

AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Meeting Date <div style="border: 1px solid black; padding: 2px; text-align: center;">06-19-07</div>	<table style="width: 100%;"><tr><td style="width: 50%; text-align: center; padding: 5px;">Open Agenda <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td><td style="width: 50%; text-align: center; padding: 5px;">Time Certain Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td></tr></table>	Open Agenda <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Time Certain Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item Number <div style="border: 1px solid black; padding: 2px; text-align: center;">J-11</div>
Open Agenda <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Time Certain Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

TITLE:	Approve Request for Qualifications and Authorization to Advertise Continuing Contracts Miscellaneous Environmental, and Scheduling Consulting Services
REQUESTED ACTION:	Approve the Request for Qualifications (RFQ), Selection Criteria and Selection Criteria Scoresheets for Miscellaneous Environmental, and Scheduling Consulting Services for Various Construction Projects and authorize advertising the Public Announcement.
SUMMARY EXPLANATION AND BACKGROUND:	<p>The Request for Qualifications (RFQ) is intended to procure Miscellaneous Environmental, and Scheduling Consulting Services for projects including Facilities, Maintenance and Safety projects consisting of but not limited to site improvements, remodeling and renovations. The Miscellaneous Environmental Consulting is for asbestos, lead, mold, indoor air quality and other industrial hygiene consulting. The Scheduling Consulting is for services to develop schedules for design and construction projects. The contract terms include a limit of \$1,000,000 in fees and/or three years renewable by \$300,000 and/or one year. Selections will be for award of a contract by the Board to one firm for each service category listed in Exhibit 1.</p> <p>The Qualification Selection Evaluation Committee recommended the Selection Criteria and Selection Criteria Scoresheet for architectural, engineering and miscellaneous professional services at its June 21, 2006, meeting. Selection of these professional services shall be in accordance with Board Policy 7003 and the criteria in Article 2 of the Request for Qualifications (RFQ) as indicated in Exhibits 1 and 2. The Qualification Selection Evaluation Committee shall shortlist, interview, and select. The Board will award contract to the Consultant.</p> <p>A complete copy of the RFQ is available for review at the Facilities and Construction Management Division.</p>
SCHOOL BOARD GOALS:	<p><input type="checkbox"/> •Goal One: All students will achieve at their highest potential.</p> <p><input checked="" type="checkbox"/> •Goal Two: All schools will have equitable resources.</p> <p><input type="checkbox"/> •Goal Three: All operations of the school system will demonstrate best practices while supporting student achievement.</p> <p><input type="checkbox"/> •Goal Four: All stakeholders will work together to build a better school system.</p>
FINANCIAL IMPACT:	Funds for this item are included in the Adopted District Educational Facilities Plan, Fiscal Years 2006-2007 to 2010-2011. Since there is no financial impact at this time, this item does not require a collaboration form from the Capital Budget Department.
EXHIBITS: (List)	<ol style="list-style-type: none">1. Public Announcement2. Selection Process and Criteria3. Selection Criteria Scoresheet
BOARD ACTION: <div style="text-align: center; margin-top: 20px;">APPROVED</div> <p style="font-size: small;">(For Official School Board Records' Office Only)</p>	SOURCE OF ADDITIONAL INFORMATION: Claudia Munroe <i>Claudia Munroe</i> Executive Director, Design Services (754) 321-1529 <div style="display: flex; justify-content: space-between; font-size: x-small;">NamePhone <i>321-1529</i></div>

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

FACILITIES AND CONSTRUCTION MANAGEMENT DIVISION
MICHAEL GARRETSON, DEPUTY SUPERINTENDENT

Approved in Open Board Meeting on:

JUN 19 2007

By:

Revised November 28, 2006
JFN/MG/CM/EH:edsb

mcg
Beverly A. Hall

School Board Chair

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
PUBLIC ANNOUNCEMENT FOR
PROFESSIONAL SERVICES
CONTINUING CONTRACT MISCELLANEOUS ENVIRONMENTAL, AND
SCHEDULING CONSULTING SERVICES
RFQ NO. 2007-21-FC**

