

**PROJECT FACT SHEET**  
**Design Build Services For**  
**Wood Shop/Auto Shop Programs at**  
**Crossroads Center**

**RFQ #SDOC-06-028-FPC**

In accordance with the qualifications based selection procedure authorized by Florida Statute 287.055 (10)(c), it is the intention of the School District of Osceola County to award a Design-Build contract to a Design-Build Entity, whereby the selected Entity will establish a project design, a guaranteed maximum price and a delivery schedule, and subsequently complete design and construction of the project.

**PROJECT DESCRIPTION**

**Name of Project** Wood Shop/Auto Shop Programs at Crossroads Center. The time frame to complete this project is with substantial completion on or before October 15, 2006.

The School District of Osceola County is soliciting Requests for Qualifications (RFQ) for Design Build Services for a one story, pre-engineered or Modular building or series of buildings totaling approximately 4,750 Sq. Ft. of enclosed Auto and Wood Shop space, including; classroom, restroom, office, storage areas, and approximately 2,000 Sq. Ft. of covered unconditioned auto mechanics bays. The total design/construction budget for this project is \$722,500.00

**Scope of Services**

Design: The design build team shall provide architects/engineers to work with district staff. Phase I design, that will indicate a general design approach, will be provided to the Design Build team. The Design Build team shall develop construction documents that will be permitted by the School District's Permitting and Inspection Department. The Design Build team shall provide Phase II & III plans for review and approval by the Facilities Planning and Construction Department.

Construction: The Design Build team shall provide preconstruction and value engineering (VE) services during the Design Phase of the project. The Design Build team shall provide Cost Estimates at each of the Design Phases and identify cost saving items as needed to keep the project in budget. At 90% Construction Documents, the Design Build team shall provide the Owner with a GMP for the construction of the project.

The Design Build team shall be responsible for timely design and construction of the project to ensure the Wood Shop/Auto Shop Program area is available for occupancy by the Owner on or before October 15, 2006.

The School District is looking for a Design Build team that can show a track record of this type of project. The time available to design and construct this facility is limited and the program must open on time. The Design Build team must show how they would accomplish the project and

provide a schedule to show how it would be done. The proposal should indicate past work by the Design Build team that relates to this project type.

## **SUBMITTAL REQUIREMENTS**

To be eligible for consideration, all interested entities must, at the time of submission, be authorized to do business in the State of Florida; hold Florida Architectural and/or Engineering licenses; hold a Florida General Contractor license; provide proof of Professional Liability and General Liability Insurance coverage; and, demonstrate a capability to provide required Performance, Labor and Material Bonds. In addition, entities must submit a written application for consideration and, if shortlisted, commit to participate in an Interview with the Selection Committee.

Submitting entities should be comprised of firms or individuals with expertise and experience in the design and construction of school projects under conditions of continuous occupancy on existing campuses. Submitting entities are encouraged to present an integrated team approach to design and construction. Required components of service for assigned projects will include the following:

- Holding all design and construction contracts
- Collaboration with School District personnel
- Options analysis
- Cost estimating
- Scheduling
- Preparation of a Not-to-Exceed budget
- Value engineering
- Preparation of a Preliminary Design (Phase 1 and 2)
- Preparation of Construction Documents (Phase 3)
- Signing and Sealing of Construction Documents
- Analysis of trade contractor availability in the market
- Competitive bidding of trade contracts
- Preparation of a Guaranteed Maximum Price
- Development of a Construction CPM Schedule
- Providing a Performance, Labor and Materials Bond
- Safety management
- Construction management
- Commissioning
- Reporting
- Warranty management

The designated Design Criteria Architect is Eric Shawn Houston, Assistant Superintendent over Maintenance and Facilities for the School District.

