

The School District of Osceola County
Facilities Planning and Construction

RFQ
Request for Qualifications Procedures

For

Architectural/Engineering Services
For Comprehensive Master Plan Development Work
For Renovation Projects at Ross E. Jeffries Elementary
And Lakeview Elementary Schools

The School District of Osceola County

Request for Qualifications

And

Evaluation Procedures

Architectural/Engineering Services

RFQ # SDOC-05-106-FPC

The School District of Osceola County is requiring Architectural/Engineering Services for Comprehensive Master Plan Development Work for Renovation Projects at:

**Ross E. Jeffries Elementary and
Lakeview Elementary Schools**

1. PURPOSE:

The purpose of this supplement is to provide uniform guidelines and submission requirements in the acquisition of professional services. These guidelines are intended to comply with the Florida Statutes “Consultants’ Competitive Negotiation Act”, Chapter 287; Section 287.055.

In determining whether a firm is qualified, the School District of Osceola County, Florida shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent current workloads of the firms; and the volume of work previously awarded to each firm by the School District of Osceola County, Florida.

2. SCOPE OF SERVICES:

The School District of Osceola County is soliciting for professional services in the disciplines of Architectural/Engineering services to assist the Facilities Planning & Construction Departments by developing comprehensive master plans for the two schools listed above. Scope of Services will include, but not be limited to, the following:

- 2.1 Thorough documentation of existing conditions using coordinated ground/aerial surveying methods:
 - A. Boundary and topographic surveys (including easements)
 - B. Utility locations (lines and appurtenances)
 - C. Building locations (including modulares, portables, sheds, etc.)
 - D. Pavement locations (walks, drives, roads, including fire access)
 - E. Landscape locations and identification of all trees of 4-inch diameter or greater.
 - F. Other physical features (i.e., fence lines, retention/detention ponds, etc.)
- 2.2 Condition assessments on all existing facilities and structures.
- 2.3 Functional assessments (i.e., functional relationships, pedestrian and vehicular circulation patterns, community access patterns, etc.)
- 2.4 Growth projections (i.e., student enrollment)
- 2.5 Community use (existing and projected)
- 2.6 Educational program considerations (i.e., magnet programs)

- 2.7 Determination of Facilities Needs based on:
- A. Enrollment projections
 - B. Community use requirements
 - C. Needed repair and improvement
 - D. Educational program considerations
 - E. Functional considerations
- 2.8 Establish premises for development of the site, based on comprehensive input:
- A. School Administration
 - B. Parents
 - C. Teachers
 - D. Students
 - E. Area Superintendent
 - F. Transportation
 - G. Facilities
 - H. Real Estate
- 2.9 Develop a framework for future site development based on premises established with the District and documented facilities needs.
- 2.10 Establish phasing plans (as appropriate) for developing the site.
- 2.11 Establish capital cost estimates for accomplishing each phase (or increment) of the plan.

Professional services required under the RFQ shall include, but are not limited to: Campus planning and programming, landscape architecture; civil engineering: architectural; and mechanical, electrical and plumbing engineering and estimating.

3. GENERAL REQUIREMENTS:

The date of submission is established by the invitation submit proposals. Submission later than 2:00 P.M. EST., on the established date, shall not be accepted.

Compliance with the specific requirements listed below is mandatory. The proposal shall contain the information required, in the order presented and described. Failure to provide the requested information may result in the proposal being deemed non-responsive. A non-responsive proposal shall not receive further consideration.

Interested firms must provide the required professional services related to Architectural and Engineering to the District from an operational office located in the Central Florida area. These services shall be provided by in-house staff or a combination of in-house staff and sub-contracted consultant services.

In the instance where a specific requirement(s) may not apply to the project in question, a statement must be inserted at the tab location stating the reason(s) of non-applicability.

Elaborate and verbose proposals are discouraged. Special and elaborate printing of proposals beyond that, which is normal for your profession, is discouraged. Information in addition to that specifically requested (i.e. videotapes, photographs, in-depth firm history, lengthy and repetitive resumes, etc.) is strongly discouraged. The information requested should be submitted in a concise, easy to read format.

