

PROJECT FACT SHEET
Continuing Service Contract for
HVAC Test & Balance Services
For the School District of Osceola County

RFQ #SDOC-06-042-FPC

DESCRIPTION OF SERVICE: Represent the school district as their consultant in Test & Balance for HVAC systems. Anticipated services could include but not limited to the following:

1. Design services for construction projects estimated to be less than \$1,000,000 and studies less than \$50,000 in fee.
2. Provide all services necessary to investigate and inspect HVAC equipment for problems that relate to but not limited to materials, workmanship, age, warranty, and deterioration.
3. Provide all services necessary for approval of design, preparation of construction drawings, and specifications, and provide contract administration and project inspection services for the construction of various work projects.
4. Provide a Scope of Work detailing the type of system for each project requiring Test & Balance Services and submit to the Project Manager for their approval.
5. Provide technical support in Test & Balance matters to Facilities Planning & Construction Department and the Maintenance Department.

Test & Balance Qualifications

- a. Minimum of five (5) years of documented experience in the field of services.
- b. Test & Balance experience with this or other school districts where acceptance by the Florida Department of Education, (D.O.E.), can be documented.
- c. Documentation as to the organization's personnel experience, which shall include the name and registration number of the staff's professional engineer (s), if applicable, and/or the resume(s) and certification(s) of the field technician(s) who will be performing the work.
- d. Proposal shall address and assure the district that all services performed and/or provided will be under the direction of a registered Florida State Professional Engineer OR the organization itself has been approved and licensed by the Associated Air Balance Council, (A.A.B.C.), headquarters in Washington, D.C.; per the rules of Florida State Board of Educational Facilities, State Requirements for Educational Facilities.
- e. Photocopy of the current annual A.A.B.C. certificate issued to the firm shall be provided in the proposal, if this is the method used to qualify the firm for this service.

6. Review and comment on Educational Specifications, design submittals, and construction documents prepared by other consultants.
7. Review, inspection, and report on specific areas of construction when requested.
8. Provide support with school site analysis, educational specification preparation, construction project budgeting, etc. in accordance with:
 - a. The current edition of Florida State Board of Education, State Requirements for Educational Facilities.
 - b. Osceola County Educational or Ancillary Specifications where required.
 - c. Provisions of the Florida State Board of Education, State Requirements for Educational Facilities, Section 1013 Florida Statutes, applicable at the time the roof was installed.
 - d. Current industry standards.
9. Investigation, identification, analysis, and recommendation with costs for specific school facility problems or needs assigned on a project-by-project basis.
10. Provide technical support by the use of other consultants when specialized areas of expertise are needed.
11. At the Owners option, the selected firm may be requested to attend School Board meetings.

SELECTION CRITERIA: Attached to each letter of application, provide sufficient information to describe each Selection Criteria. Firms will be evaluated in the following areas:

1. **Current Workload: (10 Points)** List each project and fee amount currently under contract, including contracts as a consultant to another firm. Describe how you will meet your current contract obligations and our continuing service contract if selected.
2. **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.
3. **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 annual continuing services where many small projects constitute the majority of the annual work. List experience as being the lead consultant and having other consultants performing work under applicant contract.

4. **Location: (10 Points)** Due to the nature of the continuing service contract being small and fast response projects, the applicant's physical distance to the school district will have bearing on the selection. Location relates to reviews, coordination, and communication.
5. **Ability to Provide Service: (20 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. Applicants method used in project administration to insure owner's goals and objectives are obtained in design and construction.
6. **Special Qualifications: (5 Points)** Provide a list of any special qualifications held by the design professional assigned to the project (specific education, seminars etc. with dates and copies of certificates).

Proximity of location to the School District of Osceola County, Florida will be a prime factor in the selection of the firm.

Attach to each letter of application:

- a. Completed copy of U.S. Government Architect-Engineer Standard Form 330.
- b. A copy of the firm's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered 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.
- c. Supplemental detailed information pertaining to the Selection Criteria as contained in the Project Fact Sheet available upon request.
- d. Any other additional information that may be beneficial for consideration in the selection process.

Submit Five (5) copies of the above requested data in spiral or three ring binders in order listed above. 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 plans and specifications for HVAC Test & Balance projects are subject to reuse in accordance with the provisions of Section 287.055, Subsection 10, Florida Statutes. Review of the Submittals by the Selection Committee will be performed. Firms will be notified in writing as to whether or not they have been selected and/or Short Listed for this contract.

The District may opt to conduit 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.

All prospective professionals are hereby cautioned not to contact any Board Member of The School District of Osceola County after submittals are opened nor to attempt to persuade or promote through other channels. After submittals are opened 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:

Lisa Kesecker, CPPB – Purchasing Specialist
Purchasing Department
817 Bill Beck Boulevard, Bldg. 2000
Kissimmee, FL 34744
Email: keseckel@osceola.k12.fl.us

Submittals must be received by the Purchasing Department at 817 Bill Beck Blvd., Bldg. 2000, Kissimmee, FL 34744, Attn: Lisa Kesecker – Purchasing Specialist before 2:00 p.m. on Thursday, January 5, 2006.

The School Board of Osceola County, Florida reserves the right to reject any and all applications submitted.

The School District of Osceola County is an Equal Opportunity Agency.

Osceola Sentinel and Orlando Sentinel Run Dates:

November 11, 2005

November 16, 2005

November 20, 2005

PROJECT MILESTONE

November 11, 2005	Legal Advertisements
November 16, 2005	Legal Ad in Orlando/Osceola Sentinel
November 20, 2005	Legal Ad in Orlando/Osceola Sentinel
January 5, 2006	Responses to RFQ due at 2:00 PM
	Location: School District of Osceola County Purchasing Department 817 Bill Beck Blvd., Bldg. 2000 Kissimmee, FL 34744
January 5 – 19, 2006	Selection Committee to review RFQ's
January 20, 2006 *	Notification of Selected Short List Candidates
January 27, 2006 *	Short List Oral Presentations and Interviews Presentations will be presented before the Selection Committee and possibly 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
February 21, 2006 *	Recommendations to School Board for Approval

NOTE: Dates marked with an asterisk * are subject to change.

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