



The School District of
Osceola County

*Facilities Planning and
Construction*

RFQ

Request for Qualifications Procedures

For

Construction Management Services “At Risk”
For New Elementary School “L”

The School District of Osceola County

Request for Qualifications

And

Evaluation Procedures

Construction Management Services “At Risk”

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SECTION I

A. Introduction

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of Construction Management where the method of compensation is a Negotiated Fee on a Guaranteed Maximum Price or other methods of compensation depending upon the scope of services. Pursuant to 1013 Florida Statutes, 1994 Supplement, and the Florida Consultant's Competitive Negotiation Act, Section 287.055 Florida Statutes, the School District of Osceola County, Florida, will consider the contracting of a Construction Manager (CM) to provide Construction Management Services for:

Elementary School "L"

The School District of Osceola County is seeking expressions of interest for Construction Management Services to work with the School District of Osceola County Facilities Department and the selected Architect of Record (Schenkel Shultz) on the project described above. The project shall be an "AT RISK" Contract with the Construction Management firm responsible for all scheduling and coordination and is generally responsible for the successful, timely, and economical completion of the project.

Business entities interested in providing Construction Management Services to the School District of Osceola County are hereby notified that a sealed Qualifications Statement for providing the required services must be received by 2:00 PM, local time Wednesday, February 21, 2007, at the office of the Purchasing Department 817 Bill Beck Blvd., Bldg. 2000, Kissimmee, FL 34744

Instructions for completion and submission of the Qualifications Statement may be obtained free of charge at the School District of Osceola County, Attention Lisa Kesecker Purchasing Department 817 Bill Beck Blvd., Kissimmee, Florida 34744

To demonstrate capability for performance of the required services, interested firms must reply with copies of qualifications, past experience and samples of brochures, materials, etc., which support previous efforts of a similar nature. Information must also be furnished indicating the identification of the Construction Management Team. Replies must include current AIA Form A305.

This general information application packet shall serve to provide interested parties with general information as to the procedures for selection of Construction Management Services for the School District of Osceola County.

The School District of Osceola County reserves the right to waive any formalities in the selection process and to reject any or all Qualifications Statements.

B. General Instructions

1. The response shall be submitted in a sealed envelope addressed to:

**RFQ # SDOC-07-070-FPC
“Construction Management Services”
The School District of Osceola County
Attn: Lisa Kesecker, Purchasing Specialist
Purchasing Department
817 Bill Beck Boulevard, Building 2000
Kissimmee, FL 34744**

Phone # (407) 870-4622

2. Five (5) hard copies of the response along with two (2) Electronic copies of your proposal submitted in Adobe Acrobat PDF format and saved to a Disk or CD (one disk/CD will be archived in the files, 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 proposal, 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 not receive further consideration. Response must arrive at the addressed listed in Item 1, no later than 2:00 P.M. E.S.T. to be considered.
3. Standard Form AIA A305 shall contain a manual signature of an authorized representative of the firm.
4. Any questions concerning the Request for Qualifications shall be directed to Lisa Kesecker - Purchasing Specialist, at phone # (407) 870-4622 or by email at keseckel@osceola.k12.fl.us.
5. Applicants that do not comply with the School District's procedures or deadlines established will not be considered. The School District will retain all submittal information received. Responses received after the stipulated date and time will not be accepted and will be returned unopened to the Respondent. Qualification Statements that do not comply with the instructions set forth and/or do not include the qualifying information required may be considered incomplete and may be rejected.

6. The School District is not liable for any costs incurred by the Respondents prior to the issuance of an executed Contract.
7. Respondents responding to this RFQ must be available for presentations/interviews by the Selection Committee and School Board in person at the School District Administrative Center as established under Project Milestones, or as required by the School District of Osceola County.
8. The contents of the proposal of the successful Respondent will become part of the contractual obligations.
9. All information submitted by Respondents is subject to the Laws of Perjury as set forth in Chapter 837, Florida Statutes. In the event a Respondent is found to have committed perjury, such Respondent shall be ineligible for consideration for future projects. The minimum qualifying information outlined in Sections I and II is required to be submitted by a Respondent to be eligible for consideration by the Selection Committee and the School Board. In order to facilitate review by the Selection Committee, Respondent's are required to respond and index their submittals with the same paragraph notations as in Section II, Qualification Statement Format.
10. Proposals must be typed or printed. All corrections made by the Respondent prior to the opening must be initialed and dated by the Respondent. No changes or corrections will be allowed after proposals are opened.
11. The School District reserves the right to have phone interviews, informal interviews/presentations, additional questions presented to short listed firms for further clarification or waive the interview/presentation stage and select the highest ranked firm based on their submittal package.

