

# REQUEST FOR QUALIFICATIONS

RFQ # SDOC-07-056-FPC

## PROFESSIONAL SUPPORT SERVICES FOR SPECIFIC PROJECTS AND FIVE (5) YEAR DISTRICT CAPITAL OUTLAY PROGRAMS

### 1.0. PROJECT DESCRIPTION

1.1 The School District of Osceola County, Florida (SDOC) is interested in entering into one or more contracts with qualified firms to perform STAFF AUGMENTATION AND PROFESSIONAL MANAGEMENT & SUPPORT SERVICES FOR;

1.1.1 Staff Augmentation and Support for Specific Projects, and

1.1.2 Professional and Administrative Support for Projects within the five (5) year Capital Outlay Program.

As required and directed by the District.

1.2 The Contract(s) shall be subject to the limitations and restrictions of Florida Statutes, SREF and current Florida Building Code.

### 2.0. SCOPE OF SERVICES

2.1 SDOC will consider engaging one or more Firm(s) or Business Entities to act in a professional consultant role in assisting SDOC with its implementation and delivery of capital facility programs composed of multiple-site remodeling, renovations, addition program, and/or one or more new school construction projects.

2.2 The intended scope of services will include but not be limited to providing program and project support to the SDOC Facility and Maintenance Department in procuring/managing services such as needs assessment, planning, project definition, schedule control, cost control, coordination, administration, and management of design, construction, and close out services for Projects and related Program services for the District-wide five year Capital Outlay Program. The specific scope of services to be provided by the Professional Consultant(s) will be set forth in Work Authorizations.

### **3.0 SCHEDULE**

- 3.1 NO PRE-SUBMITTAL CONFERENCE WILL BE HELD. It is the Prospective Firm's responsibility to become fully informed as to the nature and extent of the services required.
- 3.2 Statements of Qualifications are due in SDOC'S Purchasing Office, directed to Lisa Kesecker, Purchasing Specialist, 817 Bill Beck Boulevard, Bldg. 2000, Kissimmee, Florida 34744 by 2:00 p.m. on Wednesday, February 14, 2007.
- 3.3 Based on evaluations of Statements of Qualification, a minimum of three firms may be interviewed on or about March 1, 2007, at times to be determined, in the Facilities Portable Conference Room 809 Bill Beck Boulevard, Kissimmee, Florida. The order of presentations will be by blind draw once the shortlist has been determined.

### **4.0 REQUIREMENTS OF PROSPECTIVE FIRMS**

In order to be considered for selection as the School District's Professional Consultant for DISTRICT WIDE CAPITAL OUTLAY STAFF AUGMENTATION AND PROFESSIONAL MANAGEMENT & SUPPORT SERVICES the Prospective Firm must meet the following requirements:

- 4.1 Firms must be experienced in providing PROFESSIONAL SUPPORT STAFF SERVICES for K-12 public school programs.
- 4.2 Firms must be authorized to do business in the State of Florida and must possess professional service registrations, architectural and/or construction licenses, and code inspector certifications in accordance with applicable statutes, regulations, and rules.
- 4.3 Firms must be knowledgeable regarding the Florida Statutes and current Florida Building Code as it pertains to school construction and SREF requirements.
- 4.4 Firms must be able to demonstrate financial strength appropriate to the scale of the Capital Outlay Program and projects for which services are to be provided. (see section 5.3.7)
- 4.5 Statements of Qualifications must be submitted to the School District on or before the time and date and at the place indicated in the Public Notice.

- 4.6 Statements of Qualifications should be mechanically bound and should be limited to not more than 75 (8.5 inch x 11 inch) pages printed on one side, including covers and dividers, and excluding financial information. Oversize pages will be counted as two pages. Submissions in excess of 75 pages will not be disqualified; however, clarity, conciseness, and brevity of this document will be part of the evaluation criteria.
- 4.7 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 in Section 5, along with two (2) Electronic copies of your proposal saved in Adobe Acrobat PDF format to a Disk or CD (One disk/CD will be archived in the file, the other disk/CD will be available to Committee members wishing to view the information via computers using the Electronic format. It is important that the proposals, whether in hard copy or electronic format be identical). 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 your proposal being deemed non-responsive. A non-responsive proposal shall receive no further consideration.
- 4.8 Statements of Qualification which have not been received by the School District on or before the scheduled receipt time as set forth in the RFQ will not be considered.
- 4.9 The selected Professional Consultant, including any sub-consultants which are included as a part of the Professional Consultant’s proposed team, will be required to meet the insurance requirements of the School District. (see section 5.3.8)
- 4.10 In accordance with Florida Statutes, the selected Professional Consultant will be required to make sworn statements regarding Public Entity Crimes and Contingent Fees.
- 4.11 The selected Professional Consultant, including any sub-consultants which are included as a part of the Professional Consultant’s proposed team, will be required to complying with the Jessica Lunsford Act as it may pertain.
- 4.12 A pre-negotiation meeting and negotiation meeting will be conducted, subsequent to the conclusion of the selection process. If agreement is not reached in negotiating with the top ranked firm or firms, SDOC will terminate negotiations and proceed to the next ranked firm. At the school district’s sole option, the negotiation cut off date may be extended.

