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**Architectural & Engineering Services for Matanzas High School Addition & Renovations
Request for Qualifications No. 22-01Q**

Non-Exclusive AGREEMENT BETWEEN
SCHOOL BOARD OF FLAGLER COUNTY, BUNNELL, FLORIDA
&
SCHENKEL & SHULTZ, INC.

THIS AGREEMENT, is entered into this 15th Day of February, 2022 by and between Schenkel & Shultz, Inc., 200 E. Robinson Street, Suite 300, Orlando, Florida 32801 (hereinafter the "Consultant") and the School Board of Flagler County, 1769 East Moody Blvd. Bldg. #2 Bunnell, Florida 32110 (hereinafter called the "Owner").

RECITALS

WHEREAS, these services have been competitively procured pursuant to 287.055, Florida Statutes, and Request for Qualifications No. 22-01Q (RFQ), in which all associated documents, addendums, and submissions are hereby made a part hereof;

WHEREAS, Consultant was the top ranked firm chosen by the Flagler County School Board (FCSB) Selection Committee, and the Owner and Consultant desire to enter into this Agreement to memorialize the terms under which Consultant will provide Architectural & Engineering Services for Matanzas High School Addition & Renovations;

In consideration of the mutual covenants contained herein, the Owner and Consultant agree as follows:

I. TERMS OF AGREEMENT

- A. The Owner does hereby retain the Consultant starting on the Agreement Date, to provide such services as detailed in Exhibit B.
- B. Services provided by the Consultant shall terminate on or before December 31, 2024, contingent on the course of the project. If a need for extension is necessary, the Owner may, at a regular or special Board meeting, extend this Agreement prior to the end of the term.
- C. This Agreement represents the entire agreement between the Owner and the Consultant as to the scope of services contemplated by this Agreement and supersedes all prior negotiations, representations or agreements.

II. REPRESENTATIVES

- A. The Owner's representative is David Freeman, Director of Plant Services, or his designee.
- B. The Consultant's authorized representative is Patrick Rauch, AIA, Principal.

III. SERVICES

Consultant shall provide services as detailed in Exhibit B.

IV. COMPENSATION & PAYMENT

- A. Consultant shall be compensated as detailed in Exhibit B.
- B. The Contractor shall provide an invoice to Owner by the 10th of each month for services rendered during the prior month.
- C. Total payments under this Agreement shall not exceed \$1,372,100.00. Payment will be made in accordance with Section 218.70, Florida Statutes, et seq., the Florida Prompt Payment Act.
- D. The Consultant shall execute and furnish to the Owner a Truth-In-Negotiations Certificate (Exhibit A) stating that wage rates and other factual unit costs supporting compensation are accurate, complete, and current at the time of executing this Agreement.

V. AMENDMENTS/ADDITIONAL SERVICES

The Director of Plant Services and the Director of Finance are authorized to approve Amendments which will not alter the Agreement amount more than ten thousand dollars (\$10,000.00) over the original amount or the last amount (increase or decrease) approved by the School Board and recorded in its minutes. The Superintendent is authorized to approve Amendments which will not increase the amount more than fifty thousand dollars (\$50,000.00) over the original amount or the last amount (increase or decrease) approved by the School Board and recorded in its minutes.

- A. The Consultant may be requested to provide additional services which would require a written Amendment.
- B. In the Superintendent's absence, the Director of Plant Services and/or Director of Finance shall serve as the Superintendent's designees.

VI. PROJECT SITE

Consultant acknowledges and understands that the projects contemplated by this Agreement are being conducted on public property owned by the Owner, which property at various times may be occupied by students, teachers, parents and school administrators. Accordingly, in order to secure the property, and otherwise comply with applicable law, the Consultant agrees to the following provisions and also agrees that the failure to comply with any of these provisions may result in the termination of this Agreement.