JUNE 19, 2007

In order to supplement the expertise of the Facilities and Construction Management Division, the Superintendent of Schools, pursuant to Florida Statutes, announces that The School Board of Broward County, Florida is in need of Continuing Contract Miscellaneous Consulting Services related to maintenance, remodeling, renovation, and construction of educational facilities. Pursuant to this Request for Qualifications (RFQ), the Qualification Selection Evaluation Committee (QSEC) may recommend proposers for award of contract(s) for these services (refer to Service Category table for number of contracts).

Services under this contract include, but are not limited to:

1. Provision of complete miscellaneous consulting professional services.
2. Provision of other basic services as required.

PROFESSIONAL LIABILITY INSURANCE AND OTHER COVERAGE: Shall be required.

SERVICE CATEGORY	NUMBER OF CONTRACTS	FEES/TERM
1. Miscellaneous Environmental (asbestos, lead, mold and additional industrial hygiene) for North Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year
2. Miscellaneous Environmental (asbestos, lead, mold and additional industrial hygiene) for North Central Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year
3. Miscellaneous Environmental (asbestos, lead, mold and additional industrial hygiene) for South Central Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year
4. Miscellaneous Environmental (asbestos, lead, mold and additional industrial hygiene) for South Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year
5. Scheduling for North Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year
6. Scheduling for North Central Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year
7. Scheduling for South Central Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year
8. Scheduling for South Area	1	\$1,000,000 / 3 Years Renewable by \$300,000 / 1 Year

Project Budget: For the purposes of this RFQ "Project Budget" is defined as all of the funds available for the design fees, testing, inspections, construction, furnishings, fixtures, equipment, textbooks, telecommunications and any and all other costs relating directly to the project.

Schedule: Projects are assigned on an as-needed basis and scheduled at that time.

Changes: The schedule, scope, and budget are subject to change according to subsequent Board approval and may be negotiated according to revisions.

Delivery Methods: The delivery methods for the construction of the above-listed projects may include Design/Bid/Build, Construction Management at Risk, and other delivery systems.

Minimum Selection Criteria: Will include the following minimum criteria (refer to the RFQ Article VIII-Submittal Requirements for expanded list of selection criteria):

1. Proposer Profile;
2. Team Organization;
3. Availability, Capacity, & Location;
4. Project Experience;
5. Past Performance
6. Workload & Unique Capabilities;
7. Litigation; and
8. M/WBE Participation;

Format: All proposers interested in being considered for these services shall be required to submit twenty (20) electronic copies (PDF Format) on CD-ROMS, and three (3) hardcopies, with one (1) hardcopy response marked "Original" containing all original documents of the required response to the Request for Qualifications (RFQ). The Request for Qualifications (RFQ) can be obtained from **www.demandstar.com**, or hardcopy at cost from:

REPRO PRODUCTS, INC.
4651 S.W. 51st Street, #802, Ft. Lauderdale, Fl 33314
Phone: (954) 792-8555 Fax: (954) 792-8557
Email: reproplot2@aol.com

The completed RFQ response must be delivered to:

The Qualification Selection Evaluation Committee
C/O Claudia Munroe, R.A., Executive Director, Design Services
Facilities and Construction Management Division
1700 S.W. 14th Court, Fort Lauderdale, Florida 33312
Reception Area, Building-4

NO LATER THAN:

2:00 PM July 17, 2007

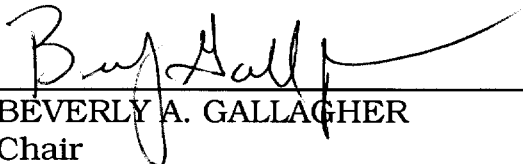
Until a final decision is made, all inquiries and contacts with School District representatives shall be limited to procedural matters and shall be directed to the reception office, Facilities and Construction Management Division at (754) 321-1500.