In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, appointments will not be made public until interviews (with the Short Listed Applicants) or the selection rankings are scheduled for presentation to the School Board for approval. The goal of this committee is to assess the Applicants on an equitable basis. All contacts and/or communication shall be made in writing with Lisa Kesecker, CPPB – Purchasing Specialist. All prospective companies are hereby cautioned not to contact any School Board Member of the School District of Osceola County or the Selection Committee Members, nor to attempt to persuade or promote through other channels. Any attempt to contact School Board Members or the Selection Committee Members will disqualify your firm.

4. SPECIFIC REQUIREMENTS:

Submittals are due before 2:00 PM on Wednesday, June 15, 2005.

Please address all submittals as follows:

**RFQ # SDOC-05-106-FPC
The School District of Osceola County
Lisa Kesecker, Purchasing Specialist
817 Bill Beck Blvd., Building 2000
Kissimmee, Florida 34744**

RE: Architectural/Engineering Services For Comprehensive Master Plan Development
Work for Renovation Projects at: Ross E. Jeffries Elementary
Lakeview Elementary

Submit responses to this RFQ in a sealed package in accordance with instructions contained in this Request For Qualifications (RFQ).

Responses to this RFQ shall be typed or printed. All corrections made by the submitter prior to the opening shall be initialed and dated by the submitter. No changes or corrections will be allowed after submittals have been opened.

The responses shall contain manual signature of an authorized representative of the responding firm.

Firms responding to the RFQ shall be available if requested by the District for oral presentations and/or phone interviews with the District's Selection Committee.

Please submit Five (5) copies of your proposal in an 8 ½" x 11" edge bound format, (covers may be slightly larger) tabbed to correspond with the listed headings below. Contents shall be in general conformance with required criteria utilizing your firms phrasing to complete the requested listing. Failure to submit the information and format requested may result in the proposal being deemed non-responsive. A non-responsive proposal shall not receive further consideration.

5. STATEMENT OF QUALIFICATIONS

Required Information and Format

Submittals will be used by the Selection Committee to compare and evaluate the firms. The Selection Committee will objectively evaluate the firms' abilities in accordance with the criteria listed below. Selections will be made in accordance with Section 287.055 (4) Florida Statute.

Statements of Qualifications must provide the required information in the following numeric sequence and format.

1. Letter of Interest (Unscored requirement) Signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for the specified projects.
2. Table of Contents (Unscored requirement)
3. Standard Form 330; (Attachment "A") (must be signed) (Unscored requirement)
4. Competence (registration; firm/individual); (15 points)
State the size of staff, number of registered professionals, overall experience of staff, and experience of assigned staff for the particular project. Technical education of assigned individual(s) or staff. Provide indication of adequate equipment and facilities for project(s). Discuss the firm's method of documents, quality control and the project management methods to be utilized. Provide above information for consultants (if utilized).
5. Current projected work load; (10 points)
State the number and size of projects of the firm and assigned personnel; stage of completion of current projects; number of projects behind schedule or past completion date, also those ahead of schedule or completed early. Include both construction document and construction administration phases for this evaluation. Indicate in this section the total known or anticipated dollar volume of projects and divide this number by the firm total professional-technical employees shall include; graduate and/or licensed design professionals, designers and lead drafts person.

6. Financial responsibility; (Unscored requirement)
Capitalization of firm (latest fiscal year statement or similar); recent or foreseen merger, acquisitions; corporation partnership or joint venture description; number of years in business; professional liability insurance (provide certificate of insurance). Minimum amounts as follows:
7. INSURANCE (Unscored requirement)
The DESIGN PROFESSIONAL shall carry worker's compensation insurance to comply with Florida Statutes, and comprehensive liability insurance and vehicle public liability and property damage in minimum amounts of \$500,000.00 per claimant and \$1,000,000.00 per occurrence. Professional liability (errors and omissions) insurance shall be carried in an amount providing no less than \$2,000,000.00 minimum coverage. Valuable paper coverage shall be provided. All such insurance shall be obtained from an insurance company duly qualified, authorized, and in good standing to carry on its insurance business in the State of Florida. Certificates of insurance or other satisfactory proofs of insurance shall be furnished by the DESIGN PROFESSIONAL prior to the commencement of its services hereunder. The aforementioned insurance coverage shall be maintained and kept in full force and effect for the term of this Agreement and shall not be materially reduced, altered, amended, or canceled without at least thirty (30) day written notice thereof to the OWNER.
8. Experience and capability; (20 points)
Indicate firm's ability to observe and advise whether contractor is compiling with all plans and specifications. Experience of firm and assigned personnel in supervisory positions observing and monitoring construction projects. Current number of uncompleted projects. Where applicable, the experience of firm and assigned personnel in the review of plans and shop drawings. Indicate your contract construction administration process. Highlight quality control process, method of dealing with document conflicts and contractor(s) construction errors.
9. Past performance/community involvement; (20 points)
Current and past record of those projects successfully completed which are similar in scope to project(s) under consideration. List references for each project described, name(s) address and phone. List methods firm has taken to be involved in past support of the School District of Osceola County.
10. Proximity to project(s); (5 points)
Local office, nearest office or office where project will be based. Indicate travel and communications plans (if applicable).

