

PROJECT FACT SHEET

Geotechnical Engineering and Materials Testing Services for Four (4) School Projects

RFQ #SDOC-07-057-FPC

1. **DESCRIPTION OF SERVICE:** Represent the School District as their Consultant in Geotechnical Engineering and Materials Testing Services for one or more of the following projects:

<u>Project</u>	<u>Est. Construction Budget</u>	<u>Opening Date</u>
Elementary School "J"	\$18,200,000.00	August 2008
Elementary School "K"	\$16,000,000.00	January 2008
Elementary School "L"	\$18,200,000.00	August 2008
Sports Authority Store Conversion	\$8,500,000.00	August 2007

2. **GENERAL**

Anticipated services could include but are not limited to the following:

1. Design services for selected construction projects listed, which pertain to the Geotechnical portion of the project. (i.e. If soil borings indicate design changes are needed, Respondents will provide recommendations for possible corrections).
2. Review and comment on educational specifications, design submittals, and construction documents prepared by other Consultants.
3. Review, inspect, and report on specific areas of construction as requested.
4. Provide support with school site analysis, educational specification preparation, construction project budgeting, etc. (i.e. If changes are needed to the original design, the Respondents shall provide cost comparisons for the various recommendations they offered on how to correct the situation).
5. The Respondents will be required to investigate, identify, analyze, and make recommendations with costs for specific school facility problems or needs assigned on selected project(s).
6. Respondents will be required to provide technical support by the use of other Consultants when specialized areas of expertise are needed.
7. Provide technical support in architectural matters to the Facilities and Maintenance Department.

3. SITE WORK SERVICES

- 3.1 The Respondent will be responsible for clearing and grubbing observations prior to proofrolling and filling operations, observing proofrolling operations for compliance, and conducting laboratory tests for moisture density relationship and classification.
- 3.2 The Respondent will be required to conduct subgrade and fill soil density tests on each foot of lift of fill. Pipe backfill density test will be performed in accordance with Standard Test Frequencies. (1 test per 300 lf per 12” lift of backfill and 1 test per 12” lift at structures, unless otherwise specified)
- 3.3 The Respondent’s asphalt base and wearing surface construction monitoring will consist of temperature tests (one for every 5 trucks), sampling for classification (one for every 500 tons), and core samples (one for every 300 lf) for thickness and density testing. The Respondent will also be required to note any irregularities in the construction techniques utilized. The School District Representative(s) must be notified immediately of any irregularities in the construction techniques utilized.
- 3.4 Site concrete testing will include subgrade soil in-place density tests, one (1) set of 3 cylinders for every 1,000 lf of curb and sidewalk and one for every 50 cubic yards for all other site concrete. (unless otherwise specified)
- 3.5 Retaining walls will have in-place density tests conducted within footing excavations.
- 3.6 Foundation wall, grade beam backfill soil density tests will be conducted for every foot of fill for each 100 LF.

4. FOUNDATIONS

- 4.1 The Respondent will be required to perform in-place density tests on foundation soil subgrade at a frequency of 1 test for every third column pad and 1 test for every 100 lf of footing unless otherwise specified. The Respondent will be required to inspect reinforcement and footing size per project approved drawings.

5. CONCRETE

- 5.1 The Respondent’s personnel performing concrete testing must have a minimum ACI Level I certification with a minimum of two years experience.
- 5.2 The Respondent will review concrete mix design submittals for compliance within the Contract documents. All concrete placement will be monitored by the Respondent to verify that air temperature at the point of placement in the structure

are within acceptable limits outlined in the project specifications, inspect concrete upon arrival to verify that the proper concrete mix number, type of concrete, and concrete strength is being placed at the proper location, record any water added and note if it exceeds that allowed in the mix design. The Respondent must report any irregularities that occur with the concrete at the job site to the School District Representative(s).