Design-build entities desiring to apply shall submit a written application for consideration including the following:

1. Letter of interest. (requirement)
2. Licenses – provide proof of proper incorporation by the Florida Secretary of State as well as Florida Architectural and/or Engineering Licensing and Florida General Contractor Licensing. (requirement)
3. Insurance – provide sample insurance certificate showing your General Liability, Professional Liability, Auto, Builder’s Risk and Worker’s Comp. (requirement)
4. Bonding capacity - provide a letter from a Surety Company licensed to do business in Florida indicating the capability of the Entity to provide Performance, Labor and Materials bonding. The firm shall be required to hold a 100% Performance and Payment Bond on the basis of the Guaranteed Maximum Price furnished pursuant to Section 255.05 F.S. for each project. (requirement)
5. Current workload – list projects currently under contract, including contracts as a consultant to another firm. Describe how you will meet your current contract obligations and the requirements of this contract, if selected. (10 points)
6. Past performance – list related project design and construction experience. Indicate projects where the Entity has been responsible for design and/or construction with a guaranteed maximum price contract. (20 points) Provide descriptions of no more than ten projects completed within the last five years; include the following project information:
  - a. Project Name and Location
  - b. Nature of Responsibility
  - c. Owner Representative and Telephone Number
  - d. Date Completed
  - e. Size (in square feet)
  - f. Cost
  - g. Brief Project Description
7. Location – indicate the Entity’s distance to the site in miles. (5 points)
8. Ability to provide required design-build service – describe the Entity’s approach to staffing, design and construction, and the procedures to be employed for cost estimating, scheduling and quality control. (40 points)
9. SF 330 – provide a completed copy of a U.S. Government Architect-Engineer Standard Form 330. (requirement)
10. Additional information – provide any additional information which may be useful to the School District to evaluate the Entity’s qualifications. (10 points)
11. Proposed Design Build Team Organizational Chart and Proposed Individual Team Member qualifications. (15 points)

**Submit five (5) copies** of the above requested information in a spiral or three-hole ring binder in the order listed above. There is no page limitation; however, brevity will be appreciated. Applications that do not comply with the above instructions will not be considered. All information will be maintained with the project file and cannot be returned to the submitter.

Submittals must be received at the Purchasing Department, located at 817 Bill Beck Blvd., Building 2000, Kissimmee, FL 34744, **before Thursday, November 17, 2005 at 2:00 PM.**

All prospective Entities are hereby cautioned not to contact any School Board Member after the due date for submittals, or attempt to persuade or promote through other channels. All contacts are to be through the Purchasing Department. Failure to comply with these requirements shall be cause for disqualification of the Entity.

The School District of Osceola County reserves the right to reject any and all applications.

Information regarding the project and the selection process may be obtained during normal business hours (8:00 a.m. to 4:30 p.m., Monday through Friday) from:

Lisa Kesecker, CPPB – Purchasing Specialist  
SDOC Purchasing Department  
Phone: 407-870-4622  
Email: [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us)

## **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.

## **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.

## **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.

## **JESSICA LUNSFORD ACT**

Please see documents attached regarding the Jessica Lunsford Act. If selected, the awarded firm will be required to comply with all provisions listed prior to School Board Approval and signing the Design/Build Contract.

## **PROJECT MILESTONE**

	<b>Legal Advertisements</b>
October 07, 2005	Legal Advertisement Orlando/Osceola Sentinels
October 12, 2005	Legal Advertisement Orlando/Osceola Sentinels
October 16, 2005	Legal Advertisement Orlando/Osceola Sentinels
November 17, 2005	<b>Responses to RFQ due 2:00 P.M.</b> Location: School District of Osceola County Purchasing Department 817 Bill Beck Blvd., Bldg. 2000 Kissimmee, FL 34744
December 14, 2005*	<b>Notification of Selected Shortlist Candidates</b>  <b>SDOC Offices close 12/16/05 and reopen 1/3/06</b>
January 12, 2006*	<b>Short List Oral Presentations</b> 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 Blvd., Conference Portable Kissimmee, FL 34744 Time: 8:00 A.M. to 12:00 P.M.
February 7, 2006*	<b>School Board Meeting; Ratification of Ranked Finalists</b> <b>Posting of Ranked Finalists.</b>