

## **PROJECT FACT SHEET**

### **Re-Bid**

To Provide Permit Plan Reviews, Building Code Inspections  
Including Building Official Services For  
The School District of Osceola County

**RFQ # SDOC-06-020-FPC**

#### **1. DESCRIPTION OF SERVICE**

- 1.1 The School Board of Osceola County, Florida is interested in entering into continuing contracts with various qualified professional Engineering or Architectural firms to provide the District with Permit Plan Review and professional Building Code Inspection services. The specified services shall consist of plan reviews and providing Building Code Inspection services throughout the District, as required and directed by the District on its various new construction, remodeling, renovation, and maintenance and repair projects.
- 1.2 The Continuing Contract shall be awarded in accordance with the requirements of Section 287.055, Florida Statute.

#### **2. SCOPE OF SERVICES**

- 2.1 Professional Building Code Inspection services may include, but are not limited to the following:
- 2.1.1 Provide Local Building Code Inspectors who conduct inspections of building construction, erection, repair, addition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes as required by law. Firms must be able to provide the following categories of inspection services: building inspector, commercial electrical inspector, mechanical inspector, plumbing inspector and fire inspector.
- 2.1.1.1 It is the responsibility of the building code inspector to conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. Each building code inspector must be licensed in the appropriate category as defined in s. 468.603. The building code inspector's responsibilities will be performed under the direction of the building code administrator or building official.

- 2.1.2 Provide Local Plans Examiners who are qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the applicable building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes. Categories of plans examiners include: Building plans examiner, Plumbing plans examiner, Mechanical plans examiner, Electrical plans examiner and Fire plans examiner.
- 2.1.2.1 It is the responsibility of the plans examiner to conduct review of construction plans submitted in the permit application to assure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The review of construction plans must be done by the building code administrator or building official or by a person licensed in the appropriate plans examiner category as defined in s. 468.603. The plans examiner's responsibilities will be performed under the supervision and authority of the building code administrator or building official.
- 2.1.3 All service providers shall be licensed and certified in accordance with all applicable laws. Including but not limited to Florida Statutes 468 and 633.
- 2.1.4 Provide Certified Building Official who will be responsible for signing off on permits, certificates of occupancy, final inspections, etc., and will act as, and when needed, as interim Building Official representing the School District of Osceola County. The Building Official must be fully certified per the Department of Business & Professional Regulations.

### **3. REQUIREMENTS**

- 3.1 Interested firms must be able to provide the required professional services related to Building Code Inspection services to the District from an operational office located in Osceola, Orange, Seminole, Brevard, Volusia, Polk or Lake Counties. These services shall be provided by in-house staff or a combination of in-house staff and sub-contracted consultant services; provided, however, at least 50% of all such services must be provided by the responding firm's in-house staff. In-house staff offices must be within one hundred miles from the District's Permitting Department, located at 819 Bill Beck Blvd., Kissimmee, FL 34744.
- 3.2 Firms that apply shall be familiar with all applicable laws, rules and regulations including FS 287.055, Consultants Competitive Negotiation Act, FS Chapter 1013, State Requirements for Educational Facilities (SREF) 1997, and House Bill 17A, along with current Florida Building Code and ICC Codes.

3.3 **LEVEL 2 BACKGROUND SCREENING**

In pursuant to Florida Statute 1012.465, the school district will be required to screen any awarded vendor, their employee(s), or agent(s), and/or representative(s) who will be on school grounds when students may be present. This is a level 2 background screening. Participating bidders must take this into consideration when bidding on this contract. Prior to the start of any work/project/contract the awarded vendor must schedule with the district, dates and time with which to have the assigned personnel finger printed by the school district. The School Board will notify the awarded vendor the names of those employee(s) that will be allowed to work on School Board property. The School Board reserves the right to check, at random, any person hired by the awarded vendor working on School Board premises to see that the vendor is in compliance of this requirement. The awarded vendor must certify that the company and its employees are, or will be, in compliance with these standards for each project/contract awarded, prior to the finger printing process.

The fee to be charged all awarded vendors shall be the same fee charged the School Board at the time the fingerprinting is performed. Currently the School Board is being charged \$61.00/set of fingerprints.

3.4 **FAMILIARITY WITH LAWS**

The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect the work. Ignorance on the part of the vendor will in no way relieve him from any responsibility or liability arising from the award. The awarded vendor assures and certifies that they will comply with these laws, Acts, and other legal requirements.

3.5 **FELONY OFFENCES**

The awarded vendor(s), by signing this bid, certifies that all his employees, who may be assigned work under this contract, and who may have access to school grounds, have not been convicted of a felony, a misdemeanor involving (a) sexual assault, (b) obscenity and related offences, (c) drugs, (d) moral turpitude, (e) physical or sexual abuse or neglect of a child or an equivalent offense in another state, and/or (f) are not listed in any sexual offender registry.