- 5.3 The Respondent will record the slump, temperature and air content at the beginning of concrete placement for each batch and for each set of test cylinders made: one (1) set of four (4) test cylinders will be molded at frequencies no less than the following (unless otherwise specified):
- 5.4 Foundation walls - one (1) set for each 150 cubic yards or fraction thereof.
- 5.5 Grade Beams/Pile Caps - one (1) set for each 100 cubic yards or fraction thereof.
- 5.6 Floors - one (1) set for each 5,000 square feet or floor area.
- 5.7 Columns - one (1) set for each 100 cubic yards or fraction thereof with a minimum of two (2) sets per floor.
- 5.8 Cylinders will be tested for compressive strength; 1 at 7 days, 2 at 28 days and 1 hold cylinder. In addition, one (1) additional cylinder per set will be molded for formed slab and pan joist floors to evaluate the concrete strength at the time of form stripping. The Respondent will be required to inspect proper welding of precast panel connection to structure for size, type, and quality.

6. MASONRY

- 6.1 **Prism Tests-**
Prism tests in accordance with ASTM E-447 will be conducted for each 5,000 square foot of wall. The compressive strength prism will be assembled by the Respondent with the actual materials planned in the work.
- 6.2 **Mortar Tests-**
Mortar tests (ASTM C-780) will be run for each 5,000 square foot of load bearing masonry but not less than one (1) strength test for each day's operations for each class of wall. (unless otherwise specified)
- 6.3 **Grout Prisms-**
Grout prisms will be molded for each 50 cubic yards of grout but not less than one (1) set for each day's operation and tested for compressive strength, (1 at 7 days and 2 at 28 days). (unless otherwise specified)

7. STEEL

- 7.1 Respondent's personnel performing testing and inspection for structural steel shall be an AWS Certified Weld Inspector (CWI) for visual inspection and have the appropriate certifications for non-destructive testing.
- 7.2 The Respondent's specialized steel inspector will be required to perform shop and field inspections in accordance with the project specifications, as required.
- 7.3 Shop inspections will be performed at designated fabrication shops for designated periods of time determined in consultation with the Architect, Engineer, and the School District's Representative.
- 7.4 The Respondent will perform field inspection testing in accordance with the following:
 - 7.4.1 Obtain the planned erection procedure, and review with the Erectors supervisory personnel.
 - 7.4.2 Verify field welding procedures and obtain welder certificates.
 - 7.4.3 Check steel as received in the field for possible shipping damage, workmanship, and piece marking.
 - 7.4.4 Check joint preparation and fit up, backing strips, and run-out plates for welded moment connections and column splices.
 - 7.4.5 Check preheating to assure proper temperature, uniformity, and thoroughness through the full material thickness.
 - 7.4.6 Review welding sequence.
 - 7.4.7 Visually inspect all field welding for size, length, and quality.
 - 7.4.8 Perform bolt torque tests on at least 10% of the high strength bolted connections but not less than two (2) bolts selected at random in the connection and visual; inspect all bearing type bolts to verify that the bolts are snug tight.
 - 7.4.9 Perform visual inspections on deck welds and screw placement in accordance with the project's documents.
 - 7.4.10 Verify proper bearing at joist supports.

8. ROOFING INSTALLATION INSPECTION

8.1 During the insulating and membrane construction, the Respondent will be required to have a full-time Level III roofing inspector on-site to verify construction in accordance with the project documents. During flashing installation, providing the roofing contractor is providing quality work, the Respondent will be required to provide part-time inspection.

9. ADDITIONAL AREAS OF TESTING

9.1 The Respondent will be required to mold cubes in accordance with ASTM C-109 on the non-shrink grout for base plates and bearing plates. One (1) set of four (4) cubes will be made for every ten (10) base plates and bearing plates but not less than one (1) set for each days operation. In addition, one (1) set will be made for each days operation of grouting wall panels.

9.2 The Respondent will provide thickness measurements, in accordance with UL design specifications, on the sprayed-on fireproofing and sample the material at each floor, for each days operation, and verify oven dry density.