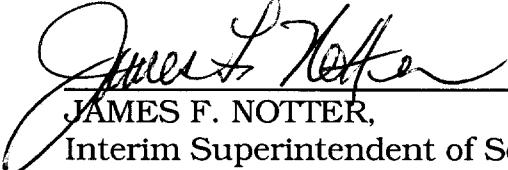
Qualifications Selection Evaluation Committee (QSEC): After submission, the Qualifications Selection Evaluation Committee (QSEC) based on the selection and submittal criteria in this RFQ will evaluate proposers. The QSEC will select a "shortlist" for interviews with no less than three (3) proposers submitting proposals for each Service Category, ranked in order of tabulated score. After the interview process by the QSEC, the QSEC will recommend the finalist(s) for award of contracts for Professional Consulting services to the Superintendent. The Superintendent shall either recommend award of contract(s) to the finalist(s) selected by the QSEC or recommend rejection of all proposals to the Board. After the Board approves the recommendations of the QSEC the Board will authorize the Superintendent, or designee, to negotiate a contract for fees to provide Professional Consulting services.

Recommendations by the QSEC do not guarantee a contract will be awarded by the Board. Award of a contract does not guarantee that work will be issued. Fees will be negotiated in accordance with Board Policy 7003 and Section 287.055, F.S.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ATTEST:


BEVERLY A. GALLAGHER
Chair


JAMES F. NOTTER,
Interim Superintendent of Schools
Secretary of The School Board of
Broward County, Florida

To be advertised on June 26, July 3, and July 10, 2007

THIS SECTION IS NOT INCLUDED IN THE ADVERTISEMENT

Reviewed for Processing:

Date: _____
Claudia Munroe, R.A., Executive Director, Design Services
Facilities and Construction Management Division

Processed:

Date: _____
Lu Ball, Clerk Specialist IV
Facilities and Construction Management Division

cc: Derrick J. Ragland, Executive Director, Project Management
 Claudia Munroe, Executive Director, Design Services
 Eileen Hunt, Project Manager 1
 Project File

SELECTION PROCESS and CRITERIA

- A. **Schedule of Events:**
 Submittal Due Date: **July 17, 2007**
 QSEC Shortlist Date: **August 8, 2007**
 QSEC Presentation & Final Selection Date: **August 15, 2007**
 Posting of Tabulation and Recommendation: **August 16, 2007**
by 4:30 p.m.
- B. Selection will be according to the following process in accordance with Board Policy 7003, and State Requirements for Education Facilities (SREF).
- C. **Proposal Review by Staff:** Facilities and Construction Management Division staff will conduct a review of the proposer's qualifications to determine whether the proposer meets the terms of this RFQ, requirements of the Florida Statutes, State Requirements for Educational Facilities regulations, Florida Building Code, and any other code, statute, or standard applicable at the time of response. Unqualified applications will be recommended to the committee for rejection.
- D. **Shortlist Selection:** The QSEC Members will assign points to each proposer based upon the Selection Criteria below and attached Selection Criteria Score Sheet in the shortlist evaluation process. Each QSEC Member shall assign points for each proposer according to the selection criteria and rank them according to their scores. The proposer receiving the most points by a QSEC Member will be considered the top-ranked choice of that QSEC Member. The proposer that receives the most total points from the committee will be the top-ranked proposer, the proposer receiving the second most points shall be the second-ranked and so on. In the event of a tie a voice vote will be taken until the tie is broken. If the voice vote is not unanimous, then a roll-call vote will be taken. The selection process will establish a "shortlist" of no less than three (3) proposers for each Service Category.
- E. **Presentations:** Shortlisted proposers will be notified of the time and place for their respective presentations. Proposers may utilize any media for their presentations but must restrict their entire presentation time to thirty (30) minutes total for all service categories submitted, with five (5) minutes for setup, ten (10) minute presentation, and fifteen (15) minutes question and answer period.