C. Project Descriptions

The School District of Osceola County intends to award a Contract to one company, which is, deemed most qualified and responsive to this request. The scope of required services under the proposed Contract will include full Construction Management Services for construction of the facility mentioned below.

1. Management of Construction

The successful firm will be responsible for the construction management of the project described below. The services required for the construction program may include, but are not limited to the following:

- a. Enter an “At Risk” Contract with all sub-contractors, materials suppliers and equipment suppliers necessary for the construction of said facility.
- b. Schedule and conduct pre-construction meetings.
- c. Provide continuous on site construction management services throughout the construction phase. This management shall include, but not be limited to:
 - (1) Regular job site meetings.
 - (2) Maintain daily on-site project logs and schedule reports.
 - (3) Oversee quality assurance testing and inspection programs.
 - (4) Monitor construction management staff and subcontractor work performance for deficiencies.
 - (5) Maintain record copy of all contract documents change orders and other documentation on site.
 - (6) Oversee construction management staff and subcontractor safety programs.
- d. Develop, update, and maintain master project schedules, detailed construction schedules, submittal schedules, inspection schedules, and occupancy schedules.
- e. Process payment requests for approval.
- f. Report potential budget and schedule variances and prepare recovery plans.
- g. Coordinate surveyors, special consultants, and testing lab services contracted by the School District as required.
- h. Administer post construction closeout, start-up and transition to operation.
- i. Provide construction program accounting and reporting to the District as required.
- j. The construction management firm will be required to work with the architect of record and the School District’s Project Manager on the project, submit pay requests for approval, issue RFI’s when necessary, and assist the School District and architect, as required for the timely completion of the project.
- k. The construction management firm will be required to work with and coordinate their activities with any third party contracts or contractors that the School District provides for the project.
- l. The School District may elect to include additional services to assist the School District with implementing and managing the School District’s Capital Improvement and Construction Program.

- m. The construction management firm will provide the School District with pre-construction services as directed by the School District, during the design phases of the project, in providing cost estimating, scheduling, document review, existing building evaluation expertise, permit administration, and other related administrative items necessary to ensure the timely delivery of the project.
- 2. Project Description:
 - a. Estimated Construction Budget \$16,500,000.00
 - b. Construction Type Two Story Building
 - c. Number of Student Stations 1,110
 - d. Approximately 110,000 square feet
- 3. Project Schedule: Project completion- August 2008, contingent on site acquisition.

D. **Project Milestones**

	Legal Advertisements
February 2, 2007	Legal Advertisement Orlando/Osceola Sentinel
February 7, 2007	Legal Advertisement Orlando/Osceola Sentinel
February 11, 2007	Legal Advertisement Orlando/Osceola Sentinel
February 21, 2007	Responses to RFQ due before 2:00 P.M. Location: School District of Osceola County Purchasing Attention: Lisa Kesecker 817 Bill Beck Blvd. Kissimmee, FL 34744
February 22, 2007 - March 8, 2007	Review Submittals - Review of Qualifying Information Submittals for compliance with RFQ Requirements
TBD	Notification of Selected Short List Candidates (If determined by SDOC as necessary) (Minimum of (3) Applicants)
TBD	Short List Oral Presentations and Interviews (If Determined by SDOC as necessary) Presentations will be presented before the Selection Committee. Location: The School District of Osceola County FPC Annex Conference Room 809 Bill Beck Boulevard Kissimmee, Florida 34744 Time: TBD
TBD	School Board Meeting; Ratification of Ranked Finalists Posting of Ranked Finalists