10. SPECIAL INSPECTION (THRESHOLD INSPECTION) SERVICES

10.1 All threshold inspection services will be provided in accordance with Florida Statute 553.

10.2 Threshold inspection services will be in strict accordance with the project's threshold inspection plan.

11. Presentations / Interviews:

11.1 In addition to the materials provided in the written responses to this RFQ, the School District may request additional material, information, references, interviews or presentations from the Respondent(s) submitting qualifications packages.

11.2 The School District, at its sole discretion, may ask any Respondent to make an oral presentation and/or demonstration without charge to the School District. The School District reserves the right to require any Respondent to demonstrate to the satisfaction of the School District that the Respondent has the fiscal and technical ability to furnish the service(s) or product(s) as proposed. The demonstration must satisfy the School District, and the School District shall be the sole judge of compliance.

- 11.3 The School District reserves the right to conduct discussions with any Respondent(s) who has (have) a realistic possibility of contract award
- 11.4 Respondents are cautioned not to assume that they will be asked to make a presentation and should include all pertinent and required information in their original qualifications package.

12. Award of Response:

- 12.1 The School District reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to make award to the response deemed to be most advantageous to the School District.
- 12.2 The District reserves the right to award the Contract to a single Vendor or make multiple awards to multiple Vendors.
- 12.3 Firms will be notified in writing as to whether or not they have been selected for this contract.

13. Restricted Discussions:

- 13.1 From the date of issuance of the RFQ until final School District action, the Respondent shall not discuss the RFQ or any part thereof with any employee, agent, or representative of the School District except as expressly authorized by the School District point of contact identified below for this solicitation. Violation of this restriction will result in REJECTION of the Respondent's qualifications package.
- 13.2 All prospective professionals are hereby cautioned not to contact any Board Member of The School District of Osceola County after submittals are received nor to attempt to persuade or promote through other channels. After submittals are received all contacts must be channeled through the sole point of contact listed below. Failure to comply with these procedures shall be cause for disqualification of firm's expression of interest.
- 13.3 No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any School District employee. Only those communications that are in writing from the authorized School District point of contact identified below shall be considered pertinent to this RFQ. Only communications from the Respondent that are signed and in writing will be recognized by the School District as duly authorized expressions on behalf of the Respondent.

14. Economy of Presentation

- 14.1 Each qualifications package shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to satisfy the conditions and requirements of this RFQ. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is **mandatory** that Respondent's follow the format and instructions contained herein. The School District is not liable or responsible for any costs incurred by any Respondent in responding to this RFQ including, without limitation, costs for presentations and/or demonstrations if requested.

15. Qualifications Package Guidelines

- 15.1 To facilitate analysis of its qualifications package, the Respondent shall prepare its qualifications package in accordance with the instructions outlined in this section. If the Respondent's qualifications package deviates from these instructions, such qualifications package may, in the School District's sole discretion, be rejected.
- 15.2 The School District EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT
- 15.3 Cross Referencing - To the greatest extent possible, each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.
- 15.4 Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective sections. If no abbreviations and/or acronyms are used, then a Glossary is not required.
- 15.5 Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.
- 15.6 Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the

section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; and not for pages of text.

- 15.7 Binding and Labeling - All Sections of the qualifications package should be spiral bound, with section tabs, which shall permit the qualifications package to lie flat when opened. Staples shall not be used.
- 15.8 **Please submit five (5) copies** of your proposal with your letter of interest in an 8 ½" x 11" edge bound format, (covers may be slightly larger) tabbed to correspond with the listed **Qualifications Package Guidelines** noted below, 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.

Qualifications Package Guidelines - Tabbed Sections

Tab A Standard Form 330

Completed copy of the new U.S. Government Architect-Engineer Standard Form 330.

Tab B Certificates, Registrations, and Insurances

A copy of the firm's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered and insured 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. Firms need a minimum of \$1,000,000 professional liability insurance.

