittal meetings with each reviewing entity to review any special requirements and avoid potential issues which could delay the project". The goal being to have sign offs from the code compliance jurisdictions prior to final design.

Line & Space gave an excellent example of cost savings in their renovation of surplus metal shelving at the University to include, painting and adding wood borders allowing them to be used in the new campus Poetry Center Building.

ADA compliance and restroom upgrades covered proper ventilation, privacy/ monitoring, low flow fixtures, long lasting, durable and easy to clean fixtures & materials, color coding and efficient lighting.

Line & Space provided considerable information on effective campus safety to include construction phasing, site access, fenced construction zones, security monitoring, avoiding potentially harmful construction materials, (hot mopping roofs), and working with the general contractor for an effective campus safety plan.

For the work required at Rio Vista Elementary School the evaluation team voted Line & Space as the highest ranked vendor.

## 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.

Line & Space 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 Line & Space fee will be a percentage of the guaranteed maximum price using the Arizona School Facilities Board (SFB) Architectural Fee Guidelines referenced above. The Line & Space fee schedule is based on Group A, More Than Average Complexity Projects to include stand alone facilities, (special purpose class rooms) and Group D, Repairs and Renovations covering system upgrades, alterations, (restroom renovations), etc. Please see Attachment B the Line & Space fee proposal.

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

## 'Attachment A'

<b>SCHOOL FACILITIES BOARD</b>
--------------------------------

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

## Page 2

### 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% 5.0%	to 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.**

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

## **'Attachment B'**

Peter Burgard, Purchasing Manager  
Amphitheater Public Schools  
1001 West Roger Road  
Tucson, Arizona 85705

RE: RFQ 11-0027 Rio Vista Elementary School

Dear Pete:

Enclosed you will find our Design Services Proposal for the Rio Vista Elementary School Project. We are proposing a fixed fee utilizing the Arizona School Facilities Board Architectural Fee Guidelines and the information provided to us on February 28, 2012, see the enclosed documents.

### Project Scope

The proposed scope of this project is to be a combination of new classroom additions and renovations to the existing facility as detailed:

- 6 new classrooms (4 typical classrooms, a music room and an art room)
- Remodel of existing administration
- Modernize existing restrooms to meet ADA
- Expand existing parking lot
- Campus security fencing

The final scope of work will be completed in the programming and site investigation phase. Total construction budget is \$3,054,989.

### Basic Services

Basic services include architectural, structural, mechanical, plumbing, electrical, on site civil and landscape architecture defined in the Agreement Between Architect and Owner.

### Fee for Basic Services

Our fee for the outlined work will be based on a percentage of the construction budget using the Arizona School Facilities Board Architectural Fee Guidelines and the information provided. The classification for the fee guideline multiplier is shown in parenthesis.

Construction Budget and Fee Guideline Classification:

New Classrooms (Group A)	\$2,000,000.00*
Administration Remodel (Group D)	\$474,545.00*
Modernize Restrooms for ADA (Group D)	\$519,014.00
Expand Parking (Group D)	\$18,046.00
Campus Security Fencing (Group D)	\$43,384.00

\* An assumption was made regarding the construction budget for the new classrooms and administration remodel.

#### Fee Calculation:

New Classrooms	$\$2,000,000.00 \times 6.2$	$=\$124,000.00$
Administration Remodel	$\$474,545 \times 7.4$	$=\$35,116.00$
Modernize Restrooms for ADA	$\$519,014 \times 7.4$	$=\$38,407.00$
Expand Parking	$\$18,046 \times 7.0$	$=\$1,263.00$
Campus Security Fencing	$\$43,384 \times 7.0$	$=\$3,036.00$
Total Basic Services Fee		$\$201,822.00$

All work will be billed on a monthly basis based on the percentage of work complete. The fee includes meetings as needed during design and construction documents and weekly meetings on site during the construction administration phase.

#### Additional Services

Our proposal for Basic Services do not include the following, these items can be added as an additional service:

- Off Site Civil Engineering
- Traffic Studies and Reports
- Hydrological Studies and Reports
- Off Site Roadway Improvements
- Improvements to Public Utilities
- Storm Water Pollution Plans
- Special System Design and Engineering (telecommunications, acoustics, audio visual, lighting protection, detailed fire protection plans, fire alarm)
- Native Plan Preservation Plans
- Archaeological Surveys and Reports
- Preparation of Record "As-Built" Documents
- Kitchen Equipment Design
- Code Variances
- Detailed Cost Estimating
- Presentations to neighborhood and special interest groups
- Feasibility Studies
- Development Package (as required by COT)
- Development Package "As-Built" Documents

Additional Services work provided by Line and Space will be proposed on a per task basis utilizing the following billing rates; work completed by out of office consultants will be billed with a 10% markup:

Principal	\$166/Hr.
Project Architect	\$131/Hr.
Architect	\$106/Hr.
Staff	\$81/Hr.

#### Reimbursable Cost

The following items which are not included in our Basic Services Fee will be billed as a direct cost with no markup:

- Printing and reproduction of owner review sets, bid sets and presentation materials
- Plan Review and Permit Fees
- Utility Review and Connection Fees
- Long distance telephone calls, fax transmissions, postage and shipping

#### Owner's Responsibilities'

The following items shall be provided by the owner:

- Special Inspections
- Material Testing
- Geotechnical Reports
- Environmental Reports
- Topographical and ALTA Survey
- Dimensions and complete data of existing buildings and site
- Utility Infrastructure Information (electrical, water, waste water and gas)
- Archaeological Surveys and Reports

Please call if you have any questions regarding this proposal, we look forward to working with you on this project.

Respectfully Submitted,

Henry Tom, AIA, NCARB  
Principal