

SELECTION PROCESS FOR DESIGN/BUILD SERVICES

1. Schedule of Events:

- Step 1
 - Step 1 of RFP advertises
 - Step 1 qualifications submittals due
 - Staff reviews proposers' submittals to determine compliance
 - QSEC meeting to evaluate qualifications, separately for each project, and shortlist proposers for each project
 - Shortlist notification sent to proposers
- Step 2
 - Design Criteria Package issued to shortlisted firms
 - Step 2 Cost and Technical Proposals due from shortlisted firms
 - Staff reviews proposals received, from those firms who were shortlisted, to determine compliance
 - Staff identifies responsive responsible proposal offering the lowest price for the design/build services
 - Posting of Tabulation and Recommendations for award to responsive responsible proposer offering the lowest price for each project
 - QSEC and selection recommendations to Regular School Board meeting
- Contract preparation
- Contract to Board for approval

2. Selection will be according to the following process in accordance with Board Policy 7003 and State Requirements for Education Facilities (SREF). Contracts shall be awarded by each school/facility to one or more proposers. Award of contracts is subject to the limits of the finalist proposer's Contractor Pre-Qualification per-project and aggregate limits as approved by the Board.

3. **Qualifications Proposals 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 RFP, 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 or non-compliant proposals will be recommended to the Qualification Selection Evaluation Committee for rejection.

4. **Shortlist Selection:** The QSEC Members will assign points to each proposer, separately for each school's project, based upon the Selection Criteria in the RFP and the 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 separately for each of the two projects. For each of the two projects, the proposer receiving the most points by a QSEC Member will be considered the top-ranked choice of that QSEC Member. The proposer who receives the most first choice votes from the committee will be the top-ranked proposer for that school/facility. The proposer who receives the most total points, other than the proposer who was already selected as top-ranked, will be the second-ranked, and so on. The selection

process will establish a "shortlist" of not less than three proposers and not more than five proposers for each school/facility.

5. **Step 2 Cost and Technical Proposals:** Shortlisted proposers will be notified and provided with the Design Criteria Package and M/WBE requirements. Proposers will submit Cost and Technical Proposals.
6. **Cost and Technical Proposals Review by Staff:** Design Services Dept. Staff will review the Cost and Technical Proposals to determine whether the proposer meets the terms of the RFP and the Design Criteria Package, 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 or non-compliant proposals will be recommended to the Board for rejection.
7. **Final Selection:** Design Services Dept. Staff will identify the responsive responsible proposal offering the lowest price for design/build services for each of the projects and the recommendations for award of contracts will be to those firms.
8. Recommendation for approval of the selection of the Design/Builder will be made to the Superintendent. The Superintendent shall either recommend selection of the finalist for each school's project or recommend rejection of all proposals to the Board. After the Board approves the recommendations, the Board will authorize the Superintendent, or designee, to prepare a contract agreement with the selected proposer for each school's project. The Acting Deputy Superintendent, Facilities & Construction Management will provide the proposed standard agreement signed by the finalist to the Superintendent of Schools. The Superintendent will present the recommendation for award of contracts to the proposers and the proposed agreement to the Board for its consideration and approval. The Board shall have final approval of such recommendations.