

June 6, 2014

Ms. Carey Kelly  
District Architect – Professional Services  
Department of Support Operations- Facilities Services  
The School District of Palm Beach County  
3661 Interstate Park Road N., Suite 200  
Riviera Beach, FL 33404

Re: Santaluces High School Cafeteria Renovation  
School District Project No. 1611-1404

Dear Ms. Kelly:

In accordance with your request, Tercilla Courtemanche Architects, Inc. is pleased to provide you with the following fee proposal for the above reference project. In general form, pursuant to our meeting we understand the scope of the work to be the renovations of an existing Cafeteria at Santaluces High School. Our tasks include:

1. Provide professional services for the referenced project as follows:

a. Field Verification

Verification of existing conditions in the field for the purpose of obtaining dimensions, finishes, accessories, structural parameters and clearances. This shall include review of existing documents for this building.

b. End User Meetings

Meet with the Food Service Department Representatives to review possible design solutions.

c. Construction Document Services

Design and develop and complete design documents for the work as agreed to. Drawings, details and specifications will be provided for permitting, bidding and construction.

d. Permitting Services

Submit documents to SDPBC Building Department for the purposes of obtaining a building permit. Any comments or mandatories shall be addressed with written responses and/or revised documents as required.

e. Assumptions

Work outside of the existing space including major changes to systems outside of the renovated area is not included.

f. Bidding Services

Provide electronic copies of permitted documents to staff for distribution to bidders. Attendance at one pre-bid meeting will be provided. Any clarifications or modifications to the bid documents will be provided.

g. Construction Administration Services (16 week duration)

- i. Attend pre-construction meeting. Minutes shall be by others
- ii. Attend meetings during construction. Observation of the work in progress will be made during this meeting.
- iii. Provide shop drawing review and answer Requests for Information.
- iv. Review applications for payment by the contractor
- v. Provide Substantial and Final Completion punch lists.

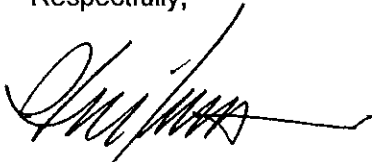
h. Project Closeout Services

Assist the SDPBC in closing the project out including providing as-built drawings and attending one (1) meeting to finalize the paperwork.

For these services we propose a lump sum fee of \$35,730.00. Payable of course as outlined in our prime agreement.

We thank you again for considering our Firm and the opportunity to continue to work for the District. Should you have any questions related to this proposal, please contact our office at your convenience.

Respectfully,



René Tercilla, AIA  
Principal

**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: Santaluces High School – Cafeteria Renovation															
School District Project #: 1611-1404															
Description of Project and Scope of Work: ( <u>Use, back</u> , if more space is necessary) Cafeteria Renovations as outlined in our June 4, 2014 correspondence.															
Basic Services - Lump Sum Fee Amount: \$ <u>35,730.00</u> or															
Hourly Not-To-Exceed Amount (If Applicable): \$ _____															
MAXIMUM CONSTRUCTION COST: \$ <u>450,000.00</u>															
<p><b>M/WBE SUBCONSULTANT UTILIZATION</b>-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 total Summary of M/WBE Participation to date).</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">FIRM(S)</th> <th style="width:30%;">CONTRACT SERVICE</th> <th style="width:15%;">EST. FEE</th> <th style="width:25%;">% OF TOTAL</th> </tr> </thead> <tbody> <tr> <td><u>n/a</u></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				FIRM(S)	CONTRACT SERVICE	EST. FEE	% OF TOTAL	<u>n/a</u>	_____	_____	_____	_____	_____	_____	_____
FIRM(S)	CONTRACT SERVICE	EST. FEE	% OF TOTAL												
<u>n/a</u>	_____	_____	_____												
_____	_____	_____	_____												
Project Schedule ( <i>Specify milestone tasks and completion dates</i> )															
<b>TASK(S)</b>		<b>TASK COMPLETION DATE(S)</b>													
<u>1<sup>st</sup> submission of plans</u>		<u>tbd</u>													
_____		_____													
<u>Receive Permit</u>		<u>tbd</u>													
_____		_____													
<u>Bid/CA</u>		<u>16 weeks – start to tbd by the District</u>													
_____		_____													
<p>The following attachment is hereby made part of this SHORT FORM AGREEMENT:</p> <p align="center">Santaluces High School Cafeteria Renovation – Fee Worksheet Minor Project Fee Breakdown - Attachment "A"</p>															

Reviewed and Approved by:

*[Handwritten Signature]*

6/12/14

Project Field Representative/Projects Coordinator

Date

~~MEM~~ 6/17/14

*[Handwritten Signature]*

6-17-14

Senior Projects Administrator

Date

*[Handwritten Signature]*

6/18/14

Department Director/Representative

Date

Director of Purchasing Department

Date

Consultant/Title: Tercilla Courtemanche Architects, Inc.

