

**PRE-QUALIFICATION OF CONTRACTORS AND SELECTION OF ARCHITECTS,  
ENGINEERS, DESIGN BUILDERS, CONSTRUCTION MANAGERS, AND TOTAL  
PROGRAM MANAGERS PURSUANT TO THE CONSULTANTS COMPETITIVE  
NEGOTIATION ACT**

The School Board shall pre-qualify bidders for construction contracts, and, publicly announce, in a uniform and consistent manner, each occasion when construction and/or professional services are required to be purchased in compliance with governing statutes and regulations. The Superintendent shall establish procedures for the pre-qualification of contractors and selection of architects, engineers, design-builders, construction managers and total program managers consistent with this policy, applicable statutes and State Requirements for Educational Facilities (SREF).

**Rules**

The School Board authorizes the Superintendent to:

1. Receive applications for Contractor Pre-Qualification on the attached application form in compliance with FS 1013.46 and SREF 4.1, as amended. In addition to such requirements, the application form shall include a requirement for the submission of Dun and Bradstreet reports. The Dun and Bradstreet reports shall be required as follows:
  - a. Summary Dun and Bradstreet Report required if the applicant requests \$1,000,000 or less for either Per Project or Aggregate Limits.
  - b. Comprehensive Dun and Bradstreet Report required if the applicant requests greater than \$1,000,000 for either Per Project or Aggregate Limits.

If the appropriate Dun and Bradstreet Report is not available to the applicant, staff shall verify references, evaluate the information contained in the application and advise the evaluation committee accordingly.
2. Develop standard Request for Qualifications (RFQ) and Request for Proposals (RFP) including selection criteria and selection procedures in accordance with applicable statutes and SREF. The Board shall approve standard RFQ and RFP forms. The School Board shall approve revisions to the RFQ and RFP forms.
3. Receive responses to RFQs and RFPs.
4. Designate an evaluation and recommendation committee, the Qualification Selection Evaluation Committee (QSEC), to be composed of nine (9) standing voting members for the purpose of Pre-Qualification of contractors, and with the addition of two (2) voting members, for a total of eleven (11) voting members, for the purpose of selections and recommendations of award of contracts to architects, engineers, design builders, construction managers and total program managers. QSEC shall also include one (1) non-voting staff member from the Office of the Chief Auditor to serve in an advisory and support role.
  - a. QSEC shall be comprised of the following nine (9) standing voting members:
    1. Deputy Superintendent, Facilities and Construction Management, or designee.
    2. Chief Operations Officer, or designee.

3. One (1) of the following:
    - a. For Pre-Qualification of contractors and county wide contracts, an Area Director, or
    - b. For site specific contracts, the school principal for the specific site.
  4. Director, Planning and Design, or Senior Project Manager, or Project Manager I, II, or III.
  5. Director, Safety, or designee.
  6. Coordinator, M/WBE, or designee.
  7. One (1) of the following:
    - a. For Pre-Qualification of contractors and county wide contracts, a member of the general public, appointed by the Superintendent of Schools,  
or
    - b. For site specific contracts, a member of the general public, appointed by the school principal for the specific site.
  8. One (1) representative of the South Florida Chapter, Associated General Contractors of America (AGC), or the South Florida Chapter of the Associated Builders and Contractors, Inc. (ABC), or the Builder's Association of South Florida (BASF) not having had business with the District for a period of two 2 years. (The designated Appointee shall alternate from year to year between the AGC, ABC, and BASF.
  9. The Facilities Task Force Chair, or designee. If for selection of site specific contract, then preferably from the district containing the project.
- b. In addition to the nine (9) standing voting members of QSEC, the following two (2) voting members will be added to QSEC for the purpose of selection and recommendation of award of contracts to architects, engineers, design-builders, construction managers and total program managers.
1. One (1) member of the general public appointed by the Chief Operations Officer. For site specific selections, the appointee shall reside in the district in which the project is located. For countywide selections, the appointee may reside anywhere in the county.
  2. One (1) representative of the Minority Builders Coalition not having had business with the District for a period of two (2) years.
- c. A quorum shall be six (6) voting members for Pre-Qualification of contractors and seven (7) voting members for selection and recommendation of award of contracts to architects, engineers, design builders, construction managers and total program managers.
- d. The person filling each QSEC member position shall be rotated, on each successive procurement, from among those persons qualified to perform that function. No QSEC member serving in this position shall serve on three (3) consecutive RFQ/RFP in succession.
5. Any proposer, or lobbyist for a proposer, shall comply with Code of Silence per School Board Policy 3320.
  6. All public officers and district employees shall comply with the Code of Ethics for Personnel Authorized to Purchase per School Board Policy 3320.

7. The QSEC shall make recommendations to the Superintendent regarding the Pre-Qualification of contractors. The Superintendent shall make recommendations to the Board. The Board shall have the final approval of such recommendations.
8. The QSEC shall recommend the finalist(s) for award of contracts to architects, engineers, design builders, construction managers and total program managers, and if applicable, shall recommend rejection of one or more proposers to the Superintendent. The Superintendent shall either recommend award of contracts to the finalist(s) selected by the QSEC or recommend rejection of one or more proposers to the Board, together with a report from QSEC containing findings of fact indicating the proposers' compliance with the procurement requirements and scoring criteria. The Board shall have final approval of such recommendations.
9. QSEC shall function according to its School Board approved By-Laws, School Board policies, the Sunshine Law and Robert's Rules of Order.

AUTHORITY: F.S.287.055; F.S.1001.41; F.S. 1013.45, F.S. 1013.46, SREF 4.1,  
Rules Adopted: 1/21/82  
Emergency Rule: #82-14;12/16/82;85-86-17 1/16/86  
Rules Amended: 1/20/83; 1/16/86; 2/19/86; 6/2/92; 6/20/95, 12/7/99  
Amended Policy Approved: 8/14/01; 6/4/02; 8/5/03  
Adopted; 3/1/05, 4/26/05, 8/27/08, 11/09/10