

The School District of Osceola County
Permitting Services

RFQ
Request for Qualifications

For

Permit Plan Review, Building Code Inspections
Including Building Official Services

I. PURPOSE

The purpose of this supplement is to provide uniform guidelines and submission requirements in the acquisition of professional services. These guidelines are intended to comply with Section 287.055, Florida Statutes “Consultants’ Competitive Negotiation Act”.

In determining whether a firm is qualified, the School District of Osceola County, Florida shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location of supporting office; recent, current, and projected workloads of the firm; and the volume of work previously awarded to each firm by the School District of Osceola County, Florida.

II. GENERAL REQUIREMENTS

The date of submission is established by the invitation to submit proposals. Submittals received later than 2:00 P.M. EST., on the established date, shall not be accepted.

Compliance with the specific requirements listed within this document is mandatory. The proposal shall contain the information required, in the order presented and described. Failure to provide the requested information may result in the proposal being deemed non-responsive. A non-responsive proposal shall not receive further consideration.

In the instance where a specific requirement(s) may not apply to the project in question, a statement must be inserted at the tab location stating the reason(s) of non-applicability.

Elaborate and verbose proposals are discouraged. Special and elaborate printing of proposals beyond that, which is normal for your profession, is discouraged. Information in addition to that specifically requested (i.e. videotapes, photographs, in-depth firm history, lengthy and repetitive resumes, etc.) is strongly discouraged. The information requested should be submitted in a concise, easy to read format.

In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, the policies of the School Board will be strictly followed regarding contact with School Board members, the Superintendent, or School District staff. The goal of this committee is to assess the Respondent’s on an equitable basis. All contact and/or communication shall be made in writing to Lisa Kesecker, CPPB – Purchasing Specialist. All prospective companies are hereby cautioned not to contact any School Board Member of the School District of Osceola County, the Superintendent, any School District staff, and, in particular, employees of the School District’s Maintenance and Facilities Department or the Selection Committee Members, nor to attempt to persuade or promote through other channels.

III. PROJECT DESCRIPTION

1. The School Board of Osceola County, Florida is interested in entering into a continuing service contracts with various qualified professional Firms to provide the District with Permit Plan Review and professional Building Code Inspection services. The specified services shall consist of plan reviews and providing Building Code Inspection services throughout the District, as required and directed by the District on its various new construction, remodeling, renovation, and maintenance and repair projects.
2. The Continuing Contract shall be awarded in accordance with the requirements of Section 287.055, Florida Statute.

IV. SCOPE OF SERVICES:

1. Professional Building Code Inspection services may include, but are not limited to the following:
 - 1.1. Provide Building Code Inspectors who conduct inspections of building construction, erection, repair, addition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes as required by law. Firms must be able to provide the following categories of inspection services: building inspector, commercial electrical inspector, mechanical inspector, plumbing inspector and fire inspector.
 - 1.1.1 It is the responsibility of the building code inspector to conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. Each building code inspector must be licensed in the appropriate category as defined in s. 468.603. The building code inspector's responsibilities will be performed under the direction of the building code administrator or building official.
 - 1.2. Provide Plans Examiners who are qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the applicable building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes. Categories of plans examiners include: Building plans examiner, Plumbing plans examiner, Mechanical plans examiner, Electrical plans examiner and Fire plans examiner.
 - 1.2.1 It is the responsibility of the plans examiner to conduct review of construction plans submitted in the permit application to assure compliance with the Florida Building Code and any applicable local

technical amendment to the Florida Building Code. The review of construction plans must be done by the building code administrator or building official or by a person licensed in the appropriate plans examiner category as defined in s. 468.603. The plans examiner's responsibilities will be performed under the supervision and authority of the building code administrator or building official.

- 1.3 All service providers shall be licensed and certified in accordance with all applicable laws. Including but not limited to Florida Statutes 468 and 633.
- 1.4 Provide Certified Building Official who will be responsible for signing off on permits, certificates of occupancy, final inspections, etc., and will act as, and when needed, as interim Building Official representing the School District of Osceola County. The Building Official must be fully certified per the Department of Business & Professional Regulations.

