



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
 DEPARTMENT OF PROGRAM MANAGEMENT  
 3300 Forest Hill Boulevard, Suite C-331  
 West Palm Beach, FL 33406  
 (561) 434-8283 • Fax (561) 434-8884

**Transmittal Letter**

Project No 0581-4100  
 Project Forest Hill HS - Cafeteria Renovations  
 Date 11-12-12

**TO**  
 Steve Bonino, Director  
 School Food Service  
 3661 Interstate Park Road North  
 West Palm Beach FL 33404

**FROM**  
 Carey Kelly  
 SDPBC - Program Management - Minor Projects  
 3661 Interstate Park Road North, Suite 200  
 West Palm Beach FL 33404  
 Office 561-882-1934, Cell 561-662-0972, Fax 561-882-1977

If enclosures are not as noted, please inform us immediately.

- Acknowledge receipt of enclosures
- Return enclosures to us.

**WE TRANSMIT**

- herewith
- in accordance with your request
- under separate cover via *(specify below)*  
Proposal & ShortForm Agreement for review and approval

**FOR YOUR**

- approval
- review & comment
- use
- distribution to parties
- record
- information

**THE FOLLOWING**

- Drawings
- Specifications
- Change Order
- Shop Drawing Prints
- Shop Drawing Reproducible
- Samples
- Product
- cited above

**REMARKS**

Steve,

Attached is one (1) original copy of the A/E Proposal and Short Form Agreement for the Subject Project.

Please enter a requisition in the system for the amount indicated, following your review and consideration of approval.

Should you have any questions, please don't hesitate to contact me.

**COPIES TO** *(check if enclosures are included)*

- File \_\_\_\_\_
- Tim Woodruff \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**RECEIVED BY**

\_\_\_\_\_  
 SIGNATURE DATE

**SCHOOL DISTRICT of PALM BEACH COUNTY CONSULTANT  
SHORT FORM AGREEMENT**

**This Short Form Agreement further delineates the services referenced in the current Master Agreement between the Consultant and the School District of Palm Beach County, Florida, and hereby incorporates all terms and conditions of the Master Agreement. THE SHORT FORM AGREEMENT WILL NOT BE APPROVED UNLESS ALL INFORMATION IS PROVIDED.**

Project Name/Location: Forest Hill High School Cafeteria Project			
School District Project #: 0581-4100			
Description of Project and Scope of Work: (Use, back, if more space is necessary) Architectural, MEP, and Food Service Design and Construction Documents for the Cafeteria Remodeling project at Forest Hill High School as outlined in our proposal dated November 6th, 2012.			
Basic Services - Lump Sum Fee Amount: \$ 33,540.00 _____ or			
Hourly Not-To-Exceed Amount (If Applicable): \$ _____			
MAXIMUM CONSTRUCTION COST: \$ 400,000.00 _____			
M/WBE SUBCONSULTANT UTILIZATION-if not required per Scope of Work, indicate n/a and state reason. (The District is committed to achieving 15% M/WBE participation on each project, if M/WBE Participation is not applicable for this project, provide a detailed explanation.			
<b>FIRM(S)</b>	<b>CONTRACT SERVICE</b>	<b>EST. FEE</b>	<b>% OF TOTAL</b>
Minor Project, Continuing Services Agreement for Architectural Services does not require M/WBE Subconsultant Utilization. This project is similar to Serving Line Modification project at Atlantic High School. In order to meet the schedule and budget, the same subconsultants are utilized for this project.			
_____	_____	_____	_____
_____	_____	_____	_____
Project Schedule (Specify milestone tasks and completion dates)			
<u>TASK(S)</u>	<u>TASK COMPLETION DATE(S)</u>		
000% Construction Documents	01/15/13		
Permitting	02/15/13		
Bidding	02/28/13		
Construction Start	06/07/13		
Substantial Completion	07/31/13		
Final Completion	09/30/13		
The following attachment is hereby made part of this SHORT FORM AGREEMENT: Revised Proposal Dated 11/06/12			

Reviewed and Approved by:

  
Project Field Representative/Projects Coordinator

11-12-12  
Date

  
Senior Projects Administrator

11-12-12  
Date

  
Department Director/Representative

11-12-12  
Date

\_\_\_\_\_  
Director of Purchasing Department

\_\_\_\_\_  
Date

Consultant/Title: Zyscovich Architects

Address: 100 N. Biscayne Blvd., 27th Floor

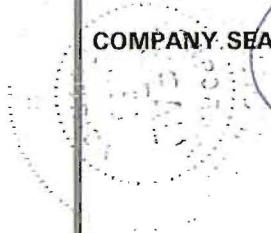
City, State, Zip: Miami, FL 33132

Phone #: 305-372-5222 Fax #: 305-577-4521

Email Address: jose@zyscovich.com

Authorizing Signature:  Title Vice President Date 11/07/12

COMPANY SEAL



October 25<sup>th</sup>, 2012  
 (Revised November 6<sup>th</sup>, 2012)

Ms. Carey Kelly  
 The School District of Palm Beach County  
 3661 Interstate Park Road North  
 Riviera Beach, FL 33404

Re: Forest Hill High School Cafeteria Remodeling Fee Proposal

Dear Ms. Kelly:

We are pleased to re-submit our fee proposal for the Cafeteria Remodeling project at Forest Hill High School in Palm Beach County Florida.

As we discussed during our site visit, the scope of work will be to provide improvements to the serving lines to enhance customer services. In general, the work will include new menu boards, decorative lighting, additional equipment and serving line layout changes. The layout will be similar to the new improvements recently constructed at Atlantic High School in Delray Beach. Also, our team will provide video monitors displays and recommendations for fixed seating/booth locations in the general dining room.

#### A. Scope of Professional Services

1. Generally: Zyscovich will provide document research for the plans and site inspections at Forest Hill High School (FHHS). Acquire archived AutoCAD drawings for use as the base plans for the culinary modernization. Combine site observations with SFS and other department input for the provision of design, permitting and construction services for a renovation project at FHHS. Zyscovich shall manage all required design disciplines in a timely manner. Provide drawing modules of the design aspects (as approved by SFS) for use at other projects

such that the details can be used as a basis for design later, it is not guaranteed that the same architect will be the designer for future projects.

2. Attend meetings or phone conferences as required for:
  - a. SFS design concept input, scope development and progress meetings.
  - b. Coordinate with Educational Planning and Building Department.
  - c. Assume two pre-submittal meetings with the Building Department to minimize plan review comments.
  - d. School staff input.
3. Submit 100% drawings to the Building Department for review. Incorporate all plan review comments from the Building Department, submit for permit, and resubmit for permit if necessary based on reviewer comments.
4. Assist during bid process (bid addenda).

5. Provide design clarification, answer Request for Information, provide submittal review, invoice review, change order support and substantial conformance observations during construction. Substantial conformance inspection. Assist in punch list and clearing of School District of Palm Beach County inspection comments.

6. Zyscovich Inc. will provide an Opinion of Cost on 50% and 100% stage.

7. Collate construction markups and produce as-built drawings.

**B. Schedule**

Our goal is to have the project ready for bid by February 2013, for a construction start date of June 7, 2013 at school release and substantial completion by July 31, 2013.

**C. Fees**

We understand the need to keep professional service fees to a minimum, therefore we have carefully considered the project complexity and required work effort and propose the following:

Our fees are defined below:

1. Architecture	\$20,720.00
2. MEP Engineering	\$6,100.00
3. Food Service Consultant	\$6,720.00
<hr/>	
<b>Total Fees:</b>	<b>\$33,540.00</b>

If you have questions or require any additional information, please feel free to contact me anytime.