Address: 2047 Vista Parkway, Suite 100

City, State, Zip: West Palm Beach, Florida 33411

Phone #: 561-478-4457 Fax #: 561-478-4102

Email Address: tercilla@tc-arch.com

Authorizing Signature: *[Handwritten Signature]* Title Principal Date 6-6-2014

COMPANY SEAL



Revised: July 7, 2004  
Katrina Hazley, Senior Purchasing Technician III

Tercilla Courtemanche Architects

SDPBC Santaluces High School Cafeteria Renovation PN :1611-1404

Scope Description:

TC Project No.:

The School Food Service Department (SFS) desires to modify the dining and service layout at Santaluces High School. SFS needs prototypical drawings of the concept for reuse at other similar designed High Schools. This project will be similar to the design and program concept implemented in 2010 at Atlantic High School and modified more recently in 2013 at Forest Hill High School which will be provided as a basis of design.

Fee Breakdown - Attachment "A"	Clerical \$ 40.00	CADD Operator \$ 60.00	Professional Architect \$ 100.00	Job Site Inspector \$ 75.00	Specification Writer \$ 75.00	Partner \$ 150.00	Total
Research As-Builts		2	2				\$ 320.00
Site visits/documentation		4	4				\$ 640.00
Owner Meetings - 5 during Design	3		5				\$ 620.00
Schematics	2	4	12		2	1	\$ 1,820.00
Design Development	2	8	16		2	1	\$ 2,460.00
Construction Documents	4	16	32		4	1	\$ 4,770.00
Permitting	2	2	8			1	\$ 1,150.00
Bidding	1	2	8			1	\$ 1,110.00
Construction Administration	6	4	8	24		2	\$ 3,380.00
Closeout	1	2	4	2			\$ 560.00
Sub Total	21	44	99		8	7	\$ 16,830.00
Mechanical & Electrical Consultant - JLRD							\$ 8,900.00
Food Service Consultant							\$ 9,500.00
Reproduction Costs							\$ 500.00
<b>TOTAL PROJECT FEE</b>							<b>\$ 35,730.00</b>

**SDPBC - Santaluces High School  
Serving Line Reconfiguration**

<b>LABOR BREAKDOWN</b>												
TASK	HOURS											
	PRINC		PE		ENGR		Assoc Eng		C/A		CAD	SEC
<b>BASIC DESIGN</b>	M	E	M	E	M	E	M	E	M	E		
<i>General</i>												
PROJECT MEETINGS ( 2 @ 3 HRS )				6								
PROJECT ADMIN.		2										
<i>Field Work</i>												
VERIFY EXISTING CONDITIONS						3	2					
COORD. WITH SIGN, INTERIORS						2						
<i>Analysis / Design</i>												
REVIEW EXISTING DOCUMENTS					2	2						
DEMO PLAN						3	2				4	
NEW WORK PWR/SYS PLAN						4		6			9	
CALCULATIONS						2						
PANELBOARD/SCHEDULES				1		3					4	
LIGHTING FIXTURES						2		2			3	
MINOR PLUMBING - SINK RELOCATION			1				2				3	
SPECIFICATIONS						3	2					4
CHECKING				2								4
<i>Other Items</i>												
COMMENTS						2					3	1
COST ESTIMATE (50%, 100%)				2			1					
<b>BASIC DESIGN SUBTOTAL</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>11</b>	<b>2</b>	<b>26</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>9</b>
<b>CONSTRUCTION ADMIN</b>												
BIDDING ASSIST									1	2		
RFI'S									2	3		
SHOP DRAWINGS										3		
FIELD OBSERVATIONS (2 VISITS)									2	6		0
<b>SUBTOTALS</b>												
LABOR BASIC DESIGN	0	2	1	11	2	26	9	8	0	0	26	9
LABOR CONSTRUCTION ADMIN	0	0	0	0	0	0	0	0	5	14	0	0
<b>JLRD DIRECT LABOR</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>11</b>	<b>2</b>	<b>26</b>	<b>9</b>	<b>8</b>	<b>5</b>	<b>14</b>	<b>26</b>	<b>9</b>
*2005-2008 Contract Rates												