2. Requirements:

- 2.1 Interested firms must be able to provide the required professional services related to Building Code Inspection services to the District from an operational office located in Osceola, Orange, Seminole, Brevard, Volusia, Polk or Lake Counties. These services shall be provided by in-house staff or a combination of in-house staff and sub-contracted consultant services; provided, however, at least 50% of all such services must be provided by the responding firm's in-house staff. In-house staff offices must be within fifty miles from the District's Permitting Department, located at 819 Bill Beck Blvd., Kissimmee, FL 34744.
- 2.2 Firms that apply shall be familiar with all applicable laws, rules and regulations including FS 287.055, Consultants Competitive Negotiation Act, FS Chapter 1013. All educational and ancillary facilities constructed by a school board shall comply with "State Requirements for Educational Facilities (SREF), 1999 Volume 1-Process," "2005 Addendum to State Requirements for Educational Facilities," and "2006 Addendum to State Requirements for Educational Facilities," as the same may be modified or changed from time to time, the Florida Building Code (FBC), including Section 423, and the Florida Fire Prevention Code (FFPC).
- 2.3 **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.

2.4 **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.

2.5 **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.

2.6 **ATTACHMENTS**

The awarded vendor(s) must return the “Finger Printing” attachments prior to signing the Contract and Board Approval of the Contract.

IV. RESTRICTED DISCUSSIONS

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.
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 School District’s sole point of contact listed below. Failure to comply with these procedures shall be cause for disqualification of the firm’s expression of interest.

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's sole 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.

V. ECONOMY OF PRESENTATION

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. Applications that do not comply with the instructions including Selection Criteria will not be considered. All information received will be maintained with the project file and cannot be returned.

VI. QUALIFICATIONS PACKAGE GUIDELINES

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.
2. The School District **EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.**
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.
4. Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. If no abbreviations and/or acronyms are used, then a glossary is not required.
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.

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.
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.
8. **Please submit five (5) copies of your proposal** with your letter of interest in an 8 1/2" 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 CD or DVD (CD/DVD) which will be archived in the master file, the other CD/DVD will be made 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.

VII. QUALIFICATIONS PACKAGE GUIDELINES - TABBED SECTIONS

Required Information and Format

Submittals will be used by the Selection Committee to compare and evaluate the firms. The Selection Committee will evaluate the firms' abilities in accordance with the criteria listed herein.

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

Tab A **Letter of Introduction** and interest signed by an office or partner of the responding firm. Letter shall be addressed to the "Selection Committee" and include specific reason(s) why your firm would be the best choice for this Continuing Service Contract.

Tab B **Table of Contents**

Tab C **Compliance Information**
This is a compliance section. Firms must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:

1. The Firm must be properly certified by the Florida Secretary of State to do business in Florida
 - 1.1 Provide a copy of certification from Florida Secretary of State that the firm is properly authorized to do business in the State of Florida
 - 1.2 State if the firm is a corporation, joint venture, or partnership.
2. The Firm must be properly licensed at the time of submission:
 - 2.1 Provide a copy of your current Florida license(s).
3. The Firm must have been in continuous business for a minimum of three (3) years.
 - 3.1 State number of years in business
4. Litigation: The Firm must have an acceptable history of working proactively to avoid litigation.
 - 4.1 Describe and explain all litigation, major disputes, contract defaults, malpractice claims and disciplinary actions your firm and/or component firms has been a party to or the subject of during the last five (5) years. Include all pending litigation.
5. References: The Firm must demonstrate a positive relationship with prior clients.
 - 5.1 Submit five owner references of prior clients for Code Inspection Services within the past five (5) years. List the school district, project title, project value, project duration, contact name, position, telephone number, and fax number.
6. Evidence of Insurance:
 - 6.1 Firms must provide evidence that they have all insurance coverages as specified in attached contract form. Umbrella liability insurance shall not be less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Professional liability insurance shall have limits of not less than \$1,000,000 each claim and aggregate.

