



Hidalgo County Head Start Program Policy Council Agenda

DATE: April 25, 2012

SUBJECT: Approval to Enter into the Best and Final Negotiated Contract with Dannenbaum Engineering Company - McAllen, LLC in the Amount of \$35,993.00 for Architectural Services for relocation of the Palmview I Head Start building.

RATIONALE/NEED: The Palmveiw I Head Start building needs to be relocated. Dannenbaum Engineering Company - McAllen, LLC was the highest ranked firm by Commissioner's Court on 3/27/12.

RECOMMENDATION: Administration recommends approval.

COST: Head Start funds for this project are available.
Maintenance: Account 19-5156-20-20000-505

RELATED INFORMATION INCLUDED: AIA Contract

INITIATED BY: Ambrosio Tovar, Procurement Director *A. Tovar*

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: *Lorena Flores*

April 19, 2012

Ms. Teresa Flores, Program Director
Hidalgo County Head Start Program
1901 West State Hwy 107
McAllen, Texas 78503

Reference: *“Hidalgo County Head Start Program ~ Building Repairs and Renovations”*

Subject: *AIA Contract for ~ Relocate Existing Headstart Facility Palmview I*

Dear Ms. Flores:

Enclosed please find our proposed AIA – B101-2007 contract as referenced above for professional services to design and oversee construction for the relocation of the existing Palmview I building for the Hidalgo County Head Start Program. Please review our proposed contract and upon your approval, Dannenbaum respectfully requests you process the contract documents through the next Commissioner’s Court Agenda.

The proposed cost of \$35,993.00 includes the design and production of construction documents to facilitate the disassembly, moving, placement and reassembly of the building, and reconnection of utilities. Also included are bid phase and construction phase and close-out phase services. The proposed price does not include a paved parking lot or drives, storm water detention, landscape or irrigation. Any additional services desired are available at an additional negotiated cost.

We appreciate the opportunity to be of service to the Head Start Program. If you have any questions, please feel free to contact me at (956) 682-3677 or (832)771-4904.

Sincerely,

Louis H. Jones Jr., P.E.
President

Enclosures

cc: Richard D. Seitz, P.E.
 Steve McGarraugh, AIA

EXHIBIT "D"
Contract Rate Schedule

Dannenbaum Engineering Company - McAllen, LLC

LABOR:

Job Description	Contract Rate** 2012	Contract Rate** 2013	Contract Rate** 2014
Engineering			
Principal	\$388.49	\$407.91	\$428.31
Project Manager (VII)	\$247.92	\$260.32	\$273.33
Sr. Engineer (V)	\$214.85	\$225.59	\$236.87
Project Engineer (III) / (IV)	\$141.97	\$149.07	\$156.52
Architect	\$138.85	\$145.79	\$153.08
Engineer (I) / (II)	\$114.63	\$120.36	\$126.38
Sr. Engineering Designer (III)	\$98.52	\$103.45	\$108.62
Environmental Scientist	\$97.71	\$102.60	\$107.73
Engineering Designer (I) / (II)	\$84.68	\$88.91	\$93.36
CADD Operator (I) / (II)	\$73.86	\$77.55	\$81.43
Secretary	\$87.78	\$92.17	\$96.78
Surveying			
Reg. Public Land Surveyor	\$193.98	\$203.68	\$213.86
Project Supervisor SIT	\$161.75	\$169.84	\$178.33
Survey Technician	\$126.64	\$132.97	\$139.62
Abstractor	\$101.18	\$106.24	\$111.55
2-man Survey Crew	\$166.84	\$175.18	\$183.94
3-man Survey Crew	\$200.34	\$210.36	\$220.87
4-man Survey Crew	\$247.25	\$259.61	\$272.59
Construction Representative	\$89.58	\$94.06	\$98.76
Construction Manager	\$116.59	\$122.42	\$128.54

NON-LABOR:***

Mileage	****
Car Rental	****
Lodging (in state)	****
Meals	****
Air Travel	at cost
Overnight Carrier cost	\$20/letter
GPS Equipment	\$475/day
Copies (8 1/2 x 11)	\$.15/ea
Bond Plots	\$0.90/sq.ft.
Color Plots	\$1.90/sq.ft.
Mylar Plots	\$1.90/sq.ft.