3.6 **ATTACHMENTS**

The awarded vendor(s) must return the “Finger Printing” attachments prior to signing the Contract and Board Approval of the Contract.

**4. GENERAL INSTRUCTIONS**

4.1 Submit responses to this RFQ in a sealed envelope/package in accordance with instructions contained in this RFQ Request For Qualifications. Responses are to be clearly marked with the RFQ number and the firm’s name, address and phone number on the outside of the sealed envelope/package.

- 4.2 Responses to this RFQ shall be typed or printed. Any corrections made by the submitting firm prior to the opening shall be initialed and dated by the submitter. No changes or corrections will be allowed after submittals have been opened.
- 4.3 Firms responding to the RFQ shall be available if requested by the District for presentations to and/or oral interviews with the District's Selection Committee.
- 4.4 Any questions regarding this RFQ shall be directed in writing to Lisa Kesecker, CPPB - Purchasing Specialist. All requests for information shall be submitted no later than seven (7) days prior to the RFQ opening. Only the interpretation or correction so given in writing shall be binding and prospective firms are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ and the selection process. All such interpretations and supplemental instructions will be in the form of written Addenda to the RFQ.
- 4.5 All submitting firms are hereby cautioned not to contact any member of the School Board of Osceola County after submittals are received or to attempt to persuade or promote through other channels. After submittals are received all contact must be channeled through the Purchasing 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:

Lisa Kesecker, CPPB, FCPA  
Purchasing Specialist  
School District of Osceola County Building Department  
817 Bill Beck Boulevard  
Kissimmee, Florida 34744  
Phone #(407) 870-4622 Fax #(407) 870-4618  
Email: [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us)  
8:00 am to 4:30 pm

- 4.6 The School District reserves the right to award this contract to multiple firms and to contract with such firms for either permit plan review services or building code inspection services or both in order to ensure that professional consulting services are available on an as needed basis.
- 4.7 The School District reserves the right to reject any and all applications.
- 4.8 Submit five (5) copies of the requested information on or before Tuesday, September 20, 2005 at 2:00 PM in a spiral or three-hole ring binder in the order listed below. There is not a page limit, however, brevity will be appreciated. Applications that do not comply with the instructions listed below will not be considered. All information will be maintained with the project file and cannot be returned to the submitter.

## 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 evaluate the firms' abilities in accordance with the criteria listed herein. 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:

- 5.1 **Letter of Introduction** and interest 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 project.
- 5.2 **Table of Contents**
- 5.3 **Compliance Information**  
This is a compliance section. Firms must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:
  - 5.3.1 *The Firm must be properly certified by the Florida Secretary of State to do business in Florida.*
    - 5.3.1.1 Provide a copy of certification from Florida Secretary of State that the firm is properly authorized to do business in the State of Florida.
    - 5.3.1.2 State if the firm is a corporation, joint venture, or partnership.
  - 5.3.2 *The Firm must be properly licensed at the time of submission:*
    - 5.3.2.1 Provide copy of current Florida Architectural and/or Engineering license(s).
  - 5.3.3 *The Firm must have been in continuous business for a minimum of five (5) years.*
    - 5.3.3.1 State number of years in business.
  - 5.3.4 *Litigation: The Firm must have an acceptable history of working proactively to avoid litigation*
    - 5.3.4.1 Describe and explain all litigation, major disputes, contract defaults, malpractice claims and disciplinary actions your firm and/or component firms has been a party to or the subject of during the last five (5) years. Include all pending litigation.

5.3.5 *References: The Firm must demonstrate a positive relationship with prior clients.*

5.3.5.1 Submit five owner references of prior clients for Code Inspection Services within the past five (5) years. List the school district, project title, project value, man hours committed for UBCI services, project duration, contact name, position, telephone number, and fax number.

5.3.6 *Evidence of Insurance:*

5.3.6.1 Firms must provide evidence that they have all insurance coverages as specified in attached contract form. Umbrella liability insurance shall not be less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Professional liability insurance shall have limits of not less than \$1,000,000 each claim and aggregate.

#### 5.4 **Initial Screening Criteria**

5.4.1 Related Past Experience

5.4.1.1 List examples of at least three projects completed by this firm within the past five to ten years that are similar to services being requested. Include description of project, size, location, completion date, client contact name, phone and fax number, and pertinent team members involved with the project and their roles. Describe specific services provided by firm.

5.4.2 Ability of Professional Personnel

5.4.2.1 These criteria express the general and specific project related capability of the in-house staff and indicates the adequate depth and abilities of the organization, which it can draw upon as needed. This will include management, technical and support staff.