- A. All Owner facilities are smoke free. Smoking is strictly prohibited;
- B. All Employees and Subcontractors of the Consultant shall be provided an identification badge by Consultant. Such identification badge must be prominently displayed on the outside of the Employees' clothing at all times. All Employees working at the Project site must sign in and out with Consultant and/or School Board Representative each day;
- C. Consultant shall strictly limit its operations to the designated work areas and shall not permit any Employee or Subcontractor to enter any other portions of Owner's property without Owner's expressed prior written consent;
- D. All Employees and Subcontractors are prohibited from distributing any papers or other materials upon Owner's property, and are strictly prohibited from using any of Owner's telephones or other office equipment;
- E. All Employees and Subcontractors shall at all times comply with OSHA regulations with respect to dress and conduct at the Project site. Further, all Employees shall comply with the dress, conduct and facility regulations issued by Owner's officials onsite, as said regulations may be changed from time to time;
- F. All Employees and Subcontractors shall enter and leave Owner's facilities only through the ingress and egress

points identified in the site utilization plan approved by Owner or as otherwise designated, from time to time, by Owner in writing;

- G. When requested, Consultant shall cooperate with any ongoing Owner investigation involving personal injury, economic loss or damage to Owner's facilities or personal property therein;
- H. Owner considers the employment of unauthorized aliens by the Consultant, or any of its subcontractors, a violation of Section 274(A)(e) of the Immigration and Naturalization Act. If it is determined that an unauthorized alien is working on the Project, the Consultant shall take all steps necessary to remove such unauthorized alien from the property and the project. Owner shall have the right to terminate this Agreement if the Consultant does not comply with this provision;
- I. Possession of firearms will not be tolerated on the Project or the Owner's property. No person who has a firearm in their vehicle may park their vehicle on the Owner's property. Furthermore, no person may possess or bring a firearm on School District property. If any employee/independent contractor of the Consultant, or any of its subcontractors, is found to have brought a firearm on to the Owner's property, said employee/independent contractor shall be removed and terminated from the project by the Consultant. If a subcontractor fails to terminate said employee/independent contractor, the Consultant shall terminate its agreement with the subcontractor. If the Consultant fails to terminate said employee/independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee/independent contractor, this Agreement may be terminated by the Owner. "Firearm" means any weapon (including a starter gun or antique firearm) which is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device, or any machine gun. Powder actuated construction nailers and fasteners are excluded from this definition;
- J. In order to insure that no sexual predators or sexual offenders are working on the project site, Consultant shall perform a query of all its employees/independent contractors working at the project site, and require all of its subcontractors to perform a query of their employees/independent contractors working at the project site, against the Florida Department of Law Enforcement Sexual Predator/Offender Registry (www.fdlestate.fl.us). Any person who is on the Sexual Predator/Offender Registry shall not be allowed on the project, and Consultant shall immediately remove such person from the Project and the property. Consultant shall, upon request by the Owner, provide evidence that such queries have been done on all personnel working at the project site. Owner shall have the right to terminate this Agreement if the Consultant, or any subcontractor, does not comply with this provision.
- K. If the Jessica Lunsford Act is applicable to Project, Consultant, employees of Consultant, independent contractors and Subcontractors will be required to comply with all necessary clearance as required by the Flagler County School Board Human Resources Department. Expenses for clearance is the responsibility of the Consultant. After the background check, those workers receiving clearance to work on school sites will be issued a badge by the Human Resource Department. Badges will only be issued upon presentation of at least one form of Picture ID acceptable to the District.
- L. Employees, independent contractors and/or subcontractors of Consultant performing services on any FCSB site must be 18 years old or older and shall be permanent (full or part-time) employees of the Consultant or any subcontractor or independent contractor. Employees of the Consultant who have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense referred to in Sec. 435.04, F.S., shall not be allowed to enter any FCSB work site. These offenses include, but are not limited to, the following: (a) sexual misconduct; (b) sexual battery; (c) murder, homicide or manslaughter; (d) assault on a minor; (e) prostitution; (f) lewd and lascivious behavior; (g) lewdness and indecent exposure; (h) child abuse, aggravated child abuse, or neglect of a child; (i) contributing to the delinquency or dependency of a child; (j) negligent treatment of children, (k) sexual performance by a child;

