



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
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March 20, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG*

SUBJECT: Contracted Architectural Services- Reynolds, Smith and Hills, Inc. - Building 4-
Services Center, and Permission to Place Purchase Order

Attached please find a fee proposal from Reynolds, Smith and Hills, Inc. (RS&H) for architectural services required for the addition of a second story to building four at the District Complex. RS&H is the firm which designed the original structure and incorporated into those original plans the structural elements required to support a future second story.

In addition to basic services, RS&H will provide Facilities Programming Services to the District which will provide various departments at the District Complex assistance to maximize the functionality of the existing first floor and new second story. A more detailed explanation is in the attached letter from John Petrashek, Director of Construction Services and Code Compliance (CS&CC).

The total proposal, including basic services as well as programming services, is \$328,600 and is below the Florida Department of Management Services published fee schedule. This project will be funded through capital funds. The concept of reusing the existing structural design (concrete footings, reinforcing steel and second story support structures) is allowed in Chapter 4, Section 3, (2) of The State Requirement for Educational Facilities (SREF). RS&H has also agreed to extend the terms and conditions of the AIA Document B102-2007, *Standard form of Agreement between Owner and Architect without a Predefined Scope of Architectural Services* approved by the Board on July 20, 2010.

At this time, we are requesting permission to issue a purchase order to Reynolds, Smith and Hills, Inc. in the amount of \$328,600. Please feel free to contact John Petrashek at CS&CC or me at your earliest convenience if you have any question or concerns.

KDG/mw
Attachments

Date/Time: March 14, 2012 08:36:00



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34639 • 813/794-2000

Heather Fiorentino, Superintendent


www.pasco.k12.fl.us

Construction Services and Code Compliance
11839 Treebreeze Drive, New Port Richey, FL 34654
John L. Petrashek, Director

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CS&CC – 11/12 -143

To: Kendra Goodman, Purchasing Agent

From: John L. Petrashek, Director 

Date: March 20, 2012

Re: Reynolds, Smith and Hills, Inc. - Building 4 - Support Services Center

Due to the overcrowded conditions that exists for support services personnel throughout the district office complex and due to the fact that the first floor graphics shop is now empty; the architectural firm of Reynolds, Smith and Hills, Inc. (RS&H) was hired to perform a feasibility study to determine the feasibility of remodeling the Print Shop and the completion of the second story build out.

RS&H was commissioned for this study because they originally developed the architectural and engineering documents for the building, completed the contract administration component of the project and most importantly, designed the building to accommodate a second floor expansion project in the future. Structural calculations were integrated into the existing first floor structure with the intent to reuse their existing building design for a future second story enclosure. The study confirmed that Reynolds, Smith and Hill's original expansion concept does offer a cost effective option for providing District support services personnel with adequate space in which to deliver essential business services.

Upon request and with the understanding that the District intends to reuse the existing structural and building envelope designs developed by RS&H, they have submitted the attached proposal for the full component of required architectural and engineering services, based on the estimated construction cost of \$4,000,000.00. Using the approved Florida Department of Management Services fee schedule, the 7%, \$280,000 base fee and \$48,000 additional services fee, negotiated with RS&H is more than 1% less than the approved base fee schedule. In addition, RS&H would be the architect of record for the entire building, not simply the new expansion. This is critical in minimizing and resolving design conflicts which would arise if two independent architectural firms were responsible for designing various floors of the building, with each sitting upon a single foundation and structural support system.

The proposed plan of action will expand and remodel Building #4 in an effort to create a Business Services Center for the District. The intent is to provide accommodations for: Human Resources,

Sub-Central/Fingerprinting, Finance, Grants, Internal Audit, EBARM, EAP, Employee Relations, Food and Nutritional Services, Information Services, as well as the Purchasing Department.

This capital funded project is of high complexity considering that the design, construction documents and contract administration services provided by the architect must be scheduled and coordinated around a fully functioning building without disrupting the ongoing business services provided by the occupants. The work will also include major remodeling activities within the existing structure in an effort to improve the function and provide staff work space within the old graphic printing shop. Due to the complex and intricate nature of this project, I am respectfully requesting that the services of Reynolds, Smith and Hills, Inc. be used for this second floor expansion project.