**SDPBC - Santaluces High School  
Serving Line Reconfiguration**

<b>LABOR BREAKDOWN</b>						
<i>TASK</i>	<i>HOURS</i>					
<b>LABOR COST</b>		<b>HRS</b>			<b>RATE *</b>	<b>COST</b>
Principal Mechanical Engineer - PE		0			\$ 150.00	\$ -
Principal Electrical Engineer - PE		2			\$ 150.00	\$ 300
Mechanical Engineer - PE		1			\$ 100.00	\$ 100
Electrical Engineer - PE		11			\$ 100.00	\$ 1,100
Mechanical Project Engineer		2			\$ 85.00	\$ 170
Electrical Project Engineer		26			\$ 85.00	\$ 2,210
Mechanical Associate Engineer		9			\$ 75.00	\$ 675
Electrical Associate Engineer		8			\$ 75.00	\$ 600
C/A - Mechanical		5			\$ 75.00	\$ 375
C/A - Electrical		14			\$ 75.00	\$ 1,050
						\$ -
Cadd Draftsman		26			\$ 65.00	\$ 1,690
Secretarial		9			\$ 45.00	\$ 405
<b>JLRD LABOR COSTS</b>						<b>\$ 8,675</b>
<b>SUBCONTRACT</b>						
NONE						\$ -
<b>EXPENSES</b>						
REPRODUCTION						\$ 200.00
MILEAGE						\$ 60.00
<b>SUMMARY</b>						
<b>JLRD DIRECT LABOR</b>						<b>\$ 8,675</b>
<b>SUBCONTRACT</b>						<b>\$ -</b>
<b>EXPENSES</b>						<b>\$ 260.00</b>
<b>TOTAL PROPOSAL ( ROUNDED )</b>						<b>\$ 8,900</b>

**Foodservice Consulting Fee Proposal**

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**Date:** June 5, 2014

**Client:** Tercilla Courtemanche Architects

**Project:** Santaluces High School Cafeteria

**Scope Of Work:** Merlino Associates shall provide Foodservice Consulting Services for the following areas:

- 1) Redesign/Modify four (4) existing serving areas – Approx. 1,600 sq. ft.
- 2) Specify and Detail New Walk-In Freezer – Approx. 80 sq. ft.

**Scope Of Services:** Merlino Associates shall provide the following:

- 1) Design Development – Merlino Associates shall prepare detailed plan drawings to illustrate traffic flow and equipment locations.
- 2) Contract Documents – Merlino Associates shall prepare drawings, specifications and details required for the purchasing and installation of equipment.
- 3) Construction Administration – Merlino Associates shall review Contractors submittals and work progress to insure adherence to the Contract Documents.

**Total Proposed Fee For The Services Described Above:** ..... **\$9,500.00**

The total fee is traditionally invoiced as follows: Design Development (40%), Contract Documents (40%) and Construction Administration (20%).

**Stipulations:** Up to four (4) Design Meetings have been included in this proposal. Additional travel and meeting time, if requested, will be invoiced at our standard hourly rate (\$200.00 per hour). Equipment Elevations, 3-D Drawings and/or Renderings are not included in this fee. If any of these types of drawings are required an additional fee may be charged.

This document is intended to be a Consulting Fee Proposal, this document is not intended to be a contract or agreement to proceed with services. A formal Consulting Agreement must be agreed to and signed by all parties before any services will be provided. Thank you for considering Merlino Associates for this project.

Sincerely,

*Joseph J. Merlino*

Joseph J. Merlino  
Principal



# Santaluces High School

## High School Cafeteria Reengineering Program

Project # 1611-1404

### Scope of Project and Professional Service

**Background:** The School Food Service Department (SFS) desires to modify the dining and service layout at Santaluces High School. SFS needs prototypical drawings of the concept for reuse at other similar designed High Schools. This project will be a reuse of the design and program concept implemented in 2010 at Atlantic High School and modified more recently in 2013 at Forest Hill High School which will be provided as a basis of design.