- (l) encouraging or recruiting another to join a criminal gang; (m) exhibiting firearms or weapons within 1,000 feet of a school; (n) obscene literature; (o) drug trafficking; and (p) any other crime involving moral turpitude. If it is determined that any person with such criminal history is on the project site, the Consultant agrees to take all steps necessary to remove such person from the project and the property. Owner shall have the right to terminate this Agreement if the Consultant does not comply with this provision.
- M. Employees, independent contractors and subcontractors of Consultant performing services on any FCSB site shall adhere to FCSB rules and regulations regarding appropriate attire, prohibition of smoking, usage of proper language, prohibition of use and possession of controlled substances and alcoholic beverages, including tobacco and tobacco products, – either on their person or in their personal or company-owned vehicle, and any other restrictions or requirements that may apply. If any employee/independent contractor is found to have brought and/or used or is under the influence of any illegal mind altering substances as delineated in Chapter 893, Florida Statutes, on the Owner’s property, said employee/independent contractor or subcontractor shall be removed and terminated from the project by the Consultant. If a subcontractor fails to terminate said employee/independent contractor, the Consultant shall terminate its agreement with the subcontractor for the project. If the Consultant fails to terminate said employee/independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee/independent contractor, this Agreement may be terminated by the Owner;
- N. All costs related to Consultant or subcontractor’s compliance with and implementation of the background checking procedure set forth in this Article VI, Item K shall be considered a Cost of the Work.
- O. Interaction between the employees/independent contractors or subcontractors of Consultant and the teacher and student population is strictly prohibited;
- P. The employees/independent contractors or subcontractor of Consultant may not solicit, distribute or sell products while on Owner’s property. Friends, family members or other visitors of the employees are not permitted on Owner’s property; and
- Q. At all times Consultant shall adhere to Owner’s safety and security regulations, and shall comply with all security requirements at Owner’s facilities as said regulations and requirements may be modified or changed by Owner from time to time with notice and opportunity to approve provided to Consultant.
- R. The Consultant shall implement appropriate measures designed to ensure the confidentiality and security of student information and confidential data, protect against any anticipated hazards or threats to the integrity or security of such information, protect against unauthorized access or disclosure of information, and prevent any other action that could result in substantial harm to Owner or an individual identified with the data or information in Consultant’s custody.

VII. INSURANCE

- A. The Consultant, at its sole expense, must obtain and maintain during the term(s) of the contract, and applicable to Consultant, its employees, agents, and subcontractors, the following insurance:
1. Workers Compensation insurance in statutory amounts and Employers Liability in an amount not less than One Million Dollars (\$1,000,000) each accident/disease. This insurance shall apply to all Consultant’s employees who will be engaged in the performance of the services in this Agreement.
 2. Commercial General Liability insurance, including products and completed operations and contractual liability, arising from any and all claims for property damage and bodily injury, including death, in an amount not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate.

3. Automobile Liability insurance, including all owned, non-owned, and hired vehicles used in conjunction with providing services outlined in this Agreement, for property damage and bodily injury, including death, in an amount not less than One Million Dollars (\$1,000,000) each accident. This policy must include
 4. Professional Liability insurance for any and all claims as a result of an action, lack of action, error or omission by Contractor, its employees or subcontractors in an amount not less than One Million Dollars (\$1,000,000) each claim. If such policy is written on a "claims-made" basis, coverage shall remain in effect for three (3) years after the expiration or termination of this Agreement and any of its extensions.
 5. Errors and Omissions or Liability – The Consultant shall carry a minimum of Three Million Dollars (\$3,000,000) on projects estimated to cost more than \$10,000,000.00.
- B. All insurance policies shall be issued by insurers licensed to do business in the State of Florida and any insuring company is required to have a minimum rating of A- in the "Best Key Rating Guide" published by A.M. Best & Company, Inc.
 - C. The School Board of Flagler County, its board members, employees, and representatives shall be listed both as an "Additional Insured" and "Certificate Holder" on the policy.
 - D. The Consultant must submit to the Purchasing Department a certificate of insurance prior to the start of the contract. In no event may the insurance coverage be less than described.

VIII. OWNERSHIP OF DOCUMENTS

All plans, drawings, specifications, computations, sketches, data, models, photographs, renderings and other like materials relating to the services documents shall become the property of the Owner at the conclusion of each project, or termination of the services of the Consultant, whichever is earlier, and shall be delivered to the Owner clearly marked and identified and in good order. Notwithstanding anything contained within this Agreement to the contrary, the Owner shall be entitled to use the construction documents prepared by the Consultant under this Agreement for subsequent projects of the Owner. In the event the construction documents are used by the Owner for subsequent projects, the Consultant shall be paid a reasonable fee for specific site development, design revisions, and construction administration provided that the Owner deems such services are necessary and the Consultant is available to perform such services. However, under no circumstances shall the Owner be required to pay the Consultant a royalty or reuse fee for its use of the construction documents as contemplated herein.

