

PROJECT FACT SHEET

Geotechnical Engineering
And Materials Testing Services
The School District of Osceola County

RFQ #SDOC-05-029-FPC

DESCRIPTION OF SERVICE: Represent the School District as their consultant in geotechnical engineering and materials testing matters for one or more of the following projects:

Elementary School "G"
Elementary School "H"

Anticipated services could include but are not limited to the following:

1. Design services for selected construction projects listed, which pertain to the Geotechnical portion of the project. (i.e. If soil borings indicate design changes are needed, Geotechnical Firm(s) will give recommendations for possible corrections).
2. Review and comment on educational specifications, design submittals, and construction documents prepared by other consultants.
3. Review, inspect, and report on specific areas of construction as requested.
4. Provide support with school site analysis, educational specification preparation, construction project budgeting, etc. (i.e. If changes are needed to the original design, the Geotechnical Firm(s) shall provide cost comparisons for the various recommendations they offered on how to correct the situation).
5. To investigate, identify, analyze, and make recommendations with costs for specific school facility problems or needs assigned on selected project(s).
6. Provide technical support by the use of other consultants when specialized areas of expertise are needed.
7. Provide technical support in architectural matters to Facilities Planning and Construction and Maintenance Departments.

Submit five (5) copies with your letter of interest and the following requested data in a spiral bound or 3-ring binder in the order listed below with the four sections labeled.

1. **Form 254 or New Form 330**
Completed copy of the U.S. Government Architect-Engineer Standard Form 254 or the new Standard Form 330.
2. **Certificates, Registrations, and Insurances**
A copy of the firm's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered and

insured at the time of its application to practice their profession in the State of Florida. If the applicant is a corporation, it must be properly chartered with the Florida Department of State to operate in Florida and provide a reproduction of its Corporate Charter Registration with the Department of State to operate in Florida. Firms need a minimum of \$1,000,000 professional liability insurance.

3. SELECTION CRITERIA:

Provide sufficient information to describe each Selection Criteria and include that information in the Selection Criteria section of the required binders. Firms will be evaluated in the following areas:

Current Workload: (15 Points) List each project and fee amount currently under contract including contracts as consultant to another firm. Describe how you will meet your current contract obligations and our project(s) contract if selected.

Past Performance: (30 Points) Applicants shall list all projects for which a contract was signed for professional services in the past two years. Provide the project name, the Owner, and the name and telephone number of the Owner's Representative.

Experience with Similar Work: (25 Points) List projects of comparable type, size and complexity, which were accomplished by the Applicant as identified in the Project Description. List Owner's in which the Applicant has provided similar services. List experience as being the lead consultant and having other consultants performing work under applicant contract.

Location: (5 Points) Due to the nature of the contract, the Applicant's physical distance to the School District will have bearing on the selection. Location relates to response, reviews, coordination, and communication.

Ability to Provide Service: (25 Points) Applicants ability to provide service includes available staff to support the Owner's needs in a timely manner. Applicants cost estimating capabilities and methods used to control cost during design and construction of a project. Applications method used in project administration to insure Owner's goals and objectives are obtained in design and construction.

- 4.** Any other additional information that may be beneficial for consideration in the selection process. Representative samples of related work may be submitted at the applicant's option. Applications that do not comply with the above instructions including Selection Criteria will not be considered. All information received will be maintained with the project file and cannot be returned.

The District may opt to conduct interviews with selected Firms, should it be required or warranted. Discussions and/or interviews will be held between the Selection Committee and the firms selected based upon data submitted by each firm.

Firms will be notified in writing as to whether or not they have been selected for this contract.

All prospective professionals are hereby cautioned not to contact any Board Member of The School District of Osceola County after submittals are received nor to attempt to persuade or promote through other channels. After submittals are received all contacts must be channeled through the Facilities Planning and Construction Department. Failure to comply with these procedures shall be cause for disqualification of firm's expression of interest.

Questions and additional information requests should be directed in writing to:

Eric Houston, Director
Construction Services Department
407/518-2964

Submittals must be received by the Purchasing Department at 817 Bill Beck Boulevard, Building 2000, Kissimmee, Florida 34744, Attn: Lisa Kesecker – Purchasing Specialist before 2:00 PM on Tuesday, October 26, 2004.

PROJECT MILESTONE

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| October 8, 2004 | Legal Advertisements |
| October 13, 2004 | Legal Ad in Orlando/Osceola Sentinel |
| October 17, 2004 | Legal Ad in Orlando/Osceola Sentinel |
| | Responses to RFQ due at 2:00 PM |
| October 26, 2004 | Location: School District of Osceola County Purchasing Department 817 Bill Beck Blvd., Building 2000 Kissimmee, FL 34744 |
| October 26- November 1, 2004 | Selection Committee to review RFQ's |
| November 2, 2004 | Notification of Selected Short List Candidates |
| November 10, 2004 | Short List Oral Presentations and Interviews Presentations will be presented before the Selection Committee and possible the School Board. Location: School District of Osceola County FPC Annex Conference Room 809 Bill Beck Boulevard Kissimmee, FL 34744 Time: 8:00 AM – 12:00 Noon |
| November 15, 2004 | Recommendation to School Board for Approval |