

EXECUTIVE SUMMARY
Amendments to Professional Services Agreements (CMAR)
Multiple Design Professionals
Multiple Projects
SMART Program Renovations

PROJECT OVERVIEW:

Type of Contract:	Professional Services Agreements (CMAR)
Project Architect(s):	Multiple Design Professionals
Amendments to PSA:	Pending Board Approval
Budget:	No Financial Impact

GENERAL OVERVIEW:

Background:

Professional Services Agreements (PSAs) CMARs have been approved and executed under the SMART Program since April 24, 2016. Since then, there have been four (4) versions approved and executed. The table below lists the Designers currently under contract for each of the versions (V1, V2, V3, and V4) and the total number of the PSAs that are being amended by this action.

Professional Services Consultant (A/E)	April 24, 2016 Version 1 (V1)	October 11, 2016 Version 2 (V2)	March 1, 2017 Version 3 (V3)	August 28, 2017 Version 4 (V4)	Total
CARTY Architecture, LLC	0	0	1	0	1
CES Engineering Services, LLC	0	0	0	1	1
D.L. Fields Consultants, LLC	0	0	0	1	1
M.C. Harry and Associates, Inc.	0	0	1	0	1
RGD Consulting Engineers Orlando, LLC	0	0	0	2	2
Rodriguez Architects, Inc.	0	0	2	0	2
Song & Associates, Inc.	0	1	2	0	3
Zyscovich, Inc.	1	1	0	0	2
Total	6	2	7	5	13

School Name	Firm Name	Board Award Date	Contract Version
Cypress Bay HS	Zyscovich, Inc.	February 7, 2017	April 24, 2016
Charles W. Flanagan HS	Song & Associates, Inc.	April 18, 2017	October 11, 2016
Falcon Cove MS	Zyscovich, Inc.	May 16, 2017	October 11, 2016
Coral Springs MS	Rodriguez Architects, Inc.	December 19, 2017	March 1, 2017
J.P. Taravella HS	Song & Associates, Inc.	September 26, 2017	March 1, 2017
McArthur HS	Rodriguez Architects, Inc.	November 7, 2017	March 1, 2017
Miramar HS	M.C. Harry and Associates, Inc.	November 7, 2017	March 1, 2017
Plantation HS	Song & Associates, Inc.	September 26, 2017	March 1, 2017
Robert C. Markham ES	CARTY Architecture, LLC	September 26, 2017	March 1, 2017
Package A RFQ 18-106C (Larkdale ES & Panther Run ES)	CES Engineering Services, LLC	February 21, 2018	August 28, 2017
Package B RFQ 18-106C (Gulfstream Academy of Hallandale Beach K-8, Harbordale ES, & Watkins ES)	RGD Consulting Engineers Orlando, LLC	March 6, 2018	August 28, 2017
Package A RFQ 18-131C (Coconut Palm ES, Meadowbrook ES, Parkside ES, & Whispering Pines Education Center)	RGD Consulting Engineers Orlando, LLC	March 6, 2018	August 28, 2017
Package B RFQ 18-131C (Bennet ES, Castle Hill Annex, Cross Creek ES, Sunshine ES)	D.L. Fields Consultants, LLC	March 20, 2018	August 28, 2017

The purpose of the Amendment to these Professional Services Agreements is to insert language that requires Architectural Design and Engineering Firms to use e-Builder to manage their project(s). e-Builder is the District's (BCPS) adopted software platform for managing projects in the SMART Program. These Agreements were executed prior to having e-Builder language requirements included in them.

This Amendment follows similar amendments previously made to Consultants' (A/Es) Professional Services Agreements (PSA) on March 20, 2018 (Agenda Item JJ-3) and to Construction Services Minor Projects Open End Contracts on June 26, 2018 (Agenda Item JJ-3).

The language of the Amendment to be inserted into these Professional Services Agreements is shown below.

1. **ADD** the following to Article 2 - Project Consultant Services and Responsibilities:

2.1.12e-Builder. The Project Consultant shall use the Owner's Project Management software, e-Builder, as a conduit for all project management tasks, including, but not limited to: communications to, from and between Owner, Project Consultant and CM; pay applications/invoicing; requests for change orders and change orders; material, equipment and systems submittals; requests for information; Architect's Supplemental Instructions; SMWBE Monthly Utilization Reporting; periodic Project observations; Weekly Progress Reports and meeting minutes.

Licenses shall be provided to Project Consultant to permit access and use of e-Builder for all projects awarded by Owner. Such license(s) shall be valid throughout the duration of the project(s). See Article 3.1.2.5 below for license request instructions.

2.1.12.1Forms Module. The e-Builder Forms Module shall be used as the exclusive method to create Action Items that require a response from another Project Construction Team member. The required use of the Forms Module includes ALL e-mailed communications.

2.1.12.2Work Flows. Any and all responses or required responses to an open Action Item or to an initiated Work Flow process shall be input and managed through e-Builder. Work Flow processes that will be executed through e-Builder include but are not limited to those processes identified in Article 3.1.2 above.

2.1.12.3Calendar Module. The identification of Project events and required deliverables shall be input and maintained in the Calendar Module. At a minimum, such events include bi-weekly design meetings (while in design), weekly construction meetings, public meetings for the project (ex. Project Charter Meetings, etc.) and other design and/or construction milestones and deadlines.

2.1.12.4Meetings. Information to be input into e-Agenda related to any meeting includes, but is not limited to an agenda, a reminder of the meeting (which must occur a minimum of two (2) days prior to the meeting), meeting minutes (using the approved meeting minutes template) and confirmation of actual meeting attendees.

2.1.12.5Access to e-Builder and Licensing. Project Consultant shall designate and identify the employee(s) that shall personally access e-Builder, the projects to which the employee(s) is assigned, and the employee(s)'s duties and responsibilities as it relates to e-Builder.

This information together with a request for licensing shall be sent to Atkins, Program Controls Support, telephone number (754) 321-1537, eBuilderLicense@browardschools.com. Upon receipt, review and acceptance of the request, access information and logins shall be provided to Project Consultant.

Training shall be coordinated, scheduled and provided to those provided access and licenses by Atkins. Additional training may be provided based on availability.

There is no direct cost to the District resulting from these Amendments to the Professional Services Agreements.

The Professional Service Consultants (A/E) have agreed to amend the Article proposed by the Owner as listed in the table on Page 1.

The Amendments to the Professional Services Agreements have been reviewed and approved as to form and legal content by the Office of the General Counsel.