IX. PROHIBITION AGAINST CONTINGENT FEES

The Consultant warrants that the Consultant has not employed or retained any company or person, that the Consultant has not paid or agreed to pay any person, company, corporation, individual or Consultant, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this provision, the Owner shall have the right to terminate this Agreement without liability and, at Owner's discretion, to deduct from this Agreement price or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

X. TERMINATION FOR CONVENIENCE

FCSB, by written notice to Consultant, may terminate the Contract in whole or in part when FCSB determines in its sole discretion that it is in its best interest to do so. Consultant shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. Consultant shall not be entitled to recover any cancellation charges or lost profits.

XI. TERMINATION FOR CAUSE

FCSB may terminate the Contract if Consultant fails to: (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. Consultant shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, Consultant shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of Consultant. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Consultant and the subcontractor, and without the fault or negligence of either, Consultant shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for Consultant to meet the required delivery schedule. If, after termination, it is determined that Consultant was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of FCSB. The rights and remedies of FCSB in this clause are in addition to any other rights and remedies provided by law or under the Contract.

XII. CANCELLATION

- A. Upon failure of the Consultant to perform services in a timely and acceptable manner, the Owner may cancel this Agreement, provided written notice of such failure is first given to the Consultant and such failure is not corrected within ten (10) days thereafter. The Consultant shall be paid for services performed to the date of receipt of notification of cancellation.
- B. If this Agreement is terminated by the Owner for any other reason than failure of the Consultant to comply with the Agreement stipulation, then payment shall be made to the Consultant for all work performed to date of cancellation.

XIII. LITIGATION

In the event of litigation under this Agreement, the prevailing party shall be entitled to recover all court costs, the cost of appeals, and reasonable attorney's fees from the other party. This Agreement shall be governed by the laws of the State of Florida. Any legal actions arising from disputes, claims or other, matters in question between the parties to this Agreement shall be brought to a state court located in Flagler County, Florida for resolution.

XIV. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the Owner, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of this Agreement.

XV. EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the Owner and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both Owner and Consultant.

REMAINDER OF THIS PAGE REMAINS BLANK

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the day and year as written.

CONSULTANT: SCHENKEL & SHULTZ, INC.



Authorized Representative Signature

PATRICK RAUH

2/16/22

Name & Title (Type or Print)


Date

**SCHOOL BOARD OF FLAGLER COUNTY
BUNNELL, FLORIDA**



Trevor Tucker, Chairman

ATTEST:



Cathy Mittelstadt, Superintendent

Approved as to form and legality



Kristy Gavin, School Board Attorney



TRUTH-IN-NEGOTIATION CERTIFICATION

Flagler Schools RFQ/Contract No: 22-01Q
Flagler Schools Project Name/Title: Matanzas HS
Consultant/Firm: Schenkel & Shultz, Inc.

1. Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee Professional Services Agreement negotiated between Flagler Schools and the Consultant/Firm over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Consultant/Firm shall execute this Truth-In-Negotiation Certificate ("Certificate") and include it with the submittal of its proposal or as prescribed in the solicitation.
2. The Consultant/Firm hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project are accurate, complete, and current at the time of contracting.
3. The Consultant/Firm further agrees that the original agreement price and any additions thereto will be adjusted to exclude any significant sums by which Flagler Schools determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments must be made within (1) year following the end of the agreement. For purpose of this Certificate, the end of the Agreement shall be deemed to be the date of final billing or acceptance of the Services/Work by Flagler Schools, whichever is later.
4. This Certificate shall be executed by an authorized officer of the Successful Proposer as listed in the Proposal.

