



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: March 29, 2011

TITLE: Approval of Bond-Related Projects

3. Award of Contract for Architectural Services for Facility Improvements Canyon del Oro High School and La Cima Middle School Based on Responses to Request for Qualifications (RFQ) 10-0045
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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 10-0045 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 refurbishing aging tennis courts. The scope of work to include replacing and/or resurfacing site tennis courts to include compliance with United States Tennis Association guidelines, drainage solutions, spectator access, seating, plumbing for drinking fountains and court side electrical outlets for ball machines. The evaluation team ranked each of the six responding vendors 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 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 Breckenridge Associates Architects based on their response to Request for Qualifications 10-0045.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: March 22, 2011

Vicki Balentine, Ph.D., Superintendent

Evaluation Phase #1:

The evaluation team, Chris Louth, Nottingham, and Joe Paddock reviewed each vendor's response. 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 athletic field design, construction & renovation to include tennis courts.
- 2) The firms demonstrated record of performance in athletic field design, construction & renovation to include tennis courts.
- 3) The vendor's ability to control costs, meet schedules, their creativity, and their responsiveness to the request for qualification requirements.

The six responding vendors evaluated were Merry Carnell Schlecht, NTD Architecture, Breckenridge Group, Line & Space, Seaver Franks and EMC2.

Line and Space, Breckenridge Group and EMC2 were the three highest ranked vendors.

Evaluation Phase #2:

Vendor discussions focused on the options available for the renovation of aging tennis court playing surfaces and supporting infrastructure. The evaluation team asked each vendor to discuss the following:

- 1) Options for high school tennis court construction which may be limited by U.S. Tennis Association (USTA) requirements with the pros and cons for each.
- 2) Permitting: How does your firm plan to address the different jurisdiction requirements?
- 3) Complete bid specifications, drawings and cost controls are needed to assure the District meets budget. What resources will your firm utilize to meet these requirements?
- 4) Questions

The Evaluation Team met with the three highest ranked vendors. Breckinridge Group Architects discussed the work they did for the University of Arizona and the City of Tucson. The work at the University was athletic field planning and design of the LaNelle Robson Tennis Center, a facility built to host Pac 10 Championships. The work for the City was athletic field planning and design of the Randolph Tennis Center for hosting the Junior College National Championships and the USTA Junior & Senior National Championships. The vendor spoke of the integrity of their design work, two change orders in thirty years doing business in Tucson. They also spoke of the need to locate contractors who are certified by professional tennis associations to bid the work required. Richard Luckett, AIA one of the Principals at Breckenridge is on the Oro Valley Building Review Committee. They spoke of court construction options of both asphalt and concrete, the use of post tension slabs, court dividers, drinking fountains, spectator seating, basketball standards (La Cima) and proximity landscaping. The evaluation committee recommends Breckenridge Group Architects for an award of contract based on their recent, high level relevant experience in athletic field planning and design to include tennis courts.

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.

Breckenridge Group Architects 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 Breckenridge Group Architectural fee will be a percentage of the guaranteed maximum price using the Arizona School Facilities Board (SFB) architectural fee scheduled referenced above. Group C covers projects of less than average complexity such as stand alone facilities; warehouses, maintenance facilities, bus barns, offices, storage facilities and repetitive use facilities. The fee range, Group C, for a projected cost of less than \$1,000,000 is 6.2% to 6.6%. Please see Attachment A, Architectural Fee Guidelines. The fee proposed by Breckenridge Group Architects is 6.4% which will cover architectural services for the repair and or replacement of the tennis and basketball facilities at Canyon del Oro High School and La Cima Middle School. The scope of services to include site drainage, USTA standards, nets, posts and fencing, court surfacing, sidewalks and ADA access, landscaping, seating requirements, and miscellaneous electrical other than court lighting. Basic services to include architectural, structural, electrical, plumbing and mechanical engineering (if required), document preparation and construction. Landscape architecture, on-site civil engineering and cost estimating, weekly meetings during the design, contract document preparation (if required) and construction administration phase are also covered under the fee proposed by the Breckenridge Group.

The proposed fee for architectural services for tennis court improvements at Canyon del Oro High School and La Cima Middle School is 6.4% of \$980,000 or \$62,720.00.

Services not included in the basic fee are offsite civil design & engineering, preparation of easements, dedications and/or civil reports, storm water pollution plans, 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. 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.