***These are the anticipated non-labor rates to be used to negotiate purchase orders for special or excluded services, and/or additional work; and may be re-negotiated on a yearly basis. Other non-labor rates may be determined at time of negotiation at the rates authorized by the Owner.

Dannenbaum Engineering Company - McAllen, LLC
 Client: Hidalgo County Head Start Program
 Project Name: Hidalgo County Head Start Program - Palmview I - Relocate
 Project Number: 4689-01

EXHIBIT "D"
FEE BUDGET ESTIMATE
BASIC SERVICES - ARCHITECTURE AND ENGINEERING
HIDALGO COUNTY HEAD START PROGRAM - PALMVIEW I - RELOCATE
PRELIMINARY DESIGN / FINAL DESIGN / CPS

Prepared by: _____
 Reviewed by: _____
 Checked by: _____

DEC TASK CODE	DESCRIPTION OF WORK TASK	BASIS OF		MANHOURS PER TASK BY CLASSIFICATION											TOTAL MHS PER TASK	TOTAL FEE PER TASK	
		MANHOUR ESTIMATE		PRINCIPAL (VIII) \$388.49	PROJECT MANAGER (VII) \$247.92	SENIOR ENGR (V) \$214.85	PROJ ENG (III) (IV) \$141.97	ARCHITECT (VII) \$138.85	ENGINEER (I) (II) \$114.63	SR. ENG DGNR (III) \$98.52	ENG DGNR (I)(II) \$84.68	CADD OPER (I) (II) \$73.86	SECTY \$87.78	CONST MANANGER \$116.59			CONST REP \$89.58
		QNTY	UNIT														
PRELIMINARY DESIGN																	
4200	PROJECT MEETING AND COORDINATION																
	INITIAL PROJECT MEETING AND COORDINATION																
	SUBTOTAL			0	0	0	0	3	0	0	0	0	0	0	0	3	
				\$0.00	\$0.00	\$0.00	\$0.00	\$416.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$	
4210	DATA GATHERING / DESIGN CRITERIA																
	COLLECT AND REVIEW COUNTY DATA/ SITE CONDITIONS																
	VISIT SITE WITH CLIENT REPRESENTATIVES																
	SUBTOTAL			0	0	0	0	4	0	0	0	0	0	0	4		
				\$0.00	\$0.00	\$0.00	\$0.00	\$555.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
4220	PRELIMINARY DESIGN																
	DETERMINE PRELIM DESIGN																
	PRELIM QUANTITY TAKEOFF AND OPINION OF COST																
	SUBTOTAL			0	0	0	2	4	0	0	0	0	1	0	7		
				\$0.00	\$0.00	\$0.00	\$283.94	\$555.40	\$0.00	\$0.00	\$0.00	\$0.00	\$87.78	\$0.00	\$0.00		
	TOTAL HOURS - PRELIM DESIGN			0	0	0	2	11	0	0	0	1	0	0	14		
	TOTAL COST - PRELIM DESIGN			\$0.00	\$0.00	\$0.00	\$283.94	\$1,527.35	\$0.00	\$0.00	\$0.00	\$87.78	\$0.00	\$0.00		\$1,899.07	
	TOTAL COST - PRELIMINARY DESIGN															\$1,899.07	
	% OF TOTAL HOURS PER CLASSIFICATION			0.00%	0.00%	0.00%	14.29%	78.57%	0.00%	0.00%	0.00%	7.14%	0.00%	0.00%	100.00%		
FINAL DESIGN																	
5020	90% PLANS																
	COVER SHEET																
	CIVIL SITE PLAN																
	FACILITY LAYOUT PLAN																
	DETAILS																
	SPECIFICATION FRONT END DOCUMENTS																
	SPECIFICATIONS																
	QA/QC																
	SUBTOTAL			0	0	2	23	8	0	0	0	56	2	0	91	\$	
				\$0.00	\$0.00	\$429.70	\$3,265.31	\$1,110.80	\$0.00	\$0.00	\$0.00	\$4,136.16	\$175.56	\$0.00	\$0.00		
5030	FINAL PLANS																
	FINAL GENERAL PLAN SHEETS																
	FINAL DETAILS AND TYPICAL SECTIONS SHEETS																
	FINAL SPECIFICATIONS																
	QA/QC																
	SUBTOTAL			0	0	1	7	4	0	0	0	8	2	0	22	\$	
				\$0.00	\$0.00	\$214.85	\$993.79	\$555.40	\$0.00	\$0.00	\$0.00	\$590.88	\$175.56	\$0.00	\$0.00		
	TOTAL HOURS - FINAL DESIGN			0	0	3	30	12	0	0	0	64	4	0	113		
	TOTAL COST - FINAL DESIGN			\$0.00	\$0.00	\$644.55	\$4,259.10	\$1,666.20	\$0.00	\$0.00	\$0.00	\$4,727.04	\$351.12	\$0.00	\$0.00	\$11,648.01	
	TOTAL COST - FINAL DESIGN															\$11,648.01	
	% OF TOTAL HOURS PER CLASSIFICATION			0.00%	0.00%	2.65%	26.55%	10.62%	0.00%	0.00%	0.00%	56.64%	3.54%	0.00%	100.00%		