#### A. Scope of Professional Services

1. **Concept:** Produce a food court atmosphere for fast selection and prompt serving of nutritious meals.
2. **Generally:** A/E will provide document research for the plans and site inspections at Santaluces High School (SHS). 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 SHS. Consultant 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. Similar, or "sister designed schools" implementation at Spanish River High, Wellington High and Palm Beach Lakes High will be considered re-use of this design. All modules and design details will become the property of The School District of Palm Beach County.
3. See Scope of Work Summary as Appendix I of this document.
4. 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 pre-submittal meetings with the Building Department to minimize plan review comments.
  - d. School staff input
5. 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.
6. Assist during bid process (bid addenda)
7. Provide design clarification, answer Request for Information, provide submittal review, invoice review, change order support and substantial conformance

inspections during construction. Substantial conformance inspection. Assist in punch list inspection and clearing of inspection comments.

8. Opinion of Cost is required at 50% and 100% stage.
9. Collate construction markups and produce as-built drawings.

B. Schedule; see draft schedule, to be maintained by A/E Consultant.

1. Long Term

- a. Have a permitted project ready for bid by January 2015.
- b. Bidding complete for Construction Contract Board Approval on March 18, 2015.
- c. NTP for Construction Contract is anticipated by 3/20/15. Construction commencement to begin for offsite preparations during this time, with onsite construction commencement by 6/5/15, at school release, with Substantial Completion by July 31, 2015 for staff occupancy, training and setup prior to the fall school session. Construction Method will be Design - Bid - Build; by competitive bid.

2. Short Term Targets

- a. Color renderings will be provided by SFS to demonstrate the design concept.
- b. 80% Drawings by late December.
- c. Building Permit application by mid March 2013.
- d. Respond to review comments and produce a permitted project by April.
- e. Drawings submitted, reviewed and approved by mid April

C. Architect / Engineer (A/E) Contract Scope:

1. A/E & Specialty Consultant Scope:

- a. Life Safety Plan
- b. Coordination Plan & Cover Sheet
- c. Design Coordination; Drafting & Project Coordination Services
- d. Attend meetings / Construction Administration services
- e. Electrical Scope and Services
- f. Electrical Load calculations
- g. Food Service Contractor's scope.
- h. HVAC & Plumbing design issues as required.

#### D. Payments

1. Consultant to invoice for services not more than every 30 days for progress made.
2. A Periodic Performance Evaluation will be provided by SFS at the pay draws.
3. All persons on campus must have had their required background check to comply with the Jessica Lunsford Act.

#### E. Deliverables

1. Provide a project schedule.
2. Design Development complete plan set for review (6 sets of plans)
3. 100% complete plans and specifications (6 sets plus two sets signed / sealed plans and specifications for submission to the Building Code Services department)
4. A/E statement of Probable Construction Cost
5. Analysis of bid proposals.
6. DOE – OEF form 208A for FISH changes
7. Shop drawing / submittal review comments
8. RFIs and ASIs, as required
9. Site observation reports
10. As-built plans for submission to Building Code Services department
11. One set of final documents on disk (pdf and ACAD).
12. Substantial conformance letter.