11. Past record of performance with district; (10 points)
 Number of projects with district, current or past. Indicate type of services provided; firm's ability to adhere to previous scope and schedule. Firm's additional services costs or past projects (provide breakdown). Construction Change Orders on past projects (provide breakdown listing percentage of construction cost and breakout for own requested vs. other costs).
12. Project(s) discussion; (15 points)
 Provide a brief discussion of the firm's approach and understanding of the project type(s). The firm's method(s) of controlling cost in construction and life cycle analysis. Describe firm's method of working with governmental agencies. Discuss State Requirements for Educational Facilities and method of dealing with "Public Records Law" and "Government in the Sunshine".
13. Current Fee Volume; (5 points)
 Indicate the volume of current and past work performed for the district. Utilize and indicate the following weighted amounts.

Fee for five (5) years weighted as follows:

A.	Current and prior first year at 100%	\$ _____
B.	Prior second year at 75% (fee x 0.75)	\$ _____
C.	Prior third year at 50% (fee x 0.50)	\$ _____
D.	Prior fourth year at 25% (fee x 0.25)	\$ _____
	Total adjusted volume	\$ _____

The District may opt to conduct interviews instead of having formal presentations with selected firms, should it be required or warranted. The option of doing interviews instead of the formal presentations is compliant with School Board Policy, and Florida Statute 287.055. Discussions may be held between the Selection Committee and the Firms selected for interview 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.

6. TERMS AND CONDITIONS

- 6.1 The District reserves the right to accept or reject any or all submittals in the best interest of the District. The School Board of Osceola County, Florida reserves the right to waive any informalities in the selection process.
- 6.2 The District reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within thirty (30) calendar days of acceptance by the School Board, or if an acceptable fee cannot be negotiated.

- 6.3 The successful firm shall not discriminate against any person in accordance with Federal, State or local law.
- 6.4 It is the sole responsibility of the submitting firm to ensure submittals are received at the proper place on or before the time and date required, and in the format stated.
- 6.5 A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- 6.6 **EQUAL EMPLOYMENT OPPORTUNITY:** The School District of Osceola County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.
- 6.7 By making a submission, it is understood and agreed that the submitting entity consents to the School District of Osceola County contacting any parties referenced in the entities response including but not limited to all project owners and references herein.
- 6.8 The selected firms and its subconsultants will be required to meet the insurance requirements of the School District.
- 6.9 Costs of participating in the selection process, including presentations to the Selection Committee or School Board, are solely those of the firm. The School District of Osceola County will assume no responsibility for any costs.
- 6.10 The School District of Osceola County reserves the right to waive informalities and to terminate the selection process, if it's deemed to be in the District's best interest.

PROJECT MILESTONE

	Legal Advertisements
May 20, 2005	Legal Advertisement Orlando/Osceola Sentinel
May 25, 2005	Legal Advertisement Orlando/Osceola Sentinel
May 29, 2005	Legal Advertisement Orlando/Osceola Sentinel
	Responses to RFQ due 2:00 PM
June 15, 2005	Location: The School District of Osceola County Attn: Lisa Kesecker, Purchasing Specialist Purchasing Department 817 Bill Beck Boulevard, Bldg 2000 Kissimmee, Florida 34744-4495
June 16-27, 2005	Review Submittals
June 27, 2005	Notification of Selected Short List Candidates
	Short List Oral Presentations and/or Interviews
July 12, 2005	Presentations will be presented before the Selection Committee and possibly the School Board Location: The School District of Osceola County Facilities Planning & Construction 809 Bill Beck Boulevard Kissimmee, Florida 34744 Time 8:00 AM to 12:00 noon
July 26, 2005	School Board Meeting; Ratification of Ranked Finalists