Tab D **Initial Screening Criteria**

1. Related Past Experience (20 Points)

1.1 List examples of at least three projects completed by this firm within the past five to ten years that are similar to services being requested. Include description of project, size, location, completion date, client contact name, phone and fax number, and pertinent team members involved with the project and their roles. Describe specific services provided by firm.

2. Ability of Professional Personnel (20 Points)

2.1 These criteria express the general and specific project related capability of the in-house staff and indicate the adequate depth and abilities of the organization, which it can draw upon as needed. This will include management, technical and support staff.

2.2 Give brief resumes of key persons to be assigned to the Project including, but not limited to, the following:

- a) Name and title.
- b) Specialization
- c) Job assignment for other projects.
- d) How many years with this firm.
- e) How many years with other firms.
- f) Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement.
- g) Education.
- h) Active registrations, licenses, and certifications (if any).

2.3 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. It shall be understood that it is the intent of the District to insist that those key personnel indicated, as the project team in this RFQ response will actually execute the Project.

2.4 If a joint venture, or prime/subcontractor arrangement of two (or more) firms, indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

3. Specific Experience Related to RFQ (20 Points)

3.1 List a minimum of three projects completed within the last five (5) years for the following areas of service: Permit Plan Review, Code Inspection, Building Official Services. Include date of project,

description of services provided, owner, contract amount and any other relevant information.

4. Workload (20 Points)

4.1 As part of the evaluation criteria the Selection Committee will review the firms and their sub-consultants current workload. Provide a list of outstanding projects, client names, status of completion, dollars committed on open projects, and overall workload with both the School District of Osceola County and other owners.

5. DOE/SREF Experience (15 Points)

5.1 Discuss firm's experience with DOE/SREF. Provide specific projects where the firm was responsible for Florida Building Code and DOE/SREF inspections, plans review and experience level of assigned personnel who may fulfill this requirement.

6. Miscellaneous/Local Involvement (5 Points)

6.1 Respondent's may submit any additional information that may be beneficial for consideration in the selection process. Representative samples of related work may be submitted at the Respondent's option. List any and all examples of other local involvement or support of the School District of Osceola County, Florida, undertaken by the firm and its employees in the past twelve (12) calendar months from the date of issuance of this RFQ. Examples of such involvement or support may include, but are not limited to, participation in the Academy of Construction Technology (ACT) program or Teacher Free Store (Gift for Teaching)

VIII. INTERVIEWS/ORAL PRESENTATIONS

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. The District may opt to conduct interviews instead of having formal presentations with selected firms, should it be required or warranted. Pursuant to F.S. 287.055, for the services to be performed under the continuing service contract, the School District shall evaluate current statements of qualifications and performance data on file with the School District, together with those that may be submitted by other firms regarding the services to be performed under the continuing service contract, and shall conduct discussions with, and may require public presentations by, no fewer than three (3) firms regarding their

qualifications, approach to providing the services, and ability to furnish the requested services. Discussions may be held between the Selection Committee and the Firms selected for interview based upon data submitted by each firm. Firms will be notified in writing as to whether or not they have been selected for this contract.

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.
3. The School District reserves the right to conduct discussions with any Respondent(s) who has (have) a realistic possibility of Contract award.
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.
5. If the Selection Committee requires oral presentations, each firm will be allocated 30 minutes for a formal presentation, 15 minutes for questions and answers, and 5 minutes setup and breakdown.
6. Interview agendas will be entirely at the discretion of the prospective firm; however, the following subjects must be addressed:

6.1 References

- 6.1.1 Recommendations of previous owners. The School District of Osceola County may contact references listed in the submittal. Results will be provided to the Selection Committee. During the interview firms may be required to provide recommendations from previous owners.