Sincerely,

Zyscovich Architects

Jose Murguido, AIA, RSEP  
Vice President

Attachment: Fee Breakdown

## Forest Hill Cafe

<b>LABOR BREAKDOWN</b>										
TASK	HOURS									
	Sr. ENGR			ENGR			Sr. DESIGN		CAD	SEC
<b>BASIC DESIGN</b>	M	E		M	E		M	E		
<b>General</b>										
Metting with Owner		2								
Meeting with Architect		2								
<b>Field Work</b>										
Review Exisitng drawings		1					2	2		
Site Visit for Exisitng Conditions							2	3		
<b>Analysis / Design</b>										
HVAC Loads to confirm AC in Area				2						
M-1 - Partial Demo and New HVAC							2		1	
M-2 Details, Notes							2		1	
P-1 Partial Demo and New Plumbing							4			
E-1 Existing Electrical and Lighting Plan								3	2	
E-2 Power and Systems Plans								1	1	
E-3 Enlarged Kitchen Plan and Sch								3	2	
E-4 Notes, Legend and Fixture								3	2	
E-5 Panelboard Schedule								3	2	
E-6 Details								1	1	
<b>Other Items</b>										
Pre-Bid Meeting		2								
Pre-Bid RFI's	1	1							4	1
Backcheck and Internal Coord	1	1					2	2		
<b>BASIC DESIGN SUBTOTAL</b>	1	8	0	2	0	0	12	19	0	16
<b>CONSTRUCTION ADMIN</b>										
Construction RFI's	2	2								
Shop Drawings	1	2								4
<b>SUBTOTALS</b>										
LABOR BASIC DESIGN	1	8	0	2	0	0	12	19	0	16
LABOR CONSTRUCTION ADMIN	3	4	0	0	0	0	0	0	0	4
<b>JLRD DIRECT LABOR</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>19</b>	<b>0</b>	<b>16</b>

## Forest Hill Cafe

<b>LABOR BREAKDOWN</b>						
<i>TASK</i>	<i>HOURS</i>					
<b>LABOR COST</b>	<b>HRS</b>	<b>RATE</b>	<b>COST</b>			
Sr. Mechanical Engineer (Principal)	4	\$ 150.00	\$ 600			
Sr. Electrical Engineer (Principal)	12	\$ 150.00	\$ 1,800			
			\$ -			
Mechanical Engineer	2	\$ 85.00	\$ 170			
Electrical Engineer	0	\$ 85.00	\$ -			
			\$ -			
Sr. Mechanical Designer	12	\$ 75.00	\$ 900			
Sr. Electrical Designer	19	\$ 75.00	\$ 1,425			
			\$ -			
Cadd Draftsman	16	\$ 60.00	\$ 960			
Secretarial	5	\$ 40.00	\$ 200			
<b>JLRD LABOR COSTS</b>			<b>\$ 6,055</b>			
<b>SUBCONTRACT</b>						
			\$ -			
			\$ -			
<b>EXPENSES</b>						
REPRODUCTION			\$ -			
MILEAGE			\$ -			
<b>SUMMARY</b>						
<b>JLRD DIRECT LABOR</b>			<b>\$ 6,055</b>			
<b>SUBCONTRACT and Process</b>			<b>\$ -</b>			
<b>EXPENSES</b>			<b>\$ -</b>			
<b>TOTAL PROPOSAL ( ROUNDED )</b>			<b>\$ 6,100</b>			

**MERLINO ASSOCIATES**  
**Forest Hill High School – Fee Proposal**

<b>TASK</b>	<b>HOURS</b>	<b>TOTAL</b>
<b>Design</b>		
Site Visits and Pre-Design Meetings	8 hrs.	\$1440.00
Design Development Drawings and Meetings	10 hrs.	\$1800.00
<b>Construction Documents</b>		
Prepare Construction Documents, Coordinate with MEP Engineers	8 hrs.	\$1440.00
Assemble Cut Sheets/Shop Drawing Requirements/Specifications	8 hrs.	\$1440.00
<b>Construction Administration</b>		
Construction Administration – Review Shop Drawings/Site Visits/Substantial Completion Walk-thru and Punchlist	8 hrs.	\$1440.00
<b>TOTAL</b>		\$7560.00
<b>PROPOSED FEE</b>		<b>\$6,720.00</b>



Forest Hill High School Kitchen Remodeling

Man Hour Breakdown for Additional Architectural & Engineering Services

General Scope of Work -Remodel the Cafeteria and Serving Lines at Forest Hill High School. Improvements to the serving line will include new menu boards, decorative lighting, additional support equipment, and layout changes that will improve customer service.

