



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

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**DATE OF MEETING:** January 24, 2012

**TITLE:** Approval of Bond-Related Projects

- 1) Award of Contract for Architectural Services for Facility Improvements at Amphitheater High School Based on Responses to Request for Qualifications (RFQ) 11-0022**
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**BACKGROUND:**

Pursuant to the requirements of Arizona Administrative Code R7-2-1117, a Notice of Request for Qualifications (RFQ) for Professional Architectural Services was advertised in the Legal Section of *The Arizona Daily Star*. RFQ 11-0022 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 for facility improvements at Amphitheater High School as identified in the May 2007 Blue Ribbon Budget Analysis and Facilities Needs Committee Report.

The scope of work included remodeling the 500 Wing to address program needs, providing ADA compliant restrooms with two new restrooms for the athletic facility and campus security fencing. Eight vendors responded. The evaluation team ranked each vendor based on the evaluation criteria listed in the request for qualifications. 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.

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**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 Burns Wald-Hopkins Shambach Architects based on their response to Request for Qualifications 11-0022.

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**INITIATED BY:**

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

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Scott Little, Chief Financial Officer

Date: January 11, 2012

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Vicki Balentine, Ph.D., Superintendent

## Evaluation Phase #1:

The evaluation team consisted of Chris Louth (Bond Projects Manager), Brian Nottingham (Assistant Bond Projects Manager) and Armando Soto (Assistant Principal Amphitheater High School). The team 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 K-12 properties on occupied campuses utilizing a Design, Bid, Build construction procurement.
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, The Architecture Company, Burns Wald-Hopkins Shambach, McKim-Gresh and Earl Kai Chann. Line & Space, Burns Wald-Hopkins Shambach and Earl Kai Chann, were the three highest ranked vendors. Each vendor was provided a meeting agenda with discussion points covering different aspect of the scope of work at Amphitheater High School.

## Evaluation Phase #2, Discussion Points:

1) Pitfalls, pros and cons in the Design, Bid, Build construction delivery method. Walk the Evaluation Team through a recent Design, Bid, Build project. Identify the pitfalls and challenges and how, through design & construction administration these negatives were either mitigated or eliminated. Were there change orders, if so why and the amount?

The work required at Amphitheater High School may be found at any high school which has served many generations of students. The 500 Wing, a 9,000 square foot masonry building requires renovation. The scope of work is to demo & clean the building interior, tuck point the exterior brick, roof repair and rollup & man door replacement. Additional work includes a survey of campus restrooms, code & ADA compliant new restrooms, Athletic Department improvements to include a weight room, restrooms & concession stand and upgraded site security fencing.

2) Walk the Evaluation Committee through a recent project similar to the scope of work described above. What were the site specific challenges and how were they addressed? How was the project

phased and safety built into the project? What were the lessons learned and how did the project enhance the school learning and working environment?

Evaluation Team: Questions 15 Minutes

The Evaluation Team ranked each vendor based on their response to the two agenda items listed. Burns Wald-Hopkins Shambach (BWS) was rated first followed by Line & Space and then Earl Kai Chann. The Evaluation Team acknowledged any one of these three firms could provide architectural services which would more than meet the scope of work requirements. Burns Wald-Hopkins Shambach spoke of their extensive K-12 experience working on occupied campuses and their success with the Design, Bid, Build construction delivery method. They provided detailed information on how phasing a project, partitioning off a section of the campus at a time allowing work to proceed safely with a minimum effect on school activities. A second concern was the ability of the architect firm selected to provide complete design documents & drawings to minimize if not eliminate change orders. The Burns Wald-Hopkins Shambach Team spoke of working with general contractors beginning with the site visit prior to bids being accepted to insure a clear understanding of the work required. They spoke of field investigations, working with Amphitheater Facilities Support Services and site custodians in addition to Blue Stake and commercial locators to determine all asbuilts. They have a cost estimator on staff and spoke of five current projects three of which were Design, Bid, Build all of which came in under budget. Expectations of the general contractor are to be clear and concise in the BWS bid specifications. For the work required at Amphitheater High School the Evaluation Team voted Burns Wald-Hopkins Shambach 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.