#### **Appendix I - Scope of work to include, but not limited to:**

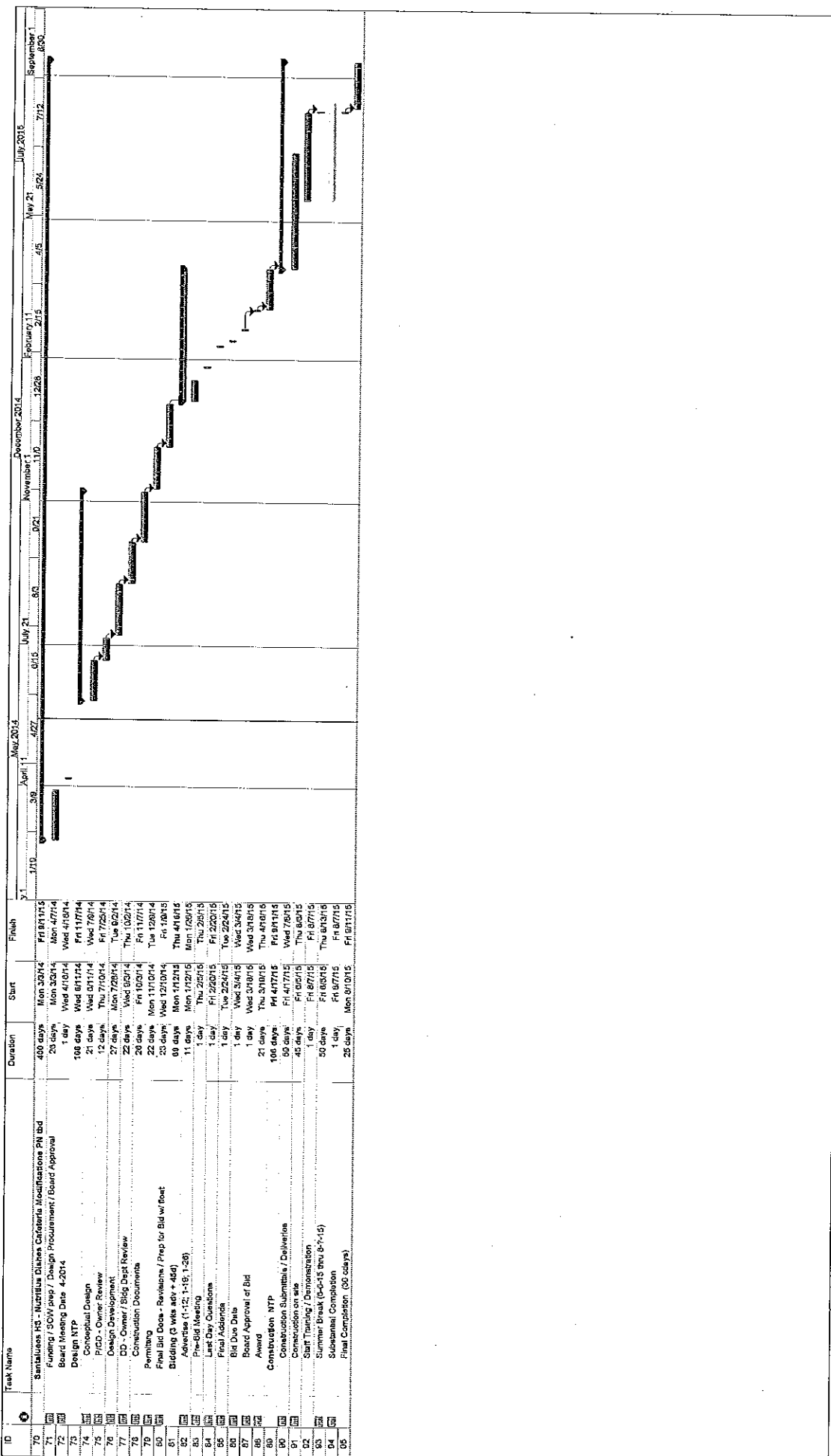
1. Non-structural wall demolition and new construction for partition wing wall framing and finishing to create separate café serving front areas.
2. Interior Decorative Awnings.
3. Professional LED signage with push thru lettering on segments with individual switches.
4. Exterior entrance sign.
5. Painting of the Cafeteria Dining room, all door frames and new vct flooring and 6” vinyl base.
6. Electrical to support signage, decorative lighting, heat lamps, equipment on serving lines, and televisions.
7. Determine current audio capabilities. Advise on necessary upgrades to current system.
8. Cable and TV connection to be included. Provide per school district specs.

Santaluces HS Cafeteria  
Re-engineering Project PN 1611-1404  
June 2, 2014

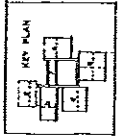
9. Data connections for POS if not existing.
10. Plumbing on serving lines (water and drain lines).
11. Porcelain tile on the walls behind serving area, wing walls, and columns. New quarry tile at serving lines.
12. New, purchase and install serving line equipment, sneeze guards / air curtains.
13. New traffic railings.
14. Purchase and install serving line equipment.
15. New 8x10 freezer unit purchase and installation; interior location to be determined. Suggested location is as indicated in plan exhibit to be reviewed and designed as required.