By: 
Authorized Signature

2/16/22
Date

PATRICK RARCH
Print Name

PRINCIPAL
Title

Exhibit "B"

February 2nd 2022 revised

David Freeman
Director of Plant Services
Flagler County Schools
245 Education Way
Bunnell, FL 32110

RE: Matanzas High School Addition and Renovations

Dear David:

It is our pleasure to provide Flagler County Public Schools (FCPS) a proposal regarding Matanzas High School Additions and Renovations. The overall proposed project budget is \$18,000,000 with a presumed construction budget of approximately \$14,400,000. The scope of the work is listed below:

Proposed Scope of Work

- o Combination of new construction and remodeling of existing space to yield approximately 380 additional student stations.
- o New, 20,000 GSF, 2-story classroom multipurpose addition.
- o New Pre-Engineered Metal Building for athletic amenities near the existing wrestling facility.
- o Renovations to the existing building 9 & 10, media center, and/or dining facility on campus.
- o Site work, including siting of the new buildings and plaza area near stadium entry

Scope of Services

The scope of services will include Architectural, Cost Estimating, Civil Engineering, Landscape design, Structural Engineering, Plumbing, Fire Protection, Mechanical, Commissioning (FBC required), and Electrical Engineering. This scope phases shall be broken down as follows:

- o Programming / Concept Design
- o Schematic Design
- o Design Development
- o 50% Construction Documents
- o 100% Construction Documents
- o Site / Building Permitting
- o Bidding
- o Construction Administration

Schedule

We have developed a preliminary project design schedule (attached) that indicates delivery of the construction documents for bidding by April 2023 to allow for a construction phase of work from May 2023 to August 2024.

Reimbursable Project Expenses

These fees are for reimbursable expense including printing, permit fees, and any other use that FCPS directs/approves for services related to this project. We are proposing a lump sum fee for this. Any unused portions of this fee would be retained by FCPS.

Proposed Reimbursable fees are: **\$5,000.00**

Compensation for Services

Compensation for Services are based on the Florida Department of Management Services (DMS) Curve. Because this project has both "Group D – Average Complexity" and also "Group C – Repairs and Renovations", an average of both factors was applied to calculate design fees. As required, the construction cost for the building excludes site work. The calculated construction cost for building is approximately \$13,900,000. Therefore the average between the two complexity group percentages is 7.09%.

Also as required, civil engineering design, landscape architecture and irrigation design, and detailed cost estimating has been excluded from this calculation and are considered "Additional Services & Expenses".

Basic Services (7.09% of \$13,900,000):	\$ 1,098,100.00
<u>Additional Services:</u>	<u>\$ 274,000.00</u>

TOTAL FEE: \$ 1,372,100.00

Compensation for Basic Services

1. Program Verification / Concept Design	\$ 54,905.00
2. Schematic Design:	\$ 109,810.00
3. Design Development	\$ 164,715.00
4. 50% Construction Documents:	\$ 219,620.00
5. 100% Construction Documents:	\$ 274,525.00
6. Bidding & Permitting	\$ 32,943.00
7. Construction Administration	\$ 219,620.00
8. Project Close Out :	\$ 21,962.00
SUB TOTAL FEE	\$1,098,100.00

Compensation for Additional Services

o Civil Engineering	\$ 203,500.00
o Landscape Arch / Irrigation	\$ 14,000.00
o Environmental	\$ 1,500.00
o HVAC Chiller Analysis	\$ 10,000.00
o HVAC Commissioning	\$ 25,000.00
o Detailed Cost Estimating	\$ 20,000.00
SUB TOTAL FEE	\$ 274,000.00

Consultants

a) SchenkelShultz Architecture:	\$ 753,100.00
b) Specs Plus, Inc.	\$ 8,000.00
c) Zev Cohen & Associates	\$ 219,000.00
d) Matern Professional Engineers	\$ 307,000.00
e) Clancy & Theys (Estimating)	\$ 20,000.00
f) BBM Structural Engineers	\$ 65,000.00
TOTAL FEE	\$ 1,372,100.00

Scope Exclusions

- o Surveying*
- o Geotechnical Investigation*
- o Hazardous Material Investigation or Mitigation
- o Traffic Engineering Services
- o Any off-site work, as none is currently anticipated
- o Modifications to the existing Kitchen. This scope does anticipate making some potential modifications to create a snack bar with warming ovens or coolers but no food service consultants is included in the scope of work.
- o The new buildings will NOT be an EHPA facility
- o LEED or other Sustainability certifications
- o Specialty design disciplines/services not specifically listed in the scope of work outlined above have not been included as they are not anticipated to be needed/required by the school district. Excluded disciplines/services include, but are not limited to, acoustical design, theatrical lighting design, FF&E design, and educational specification development.