A. Interior Architecture		rate	hours	amount	task performed
Principal (Jose Murguido)	\$150.00	4	\$	600.00	Overall Review and Approval
Director /Project Manager	\$110.00	24	\$	2,640.00	Architectural design and coordination, Building Department comment responses, meetings.
Project Architect	\$85.00	32	\$	2,720.00	Prepare construction documents
Interior designers	\$75.00	40	\$	3,000.00	Prepare construction documents
Specification Writer	\$75.00	12	\$	900.00	Prepare construction documents
CADD Operator	\$55.00	60	\$	3,300.00	Prepare construction documents
Field Representative	\$85.00	60	\$	5,100.00	Assist with bidding and permitting and Administer Construction contract
Clerical	\$45.00	10	\$	450.00	Assemble documents, collate sets, file, type comment responses
<b>Interior Architecture Subtotal</b>			<b>242</b>	<b>\$ 18,710.00</b>	
MEP & FP Engineering					
Lump Sum Subtotal				<b>\$ 6,100.00</b>	Engineering Design, bidding and permitting and Construction Administration
FOOD SERVICE Consultant					
Lump Sum Subtotal				<b>\$ 6,720.00</b>	Food Service equipment design, bidding and permitting and Construction Administration
<b>Subtotal</b>				<b>\$ 31,530.00</b>	
<b>B. Exterior Scope of Work (additional work to Atlantic High School Scope)</b>					
Exterior Architectural Design					
Director /Project Manager	\$ 110.00	4	\$	440.00	Architectural design and coordination, Building Department comment responses,
Designer	\$ 75.00	4	\$	300.00	Architectural design and meetings.
Specification Writer	\$ 75.00	2	\$	150.00	Prepare construction documents
CADD Operator	\$ 55.00	8	\$	440.00	Prepare construction documents
Field Representative	\$ 85.00	8	\$	680.00	Assist with bidding and permitting and Administer Construction contract
<b>Exterior Architectural Subtotal</b>			<b>26</b>	<b>\$ 2,010.00</b>	
<b>Subtotal</b>				<b>\$ 2,010.00</b>	
<b>TOTAL</b>				<b>\$ 33,540.00</b>	



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## Forest Hill Serving Line Upgrade Project

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**Robert Upson** <robert.upson@palmbeachschools.org>  
To: Carey Kelly <carey.kelly@palmbeachschools.org>  
Cc: John Andrews <john.andrews@palmbeachschools.org>

Wed, Nov 7, 2012 at 9:37 AM

I have reviewed the referenced change in the amount of \$33,540 and find the cost to be fair and reasonable.

Robert Upson, PE  
Program Estimator, Project Controls  
Division of Support Operations  
*Exceeding Expectations*

School District Palm Beach County  
3661 Interstate Park Road, N, Suite 200  
Riviera Beach, FL 33404  
Phone 561.882.1910, PX 21910  
Robert.Upson@palmbeachschools.org  
palmbeachschools.org/supportoperations  
The DSO Scoop newsletter: <http://weblogs.pbspaces.com/dso/>

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The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer.

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**The Latest School District News: Veterans Day - November 11, 2012 - We honor the men and women who served our country.**

**Disclaimer:** Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



Carey Kelly <carey.kelly@palmbeachschools.org>

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## Forest Hill Serving Line Upgrade Project

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Carey Kelly <carey.kelly@palmbeachschools.org>  
To: Robert Upson <robert.upson@palmbeachschools.org>

Wed, Nov 7, 2012 at 9:20 AM

Bob,

Please see the attached revised fee proposal for the Subject Project per your comments. Your review is appreciated.

Carey

**Carey Kelly**  
Senior Architect, Facilities Services  
Division of Support Operations  
*Exceeding Expectations*


School District Palm Beach County  
3661 Interstate Park Rd N. Suite 1-226  
Riviera Beach, FL 33404  
Phone 561.882.1920 Px21920 FAX 561.882.1983  
carey.kelly@palmbeachschools.org  
palmbeachschools.org/supportoperations

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 **Fee Proposal ltr\_rev.11\_6\_12.pdf**  
1663K



Carey Kelly <carey.kelly@palmbeachschools.org>

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## Forest Hill Serving Line Upgrade Project

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**Martha Padreda** <martha@zyscovich.com>  
To: Carey Kelly <carey.kelly@palmbeachschools.org>  
Cc: Jose Murguido <jose@zyscovich.com>

Tue, Nov 6, 2012 at 4:19 PM

Dear Carey,

Please find attached for your review our revised proposal. We shared Mr. Upson's comments with all disciplines and total was to \$33,540.00.

If you have any questions, please call me at your convenience.

Martha

### **MARTHA PADREDA**

*Construction Administration Manager*

**ZYSCOVICH**  
ARCHITECTS

100 N Biscayne Blvd., 27th Fl

Miami, FL 33132

500 Australian Avenue, Ste. 634

West Palm Beach, FL 33401

**t** 561.214.6087 x 1121

**c** 561.275.8793

**f** 305.577.4521