Attachments:

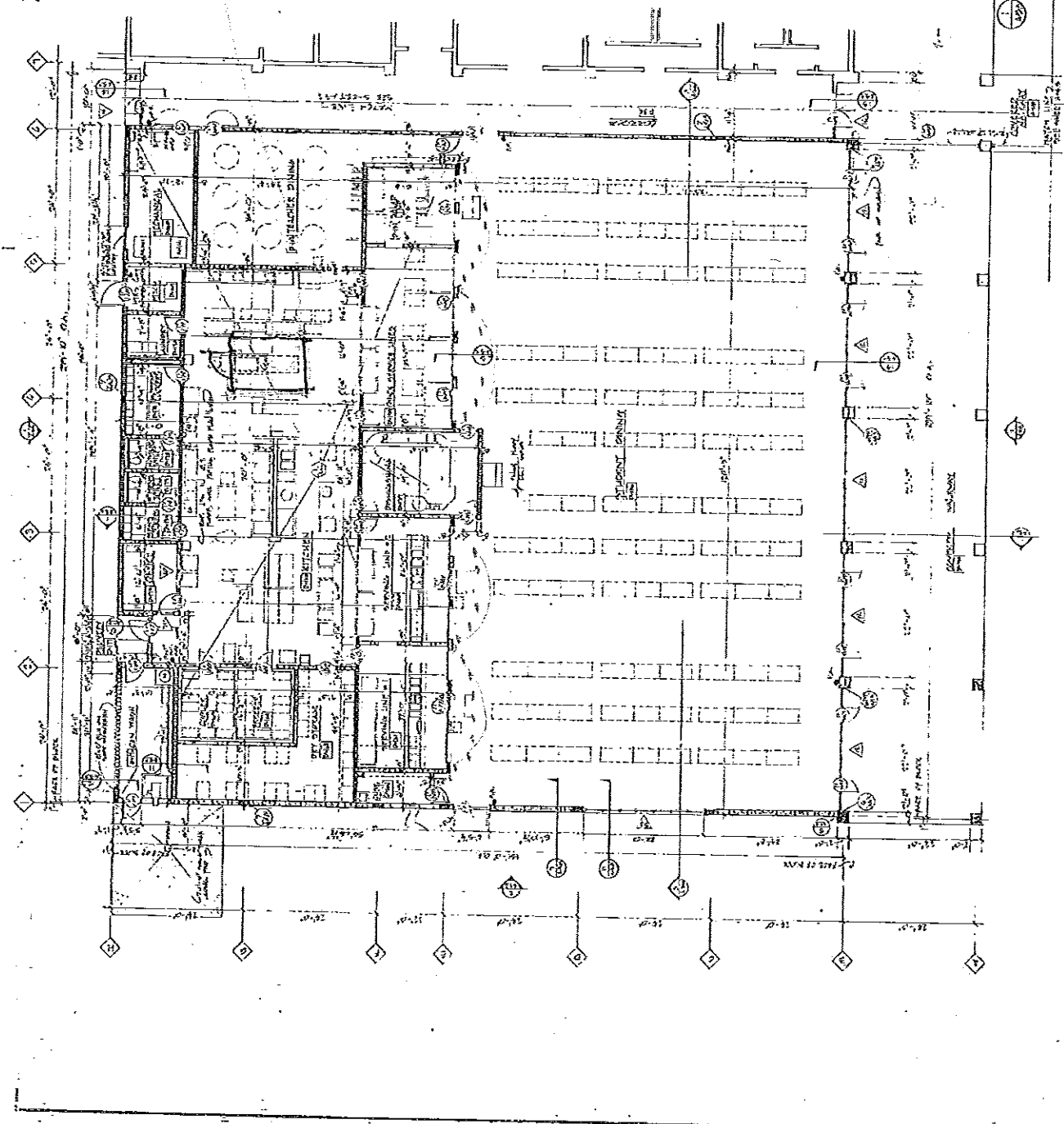
FISH Site Plan  
FISH Floor Plans.  
SHS Partial As-built Plans  
FHHS floor plan  
Conceptual Designs; Exhibit A