*For surveying and geotechnical investigation, the design team will assisting procuring the proposal and submitting to Flagler County schools. The actual contract to do the Work for surveying and geotechnical investigation will be between the School District and the entities.

After this proposal is approved, a contract for architectural professional services will be developed with Flagler County Public Schools and SchenkelShultz Architecture. We look forward to participating in this rewarding project and the opportunity for a lasting relationship with Flagler County Public Schools.

Sincerely,



Patrick G. Rauch, AIA,
Principal

**Flagler County Schools
Matanzas High School**

02/2/2022

Design Schedule

NTP:	March 1st 2022
Programming/Concept Design:	April 22nd 2022 (7 Weeks)
Schematic Design:	June 10th 2022* (8 Weeks)
Owner Review:	June 17th 2022
Design Development:	August 5th 2022 (8 Weeks)
Owner Review/Estimate:	August 12th 2022
50% Construction Documents:	October 14th 2022 (10 weeks)
Owner Review/Estimate:	November 4th 2022
100% Construction Documents:	January 10th 2023 (13 weeks)
Bidding / Permitting:	January 11th 2023 – March 21st (10 weeks)
Procurement Board Approval	April 2023 (1 month)
Construction:	May 2023 – June 2024 (13 months)
Close Out, T&B, CX:	July 2024 – August 2024 (2 months)

*Schematic Design Period Includes Series of Design Charrettes / Stakeholder Meetings to get feedback (objective is to complete prior to last day of school on May 26th 2022)

**DESIGN CHARRETTES REVIEW SCHEDULE
May 2022**

Session #1: May 10th 2022 (Tuesday):

Safety & Security
Information and Technology

Session #2: May 12th 2022 (Thursday):

Building Systems (Plumbing, HVAC, Elec)

Session #3: May 17th 2022 (Tuesday)

Classroom Curriculum
Media Center Curriculum
CTE Curriculum (Carpentry)
Dining & Food Service

Session #4: May 19th 2022 (Thursday)

Athletics / Fieldhouse
Maintenance Grounds & Landscaping

Scope Responsibility Matrix
10-Jan

X = Primary Responsibility
N/A = Not Applicable

General Scope of Work

New 2-story Classroom Addition, new PEMB athletic fieldhouse, and renovations to media center and/or cafeteria. The scope of services to be provided by the Architect (or his sub-consultants) includes:

Scope	Architect	Owner/Other	Notes
General			
Project Management	X		
Permitting	X		
Specifications	X		
Planning & Programming			
Design Charrette/ Stakeholder Programming Meetings	X		
Facilities List	X		
Educational Specifications		X	If available
Cost Estimating			
Budgeting or Cost/SF Basis	X		
Detailed Cost Estimating	X		
Sustainability			
Sustainability Compliance	X		Design to an applicable sustainability standard per statute
LEED/Sustainable Certification	N/A		Not included for this project
Architecture			
Architectural Design	X		
Interior Design			
Finish Plans, Patterns, and Color Selections	X		Owner to purchase/install carpet tiles
FF&E Plans	X		
FF&E Procurement Package		X	
Site/Civil Engineering & Related			
Site Master Planning	X		
Civil Engineering on-site including (grading, utilities, & stormwater)	X		
Off-site Roadway Design		N/A	
Off-Site Utilities		N/A	
Environmental Consulting Services as required (Wetlands & Species)	X		ZC to do initial review of site to determine if required.
Traffic Report/Analysis		N/A	
Traffic Engineering		N/A	
Surveying (Topo, Tree, & Boundary)	X		
Geotechnical Soils Report	X		
City/County Site Plan Approval		N/A	Not required.
Landscape Architecture	X		
Sports Field and Courts Design		N/A	Need to discuss track improvements if desired.
Hardscape Design	X		Plaza Entry
Structural Engineering			
Structural Engineering	X		
Threshold Inspection Plan	X		Inspections by third party
MEP/FP Engineering			
Mechanical Engineering	X		MEP to provide chiller analysis as well
Plumbing Engineering	X		
Fire Protection Engineering	X		
Electrical Engineering	X		
Site Lighting		N/A	No new parking lot expansion
Security System Infrastructure	X		Includes infrastructure/raceways for Owner provided Security System
Security System		X	
Communications, I.T., A/V Engineering	X		
Instructional Technology (projectors, smartboards, touch screen TVs, TVs, Audio Enhancement System)	X		Owner furnished and installed. Design team will locate and equipment on plans so GC can provide infrastructure to areas.
Specialties			
Theatrical Lighting & Rigging		N/A	
Acoustical Design		N/A	
Food Service Design		N/A	
Enhanced Hurricane Protection Area (EHPA) Shelter Design		N/A	