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DEC TASK CODE	DESCRIPTION OF WORK TASK	BASIS OF		MANHOURS PER TASK BY CLASSIFICATION											TOTAL MH'S PER TASK	TOTAL FEE PER TASK			
		MANHOUR ESTIMATE		PRINCIPAL (VIII) \$388.49	PROJECT MANAGER (VII) \$247.92	SENIOR ENGR (V) \$214.85	PROJ ENG (III) (IV) \$141.97	ARCHITECT (VII) \$138.85	ENGINEER (I) (II) \$114.63	SR. ENG DGNR (III) \$98.52	ENG DGNR (I)(II) \$84.68	CADD OPER (I) (II) \$73.86	SECTY \$87.78	CONST MANANGER \$116.59			CONST REP \$89.58		
		QNTY	UNIT																
CONSTRUCTION PHASE																			
5040	BIDDING PHASE ENGINEERING																		
	COORDINATE P&S REPRODUCTION							1							2		3	\$314.41	
	BIDDING ASSISTANCE							2									2	\$277.70	
	BID OPENING							2							1		3	\$365.48	
	BID TABULATION							1									1	\$138.85	
	RECOMMENDATION OF AWARD							1							1		2	\$226.63	
	NOTICE OF AWARD							1							1		2	\$226.63	
	REVIEW AND ASSEMBLE CONTRACTS							2							2		4	\$453.26	
	SUBTOTAL			0	0	0	0	10	0	0	0	0	0	0	7	0	0	17	\$2,002.96
				\$0.00	\$0.00	\$0.00	\$0.00	\$1,388.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$614.46	\$0.00	\$0.00		
5050	CONSTRUCTION PHASE ENGINEERING																		
	NOTICE TO PROCEED														1	1	2	\$204.37	
	PRECONSTRUCTION CONFERENCE															3	3	\$349.77	
	SHOP DRAWING REVIEW (FOUR AT ONE HOUR EACH)															4	4	\$466.36	
	SITE VISITS (THREE AT TWO HOURS EACH)								6							6	12	\$1,387.32	
	INTERPRETATIONS AND CLARIFICATIONS (FOUR AT 0.50 HOURS)															2	2	\$233.18	
	MONTHLY CONTRACTOR'S ESTIMATE (THREE MONTHS AT 1 HR)															3	3	\$349.77	
	CHANGE ORDERS																0	\$0.00	
	SUBTOTAL			0	0	0	0	0	6	0	0	0	0	1	19	0	26	\$2,990.77	
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$687.78	\$0.00	\$0.00	\$0.00	\$0.00	\$87.78	\$2,215.21	\$0.00			
5060	COMPLETION AND CLOSEOUT																		
	FINAL INSPECTION								3						1	3	7	\$781.44	
	CONTRACTOR'S FINAL PAY ESTIMATE														1	2	3	\$277.07	
	CERTIFICATE OF COMPLETION														1	1	2	\$204.37	
	RECORD AS BUILT DRAWINGS														2	1	3	\$264.31	
	SUBTOTAL			0	0	0	0	0	3	0	0	2	3	7	0	15		\$1,527.19	
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343.89	\$0.00	\$0.00	\$147.72	\$219.45	\$816.13	\$0.00				
	TOTAL HOURS - CONSTRUCTION PHASE			0	0	0	0	10	9	0	0	2	11	26	0	58			
	TOTAL COST - CONSTRUCTION PHASE			\$0.00	\$0.00	\$0.00	\$0.00	\$1,388.50	\$1,031.67	\$0.00	\$0.00	\$147.72	\$921.69	\$3,031.34	\$0.00			\$6,520.92	
	TOTAL COST - CONSTRUCTION PHASE																	\$6,520.92	
	% OF TOTAL HOURS PER CLASSIFICATION			0.00%	0.00%	0.00%	0.00%	17.39%	15.65%	0.00%	0.00%	3.48%	18.26%	45.22%	0.00%	100.00%			
	TOTAL HOURS - PRELIM ENG / FINAL DESIGN			0	0	3	32	33	9	0	0	66	16	26	0	185			
	TOTAL COST - PRELIM ENG / FINAL DESIGN			\$0.00	\$0.00	\$644.55	\$4,543.04	\$4,582.05	\$1,031.67	\$0.00	\$0.00	\$4,874.76	\$1,360.59	\$3,031.34	\$0.00			\$20,068.00	
	% OF TOTAL HOURS PER CLASSIFICATION			0.00%	0.00%	1.63%	17.34%	17.89%	4.88%	0.00%	0.00%	35.77%	8.40%	14.09%	0.00%	100.00%			