E. **Development of Short List**

1. The Selection Committee shall meet to review the responses to the RFQ for compliance with the requirements and provide an objective evaluation of all Respondents. The Selection Committee's initial evaluation of Respondents shall be on the basis of the specific project needs, and the professional services offered by the Respondent as stated in the Qualification Statement submitted. Responses are reviewed based upon a weighted factor, 100 percent being the total, in accordance with the criteria listed below:
 - a. **Related Project and Firm Experience (20%)** - The performance of each Respondent with respect to projects comparable in type, size and complexity, as the applicable project shall be evaluated for the most recent ten-year period. Respondents may submit any information they deem appropriate for evaluation of past performance with projects similar in nature as the one under consideration by the School District.
 - b. **Scheduling and Cost Control (15%)** - The firm's scheduling system and cost control system should be described in detail. Methods for assuring subcontractors adherence to schedule should be highlighted. A comparison of the firms' project profile should indicate their ability to hold to original schedules and budgets.
 - c. **Financial Strength and Bonding Capability (10%)** - The Respondent's financial capability is to be expressed in the financial statement, and should indicate the resources and the necessary working capital to assure financial stability through the completion of the project. The financial capability shall also include the bonding capacity of the firm if the applicant anticipates an "AT RISK" Contract. The firm shall be required to hold a 100% Performance and 100% Payment Bond on the basis of the Guaranteed Maximum Price furnished pursuant to Section 255.05 F.S. for each project.
 - d. **Proposed Team (20%)**
Office Staff - This parameter expressed the general and specific project related capability of the in-house staff and indicates the adequate depth and abilities of the organization, which the Respondent can draw upon as needed. This will include management, technical, and support staff.
On-Site Staff - Similarly, the ability and experience of the field staff will be evaluated with specific attention to project related experience.
 - e. **Approach to Construction Management (10%)** - Among other items explain your approach to inspections, quality assurance, and cost control.

- f. **Methodology (20%)** – The Respondent’s demonstration of a coherent and specific plan for performing this project within the project parameters; documenting the services to be provided; and showing the interrelationship of all parties.
- g. **Overall Qualification Statement (5%)**
How well did the Respondent respond to RFQ directions? Is the material organized and presented clearly? Is information applicable to the School District of Osceola County? Where is the primary location of the firm’s office?

F. **Interviews (100 points total)**

After the firms have been evaluated based on their written submittals, a minimum of three (3) firms with the highest scores may be more closely considered if necessary through a oral presentation or informal interviews of their approach to providing Construction Management Services for this project. Time will be allowed for questions and answers after the presentation. The selected firms will be expected to address the following:

- 1. **References (10%):**
The recommendation of owners and architects for previous projects.
- 2. **Knowledge of the State Requirement for Educational Facilities (SREF) and Typical School District Procedures (10%):**
The firms should demonstrate their knowledge of SREF, local codes and ordinances, and an understanding of how school districts operate in the State of Florida.
- 3. **Proposed Project Staff and Functions (20%):**
The firms should name the actual staff to be assigned to this project, describe their ability and experience and portray the function of each within their organization and their proposed role on this project. Proposed project staff should be present for oral presentations and/or interview.
- 4. **Overall Approach and Methodology (20%):**
The firms should demonstrate verbally and/or graphically their plan for performing this project, documenting the services to be provided and showing the interrelationship of all parties.

5. **Cost Control/Value Engineering (10%):**
As part of its services, the firms should indicate knowledge and experience in the evaluation of building systems, construction techniques, and the recommendations of materials to create an optimum value in meeting the design requirements.
6. **Scheduling Projects (15%):**
As a part of the project approach, the Respondent's should propose a scheduling methodology for effectively managing and executing the work within the optimum timeframe. The firm should indicate their procedure for scheduling and for compliance controls. The firms should describe any representative current projects and the projected, versus the actual, schedule of each.
7. **Overall Factor (15%):**
This is the opinion of the selection committee, taking into account all weighted factors, which applicant can perform the services in the best interest of the School District of Osceola County.

G. **Terms and Conditions:**

1. The School District has the sole discretion and reserves the right to cancel this RFQ, to reject any and all submittals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the School District to do so.
2. The School District reserves the right to award the Contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed fifteen (15) days or if an acceptable fee can not be negotiated.
3. The successful firm shall not discriminate against any person in accordance with federal, state, or local law.