RS&H has agreed to honor the terms and conditions as specified in their current architectural contract with the District: *ALA Document B102 - 2007, Standard Form of Agreement between Owner and Architect without a Predefined Scope of Architectural Services*. This architectural agreement was approved by the School Board on July 20, 2010.

Cc: Olga Swinson, CFO



Architectural, Engineering, Planning and Environmental Services

Reynolds, Smith and Hills, Inc.
1715 N. Westshore Boulevard, Suite 500
Tampa, FL 33607-3999
(813) 289-5550

FL Cert. Nos. AAC001886 • EB0005620 • LCC000210

March 7, 2012

Mr. John Petrashek
Director, Construction Services and Code Compliance
District School Board of Pasco County
11839 Tree Breeze Drive
New Port Richey, FL 34654

**Re: District Office Building 4 -- Business Services Addition/Renovations
Fee Proposal – Revision 1**

Dear John:

Reynolds, Smith and Hills, Inc. (RS&H) together with our consultants are pleased to present this fee proposal to perform architectural and engineering services to accomplish the District Office Building 4 Business Services Addition & Renovations. RS&H agrees to honor the terms and conditions as specified in our existing AIA Document B102 – 2007, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architects Services, approved by the District School Board of Pasco County on July 20, 2010.

GENERAL

- Pasco School District Offices Building 4 Business Services is located at 20430 Gator Lane, Land of Lakes, Florida and is situated off of Gator Lane.
- We understand your schedule will begin on or about 3/19/2012 with design transitioning to construction beginning on or about 1/30/2013 with completion of construction on or about 10/15/2013. A milestone schedule is outlined below.
- We understand from our scope meeting on 2/08/2012 that the RS&H Feasibility Study, dated January 10, 2012, Option 3 with changes discussed at this meeting will be the basis of design.
- This proposal includes any and all design Work required to completely build all portions of the new level 2 building enclosure and interior renovation of the existing spaces. A 5 year look ahead plan with projected staff growth is being developed and to be provided by DSBPC.
- It is our understanding the proposed departments and the target program NSF to occupy the addition and renovated areas are:

✓ Human Resources	5,200 NSF
✓ Sub-Central/Fingerprinting	1,400 NSF
✓ Finance	6,600 NSF
✓ Grants	800 NSF
✓ EBARM	2,575 NSF
✓ EAP	300 NSF
✓ Employee Relations	2,000 NSF
✓ Food & Nutrition Services	4,900 NSF

Mr. John Petrashek
Pasco District Office Building 4 - Business Services Addition & Renovations - RS&H Fee Proposal
March 7, 2012

✓ Circulation	2,200 NSF
Total	22,900 GSF

- The proposed fee is based on an estimated 10,400 SF addition on the 2nd floor and an estimated 22,000 SF interior renovation of levels 1 and 2 interiors excluding Purchasing Department on level 1 and Information Services Department on level 2.
- We propose to utilize Lyle Engineering Group, Inc. as MEP sub-consultants that produced the Feasibility Study. Architecture, Interior Design and Structural Engineering Services will be in-house.
- All site civil, site related permitting and landscape architecture related work is not included in this proposal as it is our understanding this scope will be by Owner.

ASSUMPTIONS

- We assume any existing plans of the existing space that may show changes from original Construction Documents will be available to RS&H for use in the development of the project.
- We understand a CM will be on board and under contract at the end of the Design Development phase.
 - ✓ The CM will field verify As-Built Conditions and provide such findings to RS&H for the teams use in documenting any changes that are different than shown on DD documents.
 - ✓ CM will provide a DD Construction Budget Estimate from the DD documents.
- Consultants to be bound by RS&H Standard Sub-consultant Agreement referencing the RS&H AIA Design Agreement with the District School Board of Pasco County and to be a full service agreement, i.e., frequent site visits, weekly meeting attendance as required, A&E to coordinate drawings before submittals, inspections, etc.
- Graphic Exhibits, Power-Point shows and Brochures to be provided for School Board use at milestone submittals.
- 5 year look ahead plan to be provided by DSBPC before start of design development.

BASIC SERVICES FEE & DELIVERABLES

Below is our lump sum fee for basic services, which includes the following deliverables and assumptions:

1. A/E to meet with District Staff as arranged and coordinated by the Project Coordinator to develop and provide approved submissions for:
 - Design Concepts
 - Renderings
 - Finish Selections
2. A/E to provide a "bubble diagram" layout of the identified functions in District Office Building #4 within 5 working days of agreement. When approved, this layout to be submitted on a foam board for use in presentations.