- 4.13 Costs of participating in the selection process, including presentations to the Selection Committee and/or School Board, are solely those of the Prospective Firms; SDOC will assume no responsibility for any costs.
- 4.14 The selected Professional Consultant(s) may be required to make a presentation to the School Board.
- 4.15 SDOC reserves the right to waive informalities and to terminate the selection process.

## **5.0 STATEMENT OF QUALIFICATIONS**

### *Required Information and Format*

Statements of Qualifications must provide the required information in the following order and format:

- 5.1 Letter of Introduction and Interest signed by an officer or partner of the responding firm.
- 5.2 Table of Contents
- 5.3 Qualifications Pursuant to Law.

The following information must be provided in order for the Prospective Firms to be deemed qualified for further consideration. If teaming is desired by two or more Firms, one team member must be prime and other team members must be sub-consultants to the prime. This is a compliance section and carries no evaluation points.

#### 5.3.1 Type of Organization

The Prospective 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 for proper incorporation from Florida Secretary of State.

5.3.1.2 Company Structure (corporation, joint venture or partnership).

5.3.2 Professional Registration, Architectural Licensure, or, Engineering Licensure, or Construction Licensure, and Code Inspector Certification, if acquired.

The Prospective Firm must be properly registered, licensed, and certified at the time of submission:

5.3.2.1 Provide copies of current architectural and engineering registrations for each discipline from the State of Florida, Department of Business and Professional Regulation

5.3.2.2 Provide a copy of current Florida State Construction license for the qualifying agent of the Firm from the State of Florida, Department of Business and Professional Regulation

5.3.2.3 Provide copies of current Florida Building Code Official or Inspector Licenses or Certificates

### 5.3.3 Length of Time in Business.

The Prospective Firm must have been in continuous business for a minimum of five (5) years.

5.3.4 Location of principal office which will be responsible for implementation of this contract and distance from SDOC's Facilities Planning & Construction Department located at 809 Bill Beck Boulevard, Kissimmee, Florida 34744.

### 5.3.5 Capacity - Number of Employees by Category.

The Prospective Firms must be able to demonstrate the following abilities:

- draw upon multi-disciplinary management,
- planning,
- design,
- cost estimating and analysis,
- facility condition assessment analysis,
- project management,
- clerk of work supervision,
- contract review and administration,
- project close-out administration/coordination,
- project scheduling analysis,
- change order review and analysis
- building component and systems analysis and review
- life cycle cost preparation, review, and analysis
- design and/or construction claim review and analysis

Along with other related design/construction resources from a pool of at least ten (10) currently employed professionals, with the

capability of pooling team resources comprised of at least fifty (50) employed professionals.

### 5.3.6 Capabilities - Services Provided

The Prospective Firms must demonstrate an ability to provide:

- facility condition assessments for District facilities, including Caustaldi Analysis procedures
- new and existing school planning review and analysis,
- design review and analysis,
- construction project owner rep management services,
- cost estimating,
- scheduling,
- routine monitoring of design/construction activities and work product for quality/schedule/budget compliance,
- and other related Capital Outlay Program services.

### 5.3.7 Evidence of Financial Strength

Firms must have an annual business volume in excess of \$1 million and a net worth in excess of \$1 million.

5.3.7.1 Indicate annual business volume

5.3.7.2 Indicate net worth

5.3.7.3 Provide a copy of most recent audited financial statement or a bank letter of reference. Prospective Firms may submit one copy of a financial statement or a bank letter of reference in a separate envelope marked "Confidential Information"

### 5.3.8 Evidence of insurance coverage

Firms shall submit evidence of the following insurance amounts.

5.3.8.1 Professional Liability \$2,000,000

5.3.8.2 General Liability \$2,000,000

### 5.3.9 Litigation

Firms must have an acceptable history of working proactively to avoid litigation with Owners in providing the services similar to those identified herein.

5.3.9.1 Describe all litigation (include the court and location) of any kind involving Prospective Firm, its officers or directors. Firms may submit this information in a separate envelope marked "Confidential Information"

#### 5.3.10 References

Firms must demonstrate a positive relationship with prior clients.

5.3.10.1 Submit three owner references of prior clients for related services within the past five (5) years. List the contact name, position, entity name, telephone number and fax number.

5.3.10.2 Submit list of prior clients for related services where continuing service contracts were not renewed and indicate reason for non-renewal of contract. List the contact name, position, entity name, telephone number and fax number of owner reference.

#### 5.4 Qualifications of Prospective Firms to Provide Required Services

This section will be comparatively evaluated. As a guideline for scoring submissions, this section will carry a weight of 25 points, allocated as follows:

5.4.1 Relevant experience in related experience for K12 public and private school capital facility programs that have contracted with the Prospective Firm directly or that the Prospective Firm has worked on through a sub-contract in the last five years. Include contact name, address, phone number and fax number (15 points)

5.4.2 Relevant experience in planning, design and construction of Florida school projects (10 points)

#### 5.5 Experience and Qualifications of Proposed Personnel

This section will be comparatively evaluated. As a guideline for scoring submissions, this section will carry a weight of 25 points.