H. **Selection Process:**

1. In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, appointments will not be made public until interviews (with the Short Listed Applicants) are imminent. The goal of the Selection Committee is to assess the Respondent's on an equitable basis. All contacts and/or communication shall be made in writing with Mr. Eric Houston, Assistant Superintendent of Facilities and Maintenance handled by email through Lisa Kesecker, Purchasing Specialist at keseckel@osceola.k12.fl.us. All prospective companies are hereby cautioned not to contact any School Board Member of the School District of Osceola County, nor to attempt to persuade or promote through other channels.

2. The Selection Committee will review all proposals received on time, and choose the firms with the highest score using the selection criteria established for the project.
3. The Selection Committee may require oral presentations or conduct informal interviews of the highest scoring firms (minimum of three). The Selection Committee will establish ratings for each firm in accordance with the scoring criteria established for this project.
4. Once the Selection Committee has ratified the final rankings, the School Board shall engage, or authorize one or more persons to engage, the highest ranked Finalist, or Designated Finalist as the case may be, in negotiations for purposes of executing a Contract. In doing so, the School Board or its designee shall determine and negotiate compensation that is fair, competitive, and reasonable for the Services to be supplied.

Should the School Board or its designee be unable to negotiate a satisfactory Contract with the highest ranked Finalist, or Designated Finalist as the case may be, at a price the School Board or its designee determines to be fair, competitive and reasonable, the School Board or its designee shall formally terminate negotiations and then undertake negotiations with the next highest ranked Finalist, or Designated Finalist as the case may be. Failing accord with the second most qualified firm, the School Board or its designee shall formally terminate negotiations with such firm and then undertake negotiations with the next highest ranked Finalist.

5. Each professional service contract entered into the School Board shall include a prohibition against contingent fees as follows: "The Construction Manager /General Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CM/GC to solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the School District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

SECTION II

Qualification Statement Format

The response to this request for qualifications must be presented in the following order and format and shall not exceed 50 pages including charts and pictures:

- A. **LETTER OF INTRODUCTION**
- B. **TABLE OF CONTENTS**
- C. **BRIEF INTRODUCTORY NARRATIVE**

Provide brief introductory narrative highlighting the overall qualifications contained in the total qualification package, maximum one page.

- D. **PROJECT EXPERIENCE**

List the projects for which your firm has provided/is providing construction management and/or general contracting services, which are similar in scope to this project. List all construction projects contracted within the last ten years. In determining which projects are more related, consider: related size and complexity; how many members of the proposed team worked on the listed project; and how recently the project was completed. List the projects in priority order, with the most related project listed first. For each of the listed projects, provide the following information:

- 1. Overall Project Experience
 - a. Name and location of the project
 - b. Nature of the firm's responsibility on this project
 - c. Project owner's representative name, address and phone number
 - d. Project user agency's representative name, address, and phone number
 - e. State date - completion/anticipated completion date
 - f. Size of project - gross area of construction, number of facilities, etc.
 - g. Cost of project - construction cost
 - h. Project type - new construction; remodeling/renovation
 - i. Work for which staff was responsible
 - j. Present project status - percentage of completion

- k. Listing of the firm's project manager and other key professionals on the listed project. Of this staffing, identify personnel assigned to this project.
 - l. The name, address and telephone number of the project architect.
 - m. Indicate why Construction Management was chosen for each project?
 - n. Indicate traditional CM responsibilities or CM at Risk.
2. Please indicate what experience the firm, its subconsultants and proposed staff, have had with education facility projects and Florida Department of Education projects.

E. FIRM EXPERIENCE AND QUALIFICATIONS

- 1. **Business Structure** - Corporation, Joint Venture, or Partnership. Submit copy of State of Florida Department of State records indicating when corporation organized, corporation number, and date and status of most recent annual report. Respondents submitting as joint ventures shall submit a copy of their joint venture agreement. If a joint venture or prime/subcontractor arrangement of two firms, indicate how the work will be distributed between the partners.
- 2. **Time in Business** - Length of time firm has been in business under same name.
- 3. **Principal Office Location** - Location of principal office, which will be responsible for implementation of this Contract.
- 4. **Other Office Locations** - Location of other offices from which resources may be drawn.
- 5. **Capabilities** - Size, resources and capabilities of responding entity:
 - a. Organizational structure of business entity for this program (partners, associates, consultants, sub-contractors, other participation).
 - b. Indicate the depth of staff and capabilities from within the organization, which can be drawn upon as needed, to include management, professional technical, and support staff.
- 6. **Licenses and Certificates** - Copies of current State of Florida professional registration license renewal for the Respondent (Corporate and all key professional personnel) to be used on this project. A Respondent shall be

properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The Selection Committee may verify the current status with the appropriate state board. Provide copies of current State of Florida Department of Professional Regulation Construction Industry Licensing Board certificate of Corporate Authorization showing (1) License No., (2) Certificate of Authorization date and (3) designation of professional(s) qualifying the corporation to practice as a General Contractor.

F. SCHEDULING AND COST CONTROL

Provide narrative responses to the following questions and statements:

1. Describe your use of computer-generated schedules for the management of construction.
2. Describe the details of your construction scheduling throughout the process of the project.
3. Describe your process of managing shop drawings.
4. Describe your process of coordinating the development of schedule information from subcontractors?
5. Describe your process with the management of crew loading and coordinating construction scheduling with adequate resources.
6. Describe your process with the cost loading of schedules.
7. Attach a sample schedule which best illustrates your overall scheduling capabilities.
8. Describe your experience with a contract where your construction scheduling required coordination with another major contractor hired by the owner on the same site.

G. FINANCIAL STRENGTH AND BONDING CAPABILITY

1. Provide a statement indicating financial capability of the firm to provide the resources required.
2. Provide the name, title, address and phone number of the financial officer of the firm responsible for providing the following information.

3. For “At Risk” Contracts - Evidence of bonding capacity and ability to obtain multiple performance and payment bonds for projects, which total in excess of \$10,000,000. To be acceptable to the School District as Surety for performance and payment Bonds, a Surety Company shall comply with the following provisions:
 - a. The Surety Company must be authorized/licensed to do business in the State of Florida.
 - b. The Surety Company shall have been in business and have a record of successful continuous operations for at least five years.
 - c. The Surety Company shall have at least A.M. Best Company Policy holder’s Rating of “A+ or A” and “Financial Size Category” of Class VII or an equivalent rating from the Insurance Company.
4. The rating, if any, which exists on the senior debt of the firm from a national statistical rating service (Moody’s, S & P, etc.), and include copies of rating reports on outstanding debts.
5. Audited financial statements for the most recent three years, including income statement, balance sheet, statements of change in financial position and notes to financial statements. If audited financial statements are unavailable, provide similar unaudited statements.
6. Disclose any material changes in the business operations of the firm, including without limitation any pending bankruptcy proceedings, bankruptcies, receiverships, mergers, acquisitions, stock acquisitions or spin-offs which have occurred within the last three (3) years and any material pending or threatened litigation. If appropriate, discuss the impact of these changes on the firm’s financial or managerial ability to perform the noted tasks under this contract.
7. Litigation - identify all litigation in which your firm has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a client for claims in excess of \$100,000. Include a brief legal description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions which your firm took to attempt to settle the matter prior to and after suit being filed.
8. Describe in detail any projects within the last three years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against your organization.

NOTE: Respondents wishing to preserve the confidentiality of the information requested in this section should provide one (1) copy in a separate envelope labeled “Confidential - proprietary financial information.” The financial statement will not be counted in the 50-page document limit.

H. **PROPOSED TEAM**

Describe your proposed organizational structure for this program, indicating key personnel and their relationship to this project and other team members. Provide brief resumes of key persons to be assigned to the program. List the following information for all Office Staff and On Site Staff.

1. Office Staff

- a. Name and title
- b. Job assignment for other projects
- c. Percentage of time to be assigned full time to this project
- d. How many years with this firm
- e. How many years with other firms
- f. Experience
 - i. Types of projects
 - ii. Size of projects (dollar value square foot of project)
 - iii. Specific project involvement?
- g. Education
- h. Active registration (R.A., P.E., G.C., etc.)
- i. Other experience and qualifications that are relevant to this project
- j. Note which projects were fast tracked