5.4.2.2 Give brief resumes of key persons to be assigned to the Project including, but not limited to, the following:

- a) Name and title.
- b) Specialization
- c) Job assignment for other projects.
- d) How many years with this firm.
- e) How many years with other firms.
- f) Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement.
- g) Education.
- h) Active registrations, licenses, and certifications (if any).

5.4.2.3 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. It shall be understood that it is the intent of the District to insist that those key personnel indicated, as the project team in this RFQ response will actually execute the Project.

5.4.2.4 If a joint venture, or prime/subcontractor arrangement of two (or more) firms, indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

5.4.3 Specific Experience Related to RFQ

5.4.3.1 List a minimum of three projects completed within the last five (5) years for the following areas of service: Permit Plan Review, Code Inspection, Building Official Services. Include date of project, description of services provided, owner, contract amount and any other relevant information.

5.4.4 Workload

5.4.4.1 As part of the evaluation criteria the Selection Committee will review the firms and their sub-consultants current workload. Provide a list of outstanding projects, client names, status of completion, dollars committed on open projects, and overall workload with both the School District of Osceola County and other owners.

5.4.5 DOE/SREF Experience

5.4.5.1 Discuss firm's experience with DOE/SREF. Provide specific projects where the firm was responsible for Florida Building Code and DOE/SREF inspections, plans review and experience level of assigned personnel who may fulfill this requirement.

5.4.6 Submit any additional relevant information regarding the submitter's capabilities.

## 6. INTERVIEWS AND PRESENTATION

- 6.1 After the firms have been evaluated based on their written submissions, at least three (3) firms with the highest scores will be more closely considered through a presentation of their approach to perform on this particular project. Time will be allowed for questions and answers after the presentation. The selection committee may opt to conduct phone interviews instead of the formal presentations, if it's deemed to be in the best interest of the District.

The interviewed firms will be expected to address the following:

### 6.1.1 References

- 6.1.1.1 Recommendations of previous owners. The School District of Osceola County may contact references listed in the submittal. Results will be provided to the Selection Committee. During the interview firms may be required to provide recommendations from previous owners.

### 6.1.2 Overall Approach and Methodology

- 6.1.2.1 The firm shall demonstrate verbally and graphically its plan for performing the work, documenting the services to be provided and showing the interrelationship of all parties.
- 6.1.2.2 The firm shall indicate which In-house location(s) will be utilized for providing the actual staff assigned to the District. Using the Florida Department of Transportation's "Official Highway Mileage" link <http://www3.dot.state.fl.us/mileage/> to show actual distance and driving time from the District's Administrative Offices. Firms must be within 100 miles of the District Administrative Complex.

### 6.1.3 Experience of Professional Personnel

- 6.1.3.1 The firm shall name the actual staff to be assigned to this Project, describe their ability and experience and indicate the function of each within their organization and their proposed role on this Project. The staff shall be present at the time of interview.

### 6.1.4 Knowledge of Educational Facilities

- 6.1.4.1 The firm shall demonstrate its knowledge of educational facilities, local codes and ordinances as an indication of its ability to provide quality services in an effective and timely manner.



6.1.5 Overall Quality of Team

6.1.5.1 The firm shall discuss how the integral professional components required will be accomplished. The firm shall describe related past experience of team members and the work that the team will be assigned.

**PROJECT MILESTONE**

September 2, 2005	<b>Legal Advertisements</b> Legal Ad in Orlando/Osceola Sentinel	
September 7, 2005		Legal Ad in Orlando/Osceola Sentinel
September 11, 2005		Legal Ad in Orlando/Osceola Sentinel
September 20, 2005	<b>Responses to RFQ due on or before 2:00 PM</b> Location: School District of Osceola County Attn: Lisa Kesecker Purchasing Department 817 Bill Beck Blvd., Bldg 2000 Kissimmee, FL 34744	
September 21-30, 2005	<b>Selection Committee to review RFQ's</b>	
September 30, 2005	<b>Notification of Selected Short List Candidates</b>	
October 7, 2005	<b>Short List Oral Presentations and/or Phone Interviews</b> Presentations will be presented before the Selection Committee and possibly the School Board. Location: School District of Osceola County Purchasing Department 817 Bill Beck Boulevard, Bldg 2000 Kissimmee, FL 34744 Time: 8:00 AM – 12:00 Noon	
October 25, 2005	<b>Recommendations to School Board for Approval.</b>	
November 1-18, 2005	<b>Draft Contract for Approval.</b>	
November 28, 2005	<b>Level 2 Screening completed and approved.</b>	
December 6, 2005	<b>Board Approval – Contract Signed.</b>	