SELECTION CRITERIA

Provide sufficient information to describe each Selection Criteria and include that information in the Selection Criteria section of the required binders. Firms will be evaluated in the following areas:

- Tab C Current Workload: (15 Points)** List each project and fee amount currently under contract including contracts as consultant to another firm. Describe how you will meet your current contract obligations and our project(s) contract if selected.

- Tab D 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.
- Tab E 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 services. List experience as being the lead consultant and having other consultants performing work under applicant contract.
- Tab F Location: (5 Points)** Due to the nature of the contract, the Applicant's physical distance to the School District will have bearing on the selection. Location relates to response, reviews, coordination, and communication.
- Tab G Ability to Provide Service: (25 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. Applications method used in project administration to insure Owner's goals and objectives are obtained in design and construction.
- Tab H** Any other additional information that may be beneficial for consideration in the selection process. 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.

16. Questions Concerning RFQ:

- 16.1 Lisa Kesecker, CPPB, Purchasing Specialist will be responsible for the selection process and will be the sole point of contact for all Respondents. Questions concerning any portion of this RFQ shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this RFQ. Questions should be submitted at least seven (7) days before the closing date.
- 16.2 Mark subject line or cover page or envelope "Questions on RFQ # and title.
- 16.3 Submit questions to: Lisa Kesecker, CPPB – Purchasing Specialist
Purchasing Department
Email: keseckel@osceola.k12.fl.us
Fax # 407-870-4618
- 16.4 Failure by a potential Respondent to ask questions or request changes by the dates indicated shall constitute the Respondent's acceptance of the requirements set forth in this RFQ.

16.5 No answers given in response to questions submitted shall be binding upon this RFQ unless released in writing as an addendum to the RFQ by the Purchasing Specialist.

17. Receipt of Submittals:

17.1 Submittals must be received by the Purchasing Department at 817 Bill Beck Boulevard, Building 2000, Kissimmee, Florida 34744, Attn: Lisa Kesecker, CPPB – Purchasing Specialist before 2:00 PM on Friday, January 5, 2007.

18. DEFINITIONS

ACI- A technical and educational society dedicated to improving the design, construction, maintenance and repair of concrete structures.

AWS Certified Weld Inspector (CWI) - American Welding Society certified weld inspector

Construction Manager (CM): An organization or individual possessing the requisite training and experience with the resources to provide construction management services. This person or entity may remain as adviser during construction or become the construction contractor.

Consultant - Independent contractors who are considered to have education, specialized knowledge, experience or abilities not generally available within the School District. This includes but is not limited to: accountants, actuarials, appraisers, architects, artists, auditors, counselors, designers, economists, educators, engineers, financial analysts, lobbyists, management and systems analysts, medical practitioners, planners, promoters, researchers, scientists, sociologists, surveyors, trainers, and other professionals as designated by the Purchasing Director.

Contract – Agreement between the Respondent and the School District of Osceola County for services as defined in the Scope of Work.

Certified Weld Inspector (CWI) - American Welding Society certified weld inspector

Purchasing Representative - Representative of the School District of Osceola County, Florida, or designee.

Respondent- The person, firm, or corporation who submits a response.

School District Representative- May include the School District Project Manager and/or the Construction Manager (CM) for the project.

19. REFERENCES

Florida Statute 2006, Chapter 553- Building Construction Standards

PROJECT MILESTONE

	Legal Advertisements
December 15, 2006	Legal Ad in Orlando/Osceola Sentinel
December 20, 2006	Legal Ad in Orlando/Osceola Sentinel
December 24, 2006	Legal Ad in Orlando/Osceola Sentinel
	Responses to RFQ due at 2:00 PM
January 5, 2007	Location: School District of Osceola County Purchasing Department 817 Bill Beck Blvd., Building 2000 Kissimmee, FL 34744
January 5-12, 2007	Selection Committee to review RFQ's
January 12, 2007	Notification of Selected Short List Candidates
January 19, 2007	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 Facilities Conference Room 809 Bill Beck Boulevard Kissimmee, FL 34744 Time: 8:00 AM – 12:00 Noon
February 6, 2007	Recommendation to School Board for Approval