ID	Task Name	Duration	Start	Finish
70	Santaloes HS - Nutrient Discharge Calculations PN Bid	400 days	Mon 3/24/14	Fri 8/11/15
71	Funding / SOV prep / Design Procurement / Board Approval	20 days	Mon 3/24/14	Mon 4/7/14
72	Board Meeting Date 4-2014	1 day	Wed 4/16/14	Wed 4/16/14
73	Design NTP	100 days	Wed 4/16/14	Fri 11/7/14
74	Conceptual Design	21 days	Wed 4/16/14	Wed 7/9/14
75	PIGD - Owner Review	12 days	Thu 7/10/14	Fri 7/25/14
76	Design Development	27 days	Mon 7/28/14	Tue 8/26/14
77	DD - Owner / S&B Dept Review	20 days	Wed 8/27/14	Thu 9/9/14
78	Construction Documents	20 days	Fri 9/9/14	Fri 11/7/14
79	Permitting	20 days	Mon 11/10/14	Tue 12/8/14
80	Final Bid Docs - Revisions / Prep for Bid w/ Post Bidding (3 wks adv + 4wd)	30 days	Wed 12/10/14	Fri 1/8/15
81	Advertise (1-12; 1-18; 1-20)	11 days	Mon 1/12/15	Thu 1/29/15
82	Pre-Bid Meeting	1 day	Mon 1/26/15	Mon 1/26/15
83	List Day Questions	1 day	Tue 2/24/15	Tue 2/24/15
84	Final Addenda	1 day	Wed 2/24/15	Wed 2/24/15
85	Bid Due Date	1 day	Wed 3/11/15	Wed 3/11/15
86	Board Approval of Bid	1 day	Wed 3/11/15	Wed 3/11/15
87	Award	1 day	Thu 3/19/15	Thu 3/19/15
88	Construction NTP	21 days	Thu 3/19/15	Thu 4/9/15
89	Construction on site	106 days	Fri 4/17/15	Fri 9/11/15
90	Start Trenching / Decommission	90 days	Fri 4/17/15	Wed 7/8/15
91	Summary Break (6-20-15 thru 8-1-15)	40 days	Fri 6/26/15	Thu 8/6/15
92	Subcontract Completion	1 day	Fri 8/7/15	Fri 8/7/15
93	Subcontract Completion	1 day	Fri 8/7/15	Thu 8/13/15
94	Final Completion (30 days)	1 day	Fri 8/7/15	Fri 8/7/15
95	Final Completion (30 days)	30 days	Mon 8/10/15	Fri 9/11/15



8 X 10  
FREEZER  
T.B.D.



REVISION: THESE PUBLIC SCHOOLS D. 10-11-87



Carey Kelly <carey.kelly@palmbeachschools.org>

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## 1611-1404, Santaluces Cafeteria Renovations

1 message

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Robert Upson <robert.upson@palmbeachschools.org>

Tue, Jun 10, 2014 at 11:08 AM

To: Carey Kelly <carey.kelly@palmbeachschools.org>

Cc: John Andrews <john.andrews@palmbeachschools.org>, Thomas Hogarth

<thomas.hogarth@palmbeachschools.org>, Alan Gilbert <alan.gilbert@palmbeachschools.org>

I have reviewed the referenced design proposal in the amount of \$35,730 and find the cost to be fair and reasonable.

Sincerely,

Robert Upson, PE  
Program Estimator, Project Controls  
Building Code Services  
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

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



The Latest School District News: *GAME ON!* Welcome back to school students, parents, teachers and staff. *Click here for Back to School Information*

On Mon, Jun 9, 2014 at 6:46 PM, Carey Kelly <carey.kelly@palmbeachschools.org> wrote:

Bob,

Please see the attached fee proposal on the Subject project - for your review.

Thank you.

Carey Kelly

Senior Architect, Program Management

Division of Support Operations

*Exceeding Expectations*

School District Palm Beach County  
3661 Interstate Park Rd N  
Riviera Beach, FL 33404  
Phone 561. 882-1920 Px21920 FAX 561. 882-1983  
carey.kelly@palmbeachschools.org  
palmbeachschools.org/supportoperations



The Latest School District News: *GAME ON!* Welcome back to school students, parents, teachers and staff. *Click here for Back to School Information*

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----- Forwarded message -----

From: **Gina Tercilla** <gtercilla@tc-arch.com>  
Date: Fri, Jun 6, 2014 at 2:48 PM  
Subject: Santaluces Cafeteria Renovations  
To: "Carey Kelly (carey.kelly@palmbeachschools.org)" <carey.kelly@palmbeachschools.org>  
Cc: Richard Logan <rlogan@tc-arch.com>, Rene Tercilla <rtercilla@tc-arch.com>

Carey:

Attached is our proposal, short form agreement and applicable backup. Let me know if you need anything else.

Gina L. Tercilla



2047 Vista Parkway, Suite 100, West Palm Beach, Florida 33411  
Phone (561) 478-4457 - Fax (561) 478-4102

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