6.2 Overall Approach and Methodology

- 6.2.1 The firm shall demonstrate verbally and graphically its plan for performing the work, documenting the services to be provided and showing the interrelationship of all parties.
- 6.2.2 The firm shall indicate which In-house location(s) will be utilized for providing the actual staff assigned to the District. Using the Florida Department of Transportation's "Official Highway Mileage" link <http://www3.dot.state.fl.us/mileage/> to show actual distance and driving time from the District's Administrative Offices. Firms must be within 50 miles of the District Administrative Complex.

6.3 Experience of Professional Personnel

6.3.1 The firm shall name the actual staff to be assigned to this Project, describe their ability and experience and indicate the function of each within their organization and their proposed role on this Project. The staff shall be present at the time of interview.

6.4 Knowledge of Educational Facilities

6.4.1 The firm shall demonstrate its knowledge of educational facilities, local codes and ordinances as an indication of its ability to provide quality services in an effective and timely manner.

6.5 Overall Quality of Team

6.5.1 The firm shall discuss how the integral professional components required will be accomplished. The firm shall describe related past experience of team members and the work that the team will be assigned.

IX. 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 this contract to multiple firms and to contract with such firms for either permit plan review services and/or building code inspection services in order to ensure that professional consulting services are available on an as needed basis.
3. The School District reserves the right to award the Contract to the next most qualified firm if one of the successful firm(s) does not begin the contracted services within the prescribed fifteen (15) days or if an acceptable fee can not be negotiated.
4. The successful firm(s) shall not discriminate against any person in accordance with federal, state, or local law.
5. Following the interviews the Firms will be evaluated, based on their submission, references, and presentation. The final ranking of firms will be determined based on their interview or presentation.
6. Firms will be notified in writing as to whether or not they have been selected for this Contract.

X. QUESTIONS CONCERNING RFQ

Questions and additional information requests should be directed in writing to Lisa Kesecker, CPPB, Purchasing Specialist who shall be the official point of contact for this RFQ. Questions should be submitted at least seven (7) days before the closing date (fax and e-mail accepted) Mark subject line or cover page or envelope “Questions on RFQ # and title”.

Submit questions to: Lisa Kesecker, CPPB – Purchasing Specialist
Purchasing Department
Email: keseckel@osceola.k12.fl.us
Fax # 407-870-4618

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.

XI. RECEIPT OF SUBMITTALS

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 Wednesday, June 6, 2007.

Please address all submittals as follows:

**RFQ # SDOC-07-102-FPC
The School District of Osceola County
Purchasing Department
Lisa Kesecker – Purchasing Specialist
817 Bill Beck Boulevard
Kissimmee, Florida 34744**

RE: Permit Plan Review, Building Code Inspections

XII. DEFINITIONS

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 Services.

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.

Owner- The School District, School Board, and or designated representative(s).

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 Services- The complete details of the services involved in the design, fabrication, and assembly of the components of a project's deliverables into a working product.

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.

Vendor- Any business firm that will be or has been awarded a contract by the School District.

XIII. REFERENCES

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

Florida Building Code- <http://www.floridabuilding.org>

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

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

Osceola County Educational or Ancillary Specifications

State Requirements For Educational Facilities (SREF) -
<http://www.firn.edu/doe/rules/begin.htm>

PROJECT MILESTONE

	Legal Advertisements
May 4, 2007	Legal Advertisement Orlando Sentinel
May 9, 2007	Legal Advertisement Orlando Sentinel
May 13, 2007	Legal Advertisement Orlando Sentinel
	Responses to RFQ due 2:00 PM
June 6, 2007	Location: The School District of Osceola County Purchasing Department 817 Bill Beck Boulevard, Bldg 2000 Kissimmee, Florida 34744-4495
June 7, 2007 – June 14, 2007	Review Submittals
June 14, 2007	Notification of Selected Short List Candidates
June 21, 2007	Short List Oral Presentations and/or Interviews Presentations may be presented before the Selection Committee and possibly the School Board Location: The School District of Osceola County Purchasing Department 817 Bill Beck Blvd., Bldg. 2000 Kissimmee, Florida 34744 Time: 8:00 AM to 12:00 noon
July 17, 2007 *	School Board Meeting; Ratification of Ranked Finalists

* Subject to change