Scope Responsibility Matrix
10-Jan

X = Primary Responsibility
N/A = Not Applicable

General Scope of Work

New 2-story Classroom Addition, new PEMB athletic fieldhouse, and renovations to media center and/or cafeteria. The scope of services to be provided by the Architect (or his sub-consultants) includes:

Project Phases Matanzas HS			
Programming/Concept Design	X		Includes chiller analysis
Schematic Design	X		Includes design workshops with user groups
Design Development	X		
50% Construction Doc	X		
100% Construction Doc	X		
Bidding / Permitting	X		
Construction Phase	X		
Project Closeout	X		A/E team responsibilities include punchlists and review of warranties, O&M manuals, and as-builts from CM

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Department of Management Services

[Florida Department of Management Services](#) > [Business Operations](#) > [Real Estate Development and Management](#) > [Building Construction](#) > [Forms and Documents](#) > [Design Professional Fee Guidelines](#) > Fee Guide Calculator For AE Services

Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Project Name							
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 13,900,000	7.39%	6.95%	7.69%	6.49%	6.06%	5.62%	6.70%
CALCULATED FEE	\$1,027,873	\$965,499	\$1,068,680	\$902,717	\$842,323	\$781,509	\$930,901

GROUP DEFINITIONS

"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY: Complex Laboratories, Medical Hospitals

"B" - MORE THAN AVERAGE COMPLEXITY: Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers

"C" - REPAIRS AND RENOVATIONS: Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work

"D" - AVERAGE COMPLEXITY: General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings

"E" - LESS THAN AVERAGE COMPLEXITY: Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures

"F"- CONSIDERABLY LESS THAN AVERAGE COMPLEXITY: Warehouses, Parking Garages, Storage Facilities

"G" -BUILDING ENGINEERING SERVICES: Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and are not included within the basic fee represented by the fee guides:

- Feasibility Studies/ Analysis

- LEED Consultation

- Facility Programming
- Master Planning
- Soils Investigations/Reports
- Surveys -Topographic/Boundary
 - Vegetation/Improvements/Utilities
- Measured Drawings of Existing Facilities
- Existing Facilities Analysis
- Toxic Substance Mitigation Surveys and Consultation
- Site Environmental Assessments
- Site DRI, PUD, Site Plan Review and/or Zoning Modifications
- Traffic Analysis and Traffic Signal Warrant Studies
- Civil Engineering Design including Paving/Grading/Utilities/Drainage/Storm-water Management/Environmental & All Site Permitting
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design
- Landscape Architectural & Irrigation Design
- Specialty Consultants
 - Voice/Data Communications; Electronic/Audio Visual; Food Service Equipment; Hazardous Material; Hospital/Laboratory; Interior Design; Indoor Air Quality; Quality Control; Theater/Acoustical; Security
- Life Cycle Cost (ROI) and/or Federal DOE Energy Analysis

- Graphic and Signage Design
- Special Code Reviews including ACHA
- Detailed Cost Estimates
- Documents Prepared For:
 - Alternate Bids Exceeding Contract Scope
 - Excessive Change Orders
 - Multiple Construction Contracts
 - Record Documents/As Builts
- Prolonged Construction Contract Administration Services
- Structural Threshold Inspections
- Project Representation During Construction Beyond Bi-Monthly Administration
- Additional Construction Contract
 - Administration Services for Multiple Contracts
- Building Commissioning and Training Services
- Post Occupancy Inspections/ Evaluations
- Renderings/ Models
- Substantive Changes to Scope, Size or Complexity
- Owner Requested Changes to Approved Documents
- Reimbursable Expenses*
 - Including, but not limited to, reproduction/ printing costs, travel expenses, and special mail service expenses

* As defined in the Division of Real Estate Development and Management Form of Agreement Between Owner and Architect - Engineer.