

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

**DATE OF MEETING:** March 30, 2010

**TITLE:** Award of Contract Architectural Services, Career and Technical Education Projects Based Upon Responses to Request for Qualifications (RFQ) 09-0067

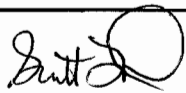
**BACKGROUND:**

The Arizona Administrative Code R7-2-1117 covers the procurement of professional services for architects. RFQ 09-0067 requested statements of qualifications from interested vendors to provide professional architectural services in support of Career and Technical Education projects at Amphitheater Schools. The primary funding source for these projects will be JTED funds. A notice of Request for Qualifications for Professional Architectural Services was advertised in the Legal Section of *The Daily Territorial*.

The evaluation team ranked each of the eight responding vendors based on the evaluation criteria listed in the RFQ. 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.

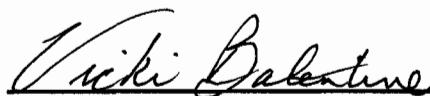
**RECOMMENDATION:**

The Administration recommends the Governing Board make the determination that the vendor's compensation for the services provided is both fair & reasonable and Award a Contract to EMC2 Architects based on their response to Request for Qualifications 09-0067.

<b>INITIATOR:</b>		Scott Little, Chief Financial Officer 3/23/2010
	<b>Signature</b>	<b>Name/Title</b>
		<b>Date</b>

**ASSOCIATE SUPERINTENDENT  
SIGNATURE:**

**SUPERINTENDENT SIGNATURE:**



Patti Greenleaf, CTE Director, Pat Sledge, Assistant Manager Operational Support and Pete Burgard, Purchasing Manager reviewed each of the eight vendor responses. The evaluation criteria in order of importance were: the professional background & caliber of the previous experience of each professional person with a focus on K-12 Career & Technical Education facilities. The vendors demonstrated record of performance with K-12 Career & Technical Education new construction and site renovation. The vendor's ability to control costs, meet schedules and their creativity & responsiveness to the RFQ requirements. The evaluation team ranked each vendor from high to low inviting EMC2, BWS and ABA Architects in for vendor discussions.

EMC2  
BWS  
ABA  
NTD  
WSM  
Scott Rumel  
Sakellar  
Seaver Franks

Vendor discussions focused on site renovation to support a CTE curriculum. Vendors were asked to walk the evaluation team through two CTE renovations completed by their firm, and to address the challenges met & how they were addressed. Was the budget met, the timeline for completion, etc.? Were the end users satisfied? How did the interior design enhance the project?

A second topic for discussion was the safety of the staff and students, a concern when construction takes place on an occupied campus. Vendors were asked how their firm works with general contractors to mitigate this risk. EMC2 was the highest ranked vendor. They provided good examples of the challenges encountered in renovating existing facilities to meet the requirements of a CTE Learning Center. They discussed constructing the facility to replicate a workplace environment, a real life setting, facilitating the transition from classroom to worksite. Examples provided included an auto shop, a hospital nursing facility with an ICU, a video lab, and a culinary arts facility. Their safety program included phasing construction to reduce the impact to the campus, completing work in one area before moving to the next.

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.

EMC2 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 EMC2 fee will be a percentage, 8.6% of the GMP, (guaranteed maximum price) using the Arizona School Facilities Board (SFB) architectural fee schedule Group D, Repairs and Renovations. The fee range provided by the SFB for Group D is 8.3% to 8.9%.

The Administration has reviewed the fee schedule provided by EMC2 and determined it to be fair and reasonable. A notarized EMC2 (certified) fee schedule signed by an officer of the company is on file in the Purchasing Department.



Architects ■ Planners, PC

*Learning Places & Growing Spaces*

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23 March 2010

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

**RE: Amphi CTE Projects**  
*Architectural Services RFQ #09-0067*

Dear Pete,

Emc2 Group is pleased to offer this fee proposal for architectural services for the above noted project. Emc2 Architects certifies the pricing data provided in this correspondence is to the best of our knowledge and belief accurate, complete and current as of the above date.

**Scope:**

We understand the proposed scope of this project to provide Architectural Services in support of new construction and site renovation at Amphitheater Schools, projects funded in support of Career & Technical Education (CTE) at Amphitheater Schools. The Scope of work required per project is \$300K or less.

The First planned project is site renovation at Canyon del Oro High School as described in the RFQ.

- Support a Building Trades Construction Program.
- Building expansion, parking lot excavation
- Lighting & Electrical upgrades, floor resurfacing
- Drainage, fencing and building access

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 the CTE project of this magnitude.

**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 Article 2 of AIA Document B141-1997. Our fee includes on-site civil and

landscape design and engineering. Preparation of LEED certification documentation and filing will be included in basic services if required.

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

**Fee:**

**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).**

**Sample Fee for the CTE Projects:**

$$\$300,000 \times 08.6 \text{ (Group D)} = \$ 25,800.00$$

**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 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

**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 Emc2 will be considered reimbursable at cost plus 10%:

1. Printing and reproduction of Owner review sets, bid sets, presentation and submittal sets.

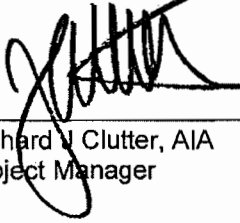
2. Plan review or permit fees
3. Special Inspections
4. Materials Testing
5. Geotechnical Report
6. Environmental Reports
7. Topographical and ALTA Surveys

Emc2 carries \$1,000,000 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,

*Emc2 GROUP ARCHITECTS PLANNERS, PC*

A handwritten signature in black ink, appearing to read 'Richard J. Clutter', is written over a horizontal line. The signature is stylized with a large initial 'R' and 'J'.

Richard J. Clutter, AIA  
Project Manager

### Arizona School Facilities Board

Adopted: January 7, 1999

Modified: September 2, 1999

Certified Correct: November 13, 2000

[Click Here: Word Doc for Printing](#)

#### 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.

<http://www.azsfb.gov/sfb/new%20construction/docs/arch%20fee%20guidelines.htm> 3/23/2010

## ARCHITECTURAL FEE GUIDELINES Page 2 of 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% 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.

<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
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<http://www.azsfb.gov/sfb/new%20construction/docs/arch%20fee%20guidelines.htm> 3/23/2010