Breckenridge Group understands the proposed scope of work to be Design services for the renovation / replacement of the existing tennis courts at Canyon Del Oro High School and the tennis / basketball courts at La Cima Middle School. Services shall include repair or replacement of tennis courts, site drainage, fencing, sidewalk and ADA requirements, landscaping, seating requirements, lighting and electrical, USTA standards, center posts and court dividers

Chris Louth, Bond Projects Manager has reviewed the fee schedule provided by Breckenridge Group Architects and has determined it to be fair and reasonable. A notarized Breckenridge (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% 5.0% | to Up to 6.0% |

FEE FORMULA:

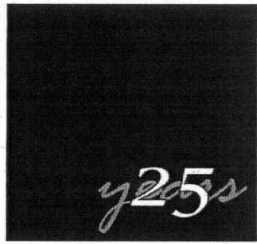
Estimated Construction Cost _____ x Multiplier _____ % = Fee

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> |
|---|---|



Breckenridge
G R O U P
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700 north stone avenue
tucson, arizona 85705
p . 5 2 0 . 8 8 2 . 9 9 4 4
f . 5 2 0 . 8 8 2 . 9 9 4 6
breckenridgearchitects.com

March 21, 2011

Mr. Pete Burgard, Purchasing Manager
Amphitheater Public Schools
1001 W. Roger Road
Tucson, AZ 85705

Re: RFQ 10-0045 Architectural Services – Facility / Site Improvements Canyon
del Oro High School & La Cima Middle School

Subject: Fee Proposal

Dear Mr. Burgard:

Thank you for giving Breckenridge Group Architects/Planners the opportunity to provide you with our fee proposal for architectural services for the above referenced project.

Scope:

The proposed scope of work as we understand it to be is Architectural Services for the repair and or replacement of the tennis/basketball facilities at Canyon del Oro High School and La Cima Middle School.

- Repairs or Replacement of tennis/basketball courts
- Site Drainage
- USTA standards, nets, post and fencing
- Court Surfacing
- Sidewalks and ADA Access
- Landscaping
- Seating Requirements
- Miscellaneous Electrical (Court Lighting not included)

The specific scope to be executed for this contract will be determined or confirmed in the Schematic Design phase.

Services:

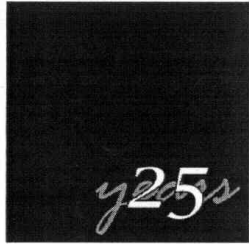
Basic services will consist of architectural, structural, electrical, plumbing and mechanical engineering (if required) for all phases of document preparation and construction. Landscape architecture, on-site civil engineering and cost estimating will also be included in the Basic Services.

Our fee includes weekly meetings during the design, contract document preparation (if required) and construction administration phase at your office or the site.

Fee:

Fee for work outlined above will be a percentage of the guaranteed maximum price using the Arizona School Facility Boards Architectural Fee Guidelines dated 11-13, 2000..

\$980,000 x 6.4% (Group D) = \$62,720.00



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700 north stone avenue
tucson, arizona 85705
p . 5 2 0 . 8 8 2 . 9 9 4 4
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breckenridgearchitects.com

Additional Services:

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

- Offsite civil design or engineering.
- Preparation of easements, dedications, or civil/hydrological 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.

Additional services will be proposed on a per task basis and submitted for approval prior to performing the services.

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 Breckenridge Group, will be considered reimbursable at cost plus 10%.

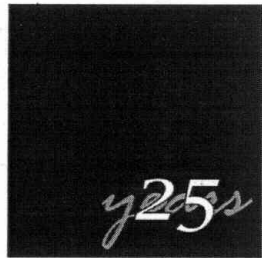
- Topographical and ALTA surveys.
- Geotechnical report
- Environmental reports.
- Printing and reproduction of Owner review sets, bid sets, presentation submittals and close-out documentation.
- Plan review or permit fees.
- Special inspections.
- Materials testing.

Breckenridge Group carries \$2,000,000 E&O Insurance Policy. A Certificate of Insurance will be forwarded showing standard coverage.

If you have any questions or comments please feel and contact me at your convenience.

Sincerely

Klindt D. Breckenridge AIA
President



Breckenridge
g r o u p
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p l a n n e r s

700 north stone avenue
tucson, arizona 85705
p . 5 2 0 . 8 8 2 . 9 9 4 4
f . 5 2 0 . 8 8 2 . 9 9 4 6
breckenridgearchitects.com

March 17, 2011

Mr. Pete Burgard, Purchasing Manager
Amphitheater Public Schools
1001 W. Roger Road
Tucson, AZ 85705

Re: RFQ 10-0045
Subject: Hourly Rates

Dear Mr. Burgard:

Thank you for giving Breckenridge Group Architects/Planners the opportunity to provide you with our hourly rates for this exciting project you have coming up. As you requested in your letter of 3-17-2011 we have listed below our hourly rates and have included the hourly rates from three recent projects for local public agencies. - These are from Tucson Unified School District, Catalina Foothills school District and Tubac Fire District as attachments.

Hourly Rates for TUSD

| | |
|------------------------|----------|
| Principal | \$180.00 |
| Senior Project Manager | \$150.00 |
| LEED Specialist | \$150.00 |
| Project Architect | \$135.00 |
| Designer | \$85.00 |
| CADD | \$85.00 |
| Administration | \$66.00 |

If you have any questions or comments please feel and contact me at your convenience.

Sincerely

A handwritten signature in black ink, appearing to read 'Klindt D. Breckenridge'.

Klindt D. Breckenridge AIA
President