



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

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**DATE OF MEETING:** August 7, 2012

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

- 1. Award of Contract for Architectural Services for Facility Improvements at Nash Elementary School Library Based on Responses to Request for Qualifications (RFQ) 11-0077**
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**BACKGROUND:**

Pursuant to the requirements of Arizona Administrative Code R7-2-1118, a Notice of Request for Qualifications for Professional Architectural Services was posted to the Purchasing Department's Web address. Request for Qualifications 11-0077 asked for statements of qualifications from interested architectural firms to provide professional architectural services for design, drawings, specifications, budget and scheduling associated with the renovation of the Nash Elementary School Library.

The scope of work, tenant improvements, includes energy efficient lighting & mechanical systems, phone & data cabling, and space improvements to include flooring, wall surfaces, partitions and a new entry. The evaluation team ranked each of the five responding vendors based on the evaluation criteria listed in the request for qualifications. The top three ranked vendors to met with the evaluation team for discussions. 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.

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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 Breckenridge Group Architects based on their response to Request for Qualifications 11-0077.

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**INITIATED BY:**

*Scott Little*

**Scott Little, Chief Financial Officer**

**Date: July 30, 2012**

*Patrick Nelson*

**Patrick Nelson, Superintendent**

## Evaluation Phase #1:

The evaluation team, Chris Louth, Brian Nottingham, Bob Hehli, Gerad Ball and Chris Gutierrez reviewed each vendor's response. The evaluation criteria in order of importance were:

- 1) Previous experience providing the scope of work required
- 2) The firms demonstrated record of performance
- 3) Creativity of the firm in their design solutions
- 4) Other criteria, excluding cost desired by the District to include responsiveness of the vendor in meeting the requirements of the RFQ

The five responding vendors evaluated were; Breckenridge Group, L-2 Architects, WFLA Associates, EMC2 and Sakellar Associates

Breckenridge Group, EMC2 and Sakellar Associates were the three highest ranked vendors.

## Evaluation Phase #2:

Vendor discussions focused on facility renovations on an occupied elementary school campus, utilizing a design, bid, build, (hard bid) construction procurement method and field investigations to identify all current structural, plumbing, electrical and mechanical service.

### Vendor Discussions:

#### Design, Bid, Build:

The work required at Nash Elementary School will be a hard bid, (design, bid, build) awarded to the low responding general contractor. The District has a number of concerns utilizing a design, bid, build construction delivery method. As the architect of record responsible for the Nash Library Bond Project how will your team mitigate these concerns? What is your firm's experience utilizing a design, bid, build construction delivery method for facility renovations? What skill sets do you bring to the table?

#### Construction Administration:

Define Construction Administration. If successful receiving an award of contract for the library renovation at Nash Elementary School who on your team will be tasked with this responsibility? Provide an example of Construction Administration for previous work completed similar in scope to the Nash Library.

#### As-Built Drawings:

Construction Documents and As-Built Drawings showing changes to the original construction documents are not available for this project. Measured Drawings, drawings required for the renovation work required will be necessary. This may pose a challenge given the age of building, etc. How will your team address this challenge and, how has your team met similar challenges on previous projects?

#### Technology:

Discuss your firm's experience providing technology infrastructure to clients, renovating their existing plant, school or office. The challenges incurred and how addressed.

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## Questions & Answers:

The Meeting Agenda requested a Principal of the Company and their Design & Construction Administration Architects be present. The evaluation committee was impressed with the dynamism of the Breckenridge staff members present. They functioned well as a team sharing responsibility for fielding the evaluator's questions and addressing the agenda items. They spoke of inviting in their consultants, (electrical, mechanical, etc.) to the Nash Library and as a team conduct their field investigations to assure the plans provided to the general contractors bidding the work were accurate and detailed as to the scope of work required. A final point resonated with the evaluation team, their mechanical designs would allow for ease of maintenance and specify equipment capable of long term, efficient operation. The evaluation committee voted to recommend Breckenridge Group Architects for an award of contract for the Nash Elementary School Library renovation.

### 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 November 13, 2000 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 schedule referenced above. Group D covers repairs, renovations, alterations to facilities, code corrective work or upgrades and system replacements. The fee range, Group D, for a projected cost between \$400,000 and \$1,000,000 is 7.8% to 8.3%. Please see Attachment A, Architectural Fee Guidelines. The fee proposed by Breckenridge Group Architects is 8.3%.

The proposed fee for architectural services for the Nash Elementary School Library Renovation is 8.3% of \$458,463 or \$38,052.

The Bond Projects Department requested The Breckenridge Group Architects to provide a fee schedule As-Built Plans to support the reconfiguration and renovation of the Nash Elementary School Library. The cost for this additional service is \$6,350.00. Please see the attached Breckenridge Fee Proposal dated July 20, 2012.

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>
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July 20, 2012

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

Re: RFQ 11-0077 Architectural Services – Facility Improvements at  
Nash Elementary School Library  
BGI #12.14.00

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 to reconfigure / renovate the Library at Nash Elementary School to meet programmatic and technology needs.

The specific scope to be executed for this contract will be determined and/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. 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 on 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 November 13, 2000, Group “D” – Repairs and Renovation fee multiplier: \$400,000 to \$1,000,000 Construction Cost Range.

Based on 2009 Amphitheater School District Bond Program Facilities Assessment the estimated cost shall be: \$458,463 x 8.3% (Group D).

Basic Design Services Fee: **\$38,052.00**

**Requested Additional Services**

Brian Nottingham and Chris Louth have requested that we prepare As-Built plans of existing conditions at the library. The work would include architectural, electrical, and mechanical/plumbing consulting engineer services. We intend to collect the necessary as-built information during on-site visits to Nash Elementary School with our project manager and project architect as well as Chris Monrad

from Monrad Electrical Engineering and from Kelly Wright & Associates Mechanical Engineers.

The scope of our as-built investigation is only the physical limits of the library, the roof and associated electrical, telecommunications, fire alarm and mechanical systems and necessary plumbing as a part of the mechanical system. Destructive testing/investigations or extensive visual or photographic inspections in concealed spaces is not a part of this fee. Should these type of investigations become necessary, we will inform your project manager before implementation and provide a fee for these services prior to commencing with the work.

Our fee for As-Built Plans to support the reconfiguration and renovation of the Nash Elementary School Library are as follows:

Architectural, including site visits, photographic documentation, physical measuring, floor plan verification, vertical element verification, floor plans, building sections and elevations.

Breckenridge Group - 29 hours x \$150.00 per hour	\$4,350.00
Monrad Electrical Engineering	\$1,000.00
Kelly Wright Mechanical Engineering	\$1,000.00
Total As-Built Documentation	<b>\$6,350.00</b>

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

**Additional Services:**

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

- Landscape architecture design
- Offsite civil design or engineering
- Preparation of easements, dedications, or civil/hydrological reports
- Storm water pollution plans
- Improvements to public utilities
- Hydrology studies and reports
- Traffic studies and reports
- Native plant preservation plans
- Kitchen equipment design
- Presentations to neighborhood and special interest groups
- Feasibility studies
- Development package (as required by COT)
- Design services caused by scope changes or extensive value engineering changes after the completion of documents
- Preparation of code variances

**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
- Utility review and connection fees
- Plan review or permit fees
- Special inspections
- Materials testing

**Hourly Rates:**

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

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