1. A presentation by a proposer must be about the proposer's qualifications, not the proposer's design solution for any given project(s) herein.
2. Key personnel from each proposer (including subconsultant(s) when applicable) are required to be present at the interview. As part of the interview process, both the short-listed proposers and their key personnel shall present information and discuss selection criteria set out below.
 3. In addition to the information required within this RFQ, the shortlisted proposers shall be prepared to discuss the following in the interview:
 - a. Any disputes, claims, litigation and terminations (including options for additional work not exercised by the Owner) resulting out of professional services over the last five (5) years;
 - b. The proposer's approach to management of a project based on their understanding of the A/E Scope of Services, Architectural Programs, Budgets, Schedules, and the Design and Material Standards (SBBC Master Guide Specifications).

F. **Final Selection:** The QSEC will interview and rank the shortlisted proposers. The QSEC will assign points to each proposer utilizing the Selection Criteria and point schedule included with the Selection Criteria Score Sheet to finalize the selection. Note, M/WBE staff will provide scores for M/WBE categories. However, such scores are recommendations by M/WBE staff and may be adjusted by individual QSEC Members. Each QSEC Member shall assign points for each proposer according to the selection criteria and rank them according to their scores. The proposer receiving the most points by a QSEC Member will be considered the first choice of that QSEC Member. The proposer that receives the most first choice votes by the QSEC Members, will be the top-ranked proposer. The second-ranked proposer, will be the proposer that receives the most points, other than the proposer who was selected as the top-ranked proposer, and so on. In the event of a tie a voice vote will be taken until the tie is broken. The QSEC will recommend the finalist(s) for award of contracts to Architects, Engineers and/or Miscellaneous Consulting Services to the Superintendent. The Superintendent shall either recommend award of contract(s) to the finalist(s) selected by the QSEC or recommend rejection of all proposals to the Board. After the Board approves the recommendations of the QSEC the Board will authorize the Superintendent, or designee, to negotiate a contract

with the top-ranked proposer according to Section 287.055, F.S. The Board shall have final approval of such recommendations.

G. **Minimum Selection Criteria:** The following selection criteria will be the minimum basis for scoring according to the point system on the attached Selection Criteria Scoresheet (refer to this document Article VIII-Submittal Requirements for expanded list of selection criteria):

1. Proposer Profile;
2. Team Organization;
3. Availability, Capacity, & Location;
4. Project Experience;
5. Past Performance;
6. Workload & Unique Capabilities;
7. Subconsultant Data;
8. Litigation; and
9. M/WBE Participation;
- 10.



SELECTION CRITERIA SCORESHEET
Continuing Contract for Miscellaneous Consulting Services

EXHIBIT 3

Selection Criteria:		Max Points:	FIRM	FIRM	FIRM
1	<u>PROPOSER PROFILE</u> Proposer Identification Areas of Specialization Proposer's Personnel Joint Venture or Other Form of Association Specialty Certifications	5			
	<u>TEAM ORGANIZATION</u> Proposers Team Organization Chart Narrative	10			
3	<u>AVAILABILITY, CAPACITY, & LOCATION</u> Availability and Capacity Location	5			
4	<u>PROJECT EXPERIENCE</u> Volume of Work Percentage of Proposer's Work Related Projects Detailed Project Descriptions List of Awards	25			
	<u>PAST PERFORMANCE</u> Budget and Time Prior Education Facility Experience Variance w/ Budget Change Order Percentage Schedule Information References	25			
6	<u>WORKLOAD & UNIQUE CAPABILITIES</u> Workload Unique Capabilities	15			
7	<u>LITIGATION</u>	5			
8	<u>MMWBE PARTICIPATION</u> Participation History	10			
		100			

SIGNATURE _____

DATE _____