

**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 (8), 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. Approve the public announcements for Contractor Pre-Qualification, RFQs and RFPs and receive responses to RFQs and RFPs.
4. Designate an evaluation committee of eleven (11) voting members for the purpose of Pre-Qualification of contractors and selection of architects, engineers, design builders, construction managers and total program managers.
  - a. The evaluation committee shall be comprised of the following voting members:
    - i. One (1) at large School Board Member or designee;
    - ii. 1. For Site Specific Procurements:
      - (a) the single member district Board Member representing the district in which the project is located; or that Board Member's designee;
      - (b) that Board Member's appointee from the general public;

or

    2. For County Wide Procurements:
      - (a) the other at large School Board Member or that Board Members designee; and
      - (b) an appointee of one of the at-large-School Board Members. Said appointee shall serve in rotation;
  - iii. The Superintendent shall have six (6) appointees from staff to the selection committee as follows:
    1. Deputy Superintendent, Facilities and Construction Management, or designee.
    2. Deputy Superintendent, Operations, or designee.
    3. Coordinator M/WBE, or designee.
    4. Three (3) District staff.
      - a. Director, Safety, or designee.
      - b. Senior Project Manager or assigned Project Manager I, II, or III, as applicable.
      - c. Area Director or School Principal, as applicable.

- iv. One (1) 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. (Appointment shall alternate from year to year between the AGC, ~~and~~ BASF, and ABC.)
  - v. The Facilities Task Force Chair or designee, preferably from the district containing the project:
- b. One (1) non-voting staff member from the Office of the Chief Auditor shall attend all evaluation committee meetings to serve in an advisory and support role.
  - c. A quorum shall be seven (7) voting members.
  - d. The person filling each committee member position shall be rotated, on each successive procurement, from among those persons qualified to perform that function. No committee member serving in this position shall serve on three (3) consecutive projects in succession.
5. Lobbying: Proposers and consultants are not permitted to lobby any district personnel, Board Member, or members of the Consultant Selection and Evaluation Committee related to, or involved with, any procurement between the time the notice of intent to procure services is issued and the recommendation for award is acted upon by the School Board of Broward County. All oral and written inquiries must be directed to the individual identified in the procurement documents. Any proposer or any individual that lobbies on behalf of a proposer during the time specified above, will result in rejection/disqualification of said proposal.
  6. The committee shall make recommendations to the Superintendent regarding the pre-qualification of contractors. The Superintendent shall make recommendations to the Board:
    - a. Along with a report from the committee containing findings of fact indicating the proposers' compliance with the procurement requirements and scoring criteria and the Board shall have the final approval of such recommendations.
  7. The committee shall recommend the finalist(s) for award of contracts to architects, engineers, design builders, construction managers and total program managers to the Superintendent. The Superintendent shall either recommend award of contracts to the finalist(s) selected by the committee or recommend rejection of all bids to the Board. The Board shall have final approval of such recommendations.
  8. The evaluation committee shall function according to its School Board approved By-Laws, School Board policies, the Sunshine Law and Robert's Rules of Order.
  9. Evaluation committee members shall file Financial Disclosure Forms with the Broward County Supervisor of Elections Office annually at the time prescribed by law.

AUTHORITY: F.S.287.055; F.S.1001.41; F.S. 1013.45, F.S. 1013.46, SREF 4.1(6), SREF 4.1(7), 4.1 (8),  
 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