Burns Wald-Hopkins Shambach 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.

Burns Wald-Hopkins Shambach fee will be a percentage of the guaranteed maximum price using the Arizona School Facilities Board (SFB) architectural fee schedule referenced above. Group D covers projects, repairs and renovations, alterations to facilities, code corrective work or upgrades, systems replacements, etc. The fee range, Group D, for a projected cost of less than \$4,000,000 is 7.2% to 7.8%. Please see Attachment A, Architectural Fee Guidelines. The fee proposed by Burns Wald-Hopkins Shambach Architects is 7.2% which will cover the Program System Elements as designated in the Amphitheater USD Facilities Assessment to include remodeling the 500 Wing to address program needs, providing ADA compliant restrooms with two new restrooms for the athletic facility and campus security fencing.

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

## ‘Attachment A’

<b>SCHOOL FACILITIES BOARD</b>
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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% 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.**

<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'**

January 6, 2011

Pete Burgard, Purchasing Manager  
**Amphitheater Public Schools**

**RE: Amphitheater High School - Architectural Services RFQ #11-0022**

Dear Pete,

BWS Architects is pleased to submit this fee proposal for architectural services for the above noted project.

**Scope:**

We understand the proposed scope of this project to be new construction and site renovations at Amphitheater High School, 125 W. Yavapai Road as described in the RFQ and as follows:

- Remodel 500 wing – including clean/demo all existing interior area, repair roof, tuck point existing brick, and repair/replace existing exterior doors and roll-up doors. (ISS)
- Modernize Restrooms ADA Compliance including a complete survey of existing restrooms for compliance, build new restrooms for ADA and campus code compliance to include removal of portable on the football field and replace with weight room, restrooms and concession stand. Also includes the mitigation/repurposing of restrooms that are not ADA/code compliant.
- Campus Security Fencing including creating a safe inner campus with security fencing and replacing/repairing /installing new fence where needed.

The actual scope will be determined or confirmed in the programming phase and during site investigation phase. We also understand this will be a phased construction project due to the need to maintain the operation of the existing campus during construction. As such the construction period may be extended beyond what is typical for a project of this magnitude. We understand the construction budget for the project has been established as \$3 million.

**Services:**

Basic services will consist of architectural, structural, mechanical, plumbing and electrical design and engineering for all phases of document preparation and construction as defined by the Amphitheater Unified School District No. 10 Owner – Architect Agreement Paragraph 5, as distributed with the RFQ. Our fee includes regular meetings during the design, document prep at your office or the project site and weekly meetings during the construction administration phase at the site.

**Fee:**

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

Fee for Amphitheater High School:	
\$3,000,000 X 0.072 (Group D) =	\$216,000
As-Built and Utility Verification	\$40,500
Localized Underground Utility Verification	\$18,975
<b>Total</b>	<b>\$279,975</b>

**Additional Services:**

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

1. Offsite civil design or engineering
2. Preparation of easements, dedications, or civil reports.
3. Storm Water Pollution Prevention Plans
4. Special System design and engineering Raceway and device locations will be provided in basic services
5. Design services caused by scope changes or extensive value engineering changes after the completion of documents
6. Preparation of code variances
7. 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 2011 billing rate per the attached rate sheet.

**Reimbursable Costs:**

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

1. Printing and reproduction of Owner review sets, bid sets, presentation and submittal sets.
2. Plan review or permit fees
3. Special Inspections
4. Materials Testing
5. Geotechnical Report
6. Environmental Reports
7. Topographical and ALTA Surveys
8. Localized Underground Potholing

All work will be billed monthly based on the percentage of completion. We will begin work immediately upon receipt of a purchase order or a signed contract. BWS Architects 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.  
Sincerely,

**BWS Architects**



**Robin Shambach AIA**  
**Principal/Project Manager**

Cc: Chris Louth, APS

**Hourly Rates BWS Architects:**

1. Project Manager \$130/hr
2. Project Planner \$130/hr
3. Sr. Project Architect \$130/hr
4. Project Designer \$105/hr
5. Project Architect \$95/hr
6. Specifier/Estimator \$90/hr
7. Architectural Designer \$60/hr
8. Administration \$67/hr