2. On Site Staff

- a. Name and title
- b. Job assignment for other projects
- c. Percentage of time to be assigned full time to this project
- d. How many years with this firm
- e. How many years with other firms
- f. Experience
 - i. Types of projects
 - ii. Size of projects (dollar value square foot of project)
 - iii. Specific project involvement?
- g. Education
- h. Active registration (R.A., P.E., G.C., etc.)
- i. Other experience and qualifications that are relevant to this project
- j. Note which projects were fast tracked

3. Describe the capabilities of your staff to provide the technical services required for:
 - a. Options analysis
 - b. Design review
 - c. Budget estimating
 - d. Value Engineering
 - e. Life cycle cost analysis
 - f. Construction scheduling
 - g. Quality control (Design & Construction)
 - h. Constructability analysis
 - i. Cost control
 - j. Change order negotiation
 - k. Claims management
 - l. Project close-out
 - m. Transition planning
 - n. Security systems
 - o. Safety
4. For Office Staff and On-site Staff – Provide an organization chart as it relates to the project indicating key personnel and their responsibilities for this project. It should be understood that it is the intent of the School District to insist that staff indicated as the Project Team in this RFQ response actually execute the projects.

I. APPROACH TO CONSTRUCTION MANAGEMENT

Respondent shall detail their understanding and approach to implement and carry-out construction management services.

1. Respondent shall present a plan setting forth the approach and program for implementing and carrying-out construction management services; information management systems, document control, records management, procurement of equipment and supplies, stimulating bidding by and engagement of local trade contractors, project status reporting and project administrative services.
2. Respondent shall describe their safety program, safety record, and safety litigation record as a contractor and/or construction manager.
3. Respondent's shall describe how the proposed organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.

J. METHODOLOGY

Respondent's shall describe their scheduling methods, approach and plan for implementing construction management services, and program for construction quality assurance and schedule adherence.

For three of the projects listed under Project Experience, Respondent's shall draw parallels between these projects and the listed project in the following areas:

1. Describe the way in which your firm developed and maintained project schedules. Include specific examples of scheduling challenges, and how your firm helped solve them. Submit an example of a project schedule.
2. Describe the types of records, reports, monitoring systems and information management systems, which your firm used in the management of each project. Provide examples of each report used.
3. Describe the way your firm maintained quality control during the preconstruction and construction phases. Provide specific examples of how these techniques were used.
4. Describe specific construction management services you have provided and how they helped your client in terms of cost, quality, schedule, safety, etc.

K. DISTANCE TO SITE - What is the primary location of the firm's office, which will have, direct responsibility for this project?

L. STANDARD FORM AIA A305 – This information will not be considered a part of the 50-page maximum document requirement. (Don't count these pages)

M. DEFINITIONS

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.

Florida Statute 2006- A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections. The Florida Statutes are updated annually by laws that create, amend, or repeal statutory material.

Project Architect- The Project Architect role usually indicates the individual who is responsible for overseeing the Architectural aspects of the development of the design and production of the construction documents ("plans") and specifications. The position generally involves coordinating the needs of the School District, designer and technical staff, and outside consultants such as structural engineers, Mechanical Engineers, Civil Engineers, and Landscape architects.

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

School Board- The Osceola County Schools Board Members

School District- The School District's Facilities and Maintenance Department's Project Manager, and/or the School Board of Osceola County, or their designee.

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

Scope of Work- The complete details of the work involved in the design, fabrication, and assembly of the components of a project's deliverable into a working product.

Selection Committee- Defined as any committee that has been delegated decision-making functions, directly or indirectly, by the School District of Osceola County. A Selection Committee ranks and/or short-lists Respondents to an Request For Qualifications (RFQ) based upon the information submitted in response to the solicitation. This definition includes all selections under Chapter 287.055 Florida Statutes (FS) as amended. All Selection Committee meetings are open public meetings as defined in Chapter 286 FS.

State Requirements For Educational Facilities (SREF)- The SREF is generally organized by sequence of steps required in the facilities procurement process and covers general definitions, property acquisition/disposal, finance, lease and lease-purchase, historic buildings, program development, professional services, inspection services, design standards, and inspection standards.

N. REFERENCES

Florida Board of Professional Engineers- <http://www.fbpe.org/>

Florida Department of Education (FDOE) - <http://www.fdoe.org>

Florida Statutes 2006- <http://www.flsenate.gov/Statutes/index.cfm>