Mr. John Petrashek
Pasco District Office Building 4 - Business Services Addition & Renovations - RS&H Fee Proposal
March 7, 2012

3. A/E to provide DD Submittal which will include complete Plans and Specifications
4. A/E to provide 100% Review submittal consisting of 75%-90% Construction Documents.
5. A/E to provide final 100% Construction Documents for Permitting and distribution to the Construction Manager.
6. Deliverables to be provided by Architect as part of services shall be.
 - ✓ A/E to provide 5 copies of 100% CD Signed and Sealed Permit Plans and Specifications
 - ✓ A/E to provide 10 sets of final 100% CDs to the Construction Manager
 - ✓ A/E to provide PDF and CAD files to CM as required for Construction and Shop Drawing submissions.
 - ✓ Additional submittals of the above required due to A/E errors or omissions will be provided at no cost to the owner.
7. Bidding (Answering questions during bid and preparing addenda items required)
8. Shop Drawing Review (two reviews of shop drawing submittals)
9. Weekly visits to the site to observe the work in accordance with the Construction Documents Assume 8 month construction period or max. of 32 site visits during construction.
10. Basic services fees are based on a construction cost estimate of Option 3 for \$4M, excluding FFE, Fees, and Site related costs.

Base Fee Calculation

Base fee values cited below have been taken from the attached State of Florida, Department of Management Services Fee Schedule for Basic Architectural and Engineering Services. The definition of each project "group" curve has been explained and outlined into group definitions "A -G". RS&H understands this project to be an estimated 10,400 SF addition on the 2nd floor and an estimated 22,000 SF interior renovation of levels 1 and 2 interiors. RSH proposes using a 7.0% Basic Fee and Services of an assumed Construction Cost of 4,000,000 million.

Project Budget	\$ 4,000,000.00
Percentage	<u> x .070</u>
Basic Services Fee	\$ 280,000.00
Other Services:	
- Additional A/E Allowance:	\$ 20,000.00 (Not to exceed Allowance)
- Reimbursable Allowance	\$ 5,000.00 (Not to exceed Allowance)
- Facilities Programming	\$ 20,000.00 (Not to exceed Allowance)
- Office to Office (12 months @ 300/month)	<u>\$ 3,600.00 (Not to exceed Allowance)</u>
- TOTAL	\$ 328,600.00

SCHEDULE

Design NTP March 16, 2012
Construction Start Date: January 13, 2013

Mr. John Petrashek
Pasco District Office Building 4 - Business Services Addition & Renovations - RS&H Fee Proposal
March 7, 2012

Facility Final Completion: October 13, 2013

ANTICIPATED MILESTONES

2012

March 19	Start Development of Bubble Diagrams
March 26	Bubble Diagram Review
May 1	Design Development Review
July 15	100% Review Construction Documents (75%-90% CD's)
August 7	Permit Documents
November	Present Project to School Board for approval

2013

January	Begin Construction Activities
October	Final Completion/Occupancy

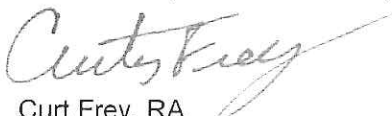
ADDITIONAL SERVICE FEES

- Additional Meetings or Site Visits made at the Owner's Request -- **\$125/Meeting Hour**. This rate is to be paid only for the individual(s) specifically requested or agreed to by the designated Owner's Representative in advance. This compensation is for meeting time only and does not include transportation time or preparation time. Such request shall be appropriately documented for audit purposes.
- Office to Office. The A/E shall arrange for Office to Office Service for a period of 12 months at a rate of **\$300/month**. This period shall begin with the submission of the 100% review set of Construction Documents.

If this proposal letter meets with your approval we look forward to the District School Board of Pasco County Standard AIA Design Contract agreement for execution. John, please do not hesitate to call me with any questions or comments. Reynolds, Smith, and Hills, Inc. and our sub-consultants truly appreciate the opportunity to provide these professional design services to the District School Board of Pasco County.

Sincerely,

REYNOLDS, SMITH & HILLS, INC.



Curt Frey, RA
Project Manager



John Pehling, AIA
Vice President
Fl. Reg. No. AR0012695

cc: File, Don Green