

QUALIFICATION SELECTION EVALUATION COMMITTEE

BY-LAWS

ARTICLE I. NAME

The name of this Committee shall be the Qualification Selection Evaluation Committee.

ARTICLE II. PURPOSE

The primary objectives of the Qualification Selection Evaluation Committee shall be to pre-qualify bidders for construction contracts, and, select architects, engineers, design-builders, construction managers and total program managers or any procurement delivery method including any services offered in Consultants Competitive Negotiation Act (CCNA) as amended for recommendation to the School Board for award.

The Committee functions shall include:

- A. To recommend Contractor pre-qualification process and standardize pre-qualification applications.
- B. To review Contractor Pre-Qualification Applications and make recommendations for pre-qualification certification and re-certification of Contractors.
- C. To review Contractor appeals of applications that were recommended to the School Board, and approved, to not certify or re-certify for pre-qualification.
- D. To recommend selection process, evaluation and scoring criteria for selection of architects, engineers, design-builders, construction managers, total program managers or any procurement delivery method including any services offered in Consultants Competitive Negotiation Act (CCNA) as amended.
- E. To review qualifications and proposals submitted by firms in response to procurement solicitations and make recommendations to the School Board for their approval for selection of architects, engineers, design-builders, construction managers and total program managers or any procurement delivery method including any services offered in Consultants Competitive Negotiation Act (CCNA) as amended.

The responsibilities and duties of the Committee will be in accordance with Florida Statutes and Broward County School Board Policy 7003 as currently amended.

ARTICLE III. MEMBERSHIP

The Committee shall consist of the members specified in School Board Policy 7003 as follows:

- Section 1. Voting: When a consensus cannot be reached, a vote of the membership will be taken. All members of the Committee shall have one vote each. A voting member must be present to vote.

Section 2. Terms of Membership: Members of the Qualification Selection Evaluation Committee should attend meetings in rotation pursuant to School Board Policy 7003. Vacancies will be filled per School Board policy.

Section 3. Length of Term: The contractor's association committee member appointment shall be for one year and shall alternate from year to year between the contractor's associations specified in policy 7003. The other ten (10) committee member appointments are per Policy 7003 and do not have a specified length of term.

Section 4. One non-voting senior staff person or designee, who will work with the Chair on setting the agenda and conducting the business of the Committee.

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| 1 | One | At-Large School Board Member; or designee | Voting |
| 2 | One | For Site Specific Procurement: Single Member District Board Member from the district in which the project is located; or that Board Member's designee ;or; For County-Wide Procurements: Other At-Large School Board Member; or designee | Voting Voting |
| 3 | One | Appointee of the Single Member District Board Member, if site specific procurement, or, Appointee of one of the At-Large School Board Members, if county-wide procurement | Voting |
| 4 | One | Deputy Superintendent, Facilities and Construction Management Division, or designee | Voting |
| 5 | One | Deputy Superintendent, Operations, or designee | Voting |
| 6 | One | Coordinator, M/WBE, or designee | Voting |
| 7 | One | Director, Safety, or designee | Voting |
| 8 | One | Senior Project Manager or assigned Project Manager I, II, or III, as applicable | Voting |
| 9 | One | Area Director or School Principal, as applicable | Voting |
| 10 | One | Representative of the South Florida Chapter, Associated General Contractors of America (AGC), or the Builder's Association of South Florida (BASF), or the South Florida Chapter of the Associated Builders and Contractors, Inc. (ABC) not having business with the District for a period of two (2) years. (Appointed for one (1) year alternating between.) | Voting |
| 11 | One | Facilities Task Force Chair, or designee, preferably from the district containing the project | Voting |
| 12 | One | Representative staff member from the Office of the Chief Auditor to serve in advisory role | Non-Voting |

Section 5. Each new member shall receive training on the Committee's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff.

Section 6. Each member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct and, actively support the mission, purpose, and related Committee and School Board Policy statements. Also, the statement will acknowledge that the member has received staff training on Robert's Rules of Order, Newly Revised, and the Florida Sunshine Laws.

Section 7 Parliamentary, non-voter, shall be a part of the committee.

ARTICLE IV. OFFICERS

Section 1. Officers of this committee will consist of a Chair and Vice Chair.

Section 2. The officers shall be elected annually at the April meeting.

Section 3: Installation of new officers will be held at the first May meeting.

Section 4: If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.

ARTICLE V: DUTIES OF THE OFFICERS

A. The Chair shall preside at all meetings of the Committee and will be an ex-officio member of all committees except the nominating committee. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it.

B. Define duties of all officers.
If the Chair is not present at the meeting of the Committee, the Vice-Chair shall preside.

If the Chair or the Vice-Chair are not present at the meeting of the Committee, the members present at the meeting shall elect a temporary Chair to preside during that meeting.

ARTICLE VI. MEETINGS

The Qualification Selection Evaluation Committee shall meet regularly and the schedule of meetings for the year will be determined and published as needed. Notification of all regular meeting places will be included in the minutes.

Section 1. Guests: All meetings are open to the public under the Florida Sunshine Law; however, nonmembers / guests may not vote on Committee issues.

Section 2. Attendance of members will be kept for all meetings. The Facilities and Construction Management Division staff designee will take attendance. Attendance records will be sent to the members specified in Policy 7003.

Section 3. Minutes of all meetings will be recorded by the Facilities and Construction Management Division staff designee. Approved minutes will be kept on file at

the Facilities and Construction Management Division and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted.

Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.

- Section 4. Special meetings may be called by the Chair or by notice of any three (3) members in writing to the Chair.
- Section 5. All scheduled meetings, meeting times, and places will be announced at least one week in advance. Any matter that is scheduled to come before the Committee for a vote requires at least 3 days advance written notice to all members. Members must be advised of a change in the established date, time or location. All special meetings will require notification.
- Section 6. Qualification Selection Evaluation Committee meetings will be scheduled at times and locations convenient for all stakeholders.
- Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A majority of the membership of the Committee (50% plus 1) constitutes a quorum.
- Section 8. Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. Meeting discussions will be restricted to those topics on the agenda.
- Section 9. Voting will be by roll call. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).

ARTICLE VII. COMMITTEES

- A. The Chair shall create such committees as may be required in School Board Policy to promote the objectives of the Committee.

ARTICLE VIII. AMENDMENTS

- A. Bylaws must conform with the Florida statutes and School Board Policy.
- B. Amendments to the bylaws will be approved by a majority of the QSEC members. Bylaws will be reviewed every two years or at such time that legislation or School Board action occurs that would require a review.
- C. All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Committee.

Ratified: Month/Date/Year