5.5.1 Provide brief resumes for key personnel available to work on the SDOC's program for Capital Outlay & Specific Construction Projects.

5.5.1.1 Capital Outlay Program Executive

5.5.1.2 Staff Support Specialists for SDOC

5.5.1.3 Sub Consultants

5.5.1.3.1 SDOC shall have final approval on all Sub Consultants assigned under this contract. Prior performance with the SDOC may be taken into consideration.

5.6 Information Management Systems

This section will be comparatively evaluated. As a guideline for scoring submissions, this section will carry a weight of 25 points.

5.6.1 Describe Firms systems for facility condition assessment, cost estimating, scheduling, management, and reporting.

5.7 Other Relevant Information Including Clarity, Conciseness and Brevity of Statement of Qualifications

This section will be comparatively evaluated. As a guideline for scoring submissions, this section will carry a weight of 15 points.

5.7.1 Provide any other relevant information regarding the Firms specific approach to providing program management services.

5.8 Osceola County and Local Area Business Participation (10 points)

This section will be comparatively evaluated. As a guideline for scoring submissions, this section will carry a weight of 10 points, allocated as follows:

5.8.1 Indicate if Firm is an Osceola County owned business; provide copy of appropriate State of Florida, Osceola County, or City of Kissimmee or St. Cloud certification. (5 points)

5.8.2 Indicate Firms individual team members that live in Osceola County, City of Kissimmee, or City of St. Cloud (5 points)

**6.0 INTERVIEWS**

6.1 Procedures and Format

6.1.1 At SDOC's option, interviews may be conducted with a minimum of three Firms. Each Firm will be allocated 5 minutes for set up time,



35 minutes for a formal presentation, 15 minutes for questions and answers, and 5 minutes for breakdown. Interview agendas will be entirely at the discretion of the Prospective Firm; however, the following subjects should be addressed:

6.1.1.1 Experience and Qualifications of Firm

6.1.1.2 Introduction of Key Staff

6.1.1.3 Approach to assisting the Owner with SDOC's Capital Outlay work program

6.1.1.4 Questions regarding Firms references may be asked.

6.2 Following the interviews the Firms will be evaluated, based on their submission, references, and presentation. A ranking of firms will be determined.

## **7.0 GENERAL INSTRUCTIONS**

7.1 Submit the Statement of Qualifications in a sealed package in accordance with instructions contained in this Request For Qualifications (RFQ). Submittals are to be clearly marked with the RFQ number and the firms name and address on the outside of the sealed package.

7.2 The Statement of Qualifications shall be typed or printed. All corrections made by the Prospective Firm prior to the opening shall be initialed and dated. No changes or corrections will be allowed after the Statements of Qualifications have been opened.

7.3 Questions

7.3.1 Questions: Any questions concerning the RFQ should be directed in writing to the Purchasing Specialist, requests for information must be received at least seven (7) days prior to the scheduled RFQ due date. Prospective Firms may fax or email your questions to Lisa Kesecker, Purchasing Specialist, at Fax number (407) 870-4618 or email address [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us). Only the interpretation or correction so given by the Purchasing Specialist, 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 issued in the form of written Addenda to the RFQ.

7.3.2 Selection committee members, school board members and school board personnel (except Ms. Kesecker) are not to be contacted prior to the School Board's decision to approve or reject the Selection Committee's recommendation. **At the District's discretion failure to comply with this requirement will be grounds for disqualification.**

7.3.3 Specifically, this NO-CONTACT PERIOD shall commence on the initial date of the advertisement for Request for Qualifications and continue through and include the date the School Board makes its determination to approve or reject the Selection Committee's recommendation.

7.4 Failure to meet any of these requirements may disqualify your firm from consideration.

## **8.0 TERMS AND CONDITIONS**

8.1 SDOC reserves the right to accept or reject any or all Statements of Qualifications in the best interest of the District. The School District of Osceola County, Florida reserves the right to waive any informalities in the selection process.

8.2 Statements of Qualifications which do not comply with these instructions or that do not include the requested data may not be considered.

8.3 The successful firm shall not discriminate against any person in accordance with Federal, State or local law.

8.4 It is the sole responsibility of the submitting firm to ensure that their Statement of Qualifications is received at the proper place on or before the time and date required, and in the format stated.

8.5 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 a 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.

- 8.6 EQUAL EMPLOYMENT OPPORTUNITY: The School Board 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.
- 8.7 If selected for interview or presentation, the entity must have the key project personnel assigned to the SDOC project in attendance.
- 8.7.1 The selected entity or entities shall not change proposed personnel without written approval by SDOC.

**Please note** The School District's Administrative Offices will close early on Thursday, December 21<sup>st</sup>, 2006 and remain closed until Tuesday, January 2<sup>nd</sup>, 2007 for the Holidays.

**END OF RFQ**