DIRECT EXPENSES	NO.	UNIT	QUANTITY/UNIT	QUANTITY	UNIT PRICE	AMOUNT
PLOTTING - 11 X 17 PAPER PLOTS		SETS	PLOTS/SET	0	1.50 \$	-
PLOTTING - 22 X 34 PAPER PLOTS		SETS	PLOTS/SET	0	6.00 \$	-
PLOTTING - COLOR PLOTS		SETS	PLOTS/SET	0	10.00 \$	-
MYLAR PLOTS - 11 X 17		SETS	PLOTS/SET	0	10.00 \$	-
REPRODUCTION - 8.5 X 11 PAPER COPIES		SETS	COPIES/SET	0	0.12 \$	-
REPRODUCTION - 11 X 17 PAPER COPIES		SETS	COPIES/SET	0	0.15 \$	-
OVERNIGHT CARRIER COST		PKGS	EACH	0	30.00 \$	-
AUTO EXPENSE (Mileage)		TRIPS	MI /TRIP	0	0.50 \$	-
TOTAL DIRECT EXPENSES						\$ -

* Travel costs include airfare, hotel, car rental and per diem.

8.40% % OF TIME FOR PRINCIPAL, PROJECT MANAGER, AND SECRETARY
 91.60% % of Billable Time
 100.00% Total Contract

PRELIMINARY DESIGN	\$1,899.07
FINAL DESIGN	\$11,648.01
CONSTRUCTION PHASE SVS	\$6,520.92
OTHER DIRECT EXPENSES	\$ -
SUBTOTAL	\$20,068.00
SUBCONSULTANTS	
SURVEY OF EXISTING LAND AND UTILITIES	\$ 2,500.00
MECHANICAL/ELECTRICAL/PLUMBING ENGINEERING	\$ 3,500.00
STRUCTURAL ENGINEERING	\$ 9,000.00
TAS ACCESSIBILITY REVIEW, FILING AND INSPECTION	\$ 925.00
SUBTOTAL	\$15,925.00
GRAND TOTAL	\$35,993.00