



<p>Submittal Due Date: Wednesday, December 12, 2007</p>	<p>Submittal Due Time: 2:00 P.M.</p>
<p>Submit Responses To: School District of Osceola County, Florida Purchasing Department 817 Bill Beck Boulevard, Building 2000 Kissimmee, FL 34744</p>	<p>Purchasing Representative: Lisa Kesecker, CPPB, FCPA (407) 870-4622 Office • Fax (407) 870-4618 E-mail: keseckel@osceola.k12.fl.us www.osceola.k12.fl.us/depts/purchasing</p>

RFQ # SDOC-08-Q-033LK-FPC
Consultant Services for Roofing and Building Envelope Investigation
including Design Development and Construction Administration

The purpose of this Request for Qualifications (RFQ) is to select the most highly qualified Firm(s) to provide the requested services. Submittals will be reviewed and evaluated as to qualifications to perform the services required by a Selection Committee consisting of School District staff, which will make a recommendation for award by the School Board.

It is anticipated that one or more Firm(s) shall be selected to provide the necessary services for a contract period of three (3) years, with an option to renew for one additional two (2) year period.

Expressions of interest and qualification data will be received at the School District of Osceola County's Purchasing Department located at 817 Bill Beck Blvd., Bldg. 2000, Kissimmee, FL 34744, **until 2:00 PM on Wednesday, December 12, 2007**. Submittals received after this deadline **will not** be considered for award.

Cut out the Label below and attach it to your envelope/package

* DO NOT OPEN * SEALED PROPOSAL * DO NOT OPEN *	
SEALED PROPOSAL NUMBER:	<u>RFQ #SDOC-08-Q-033LK-FPC</u>
PROPOSAL TITLE:	<u>Consultant Services for Roofing & Building Envelope Investigation including Design Development and Construction Administration.</u>
PROPOSAL DUE ON	<u>December 12, 2007</u> AT <u>2:00</u> P.M.
PROPOSAL ENCLOSED	<u>“NO PROPOSAL LETTER” ENCLOSED</u>
Deliver To:	The School District of Osceola County, Florida PURCHASING DEPARTMENT 817 Bill Beck Blvd., Building 2000 Kissimmee, FL 34744-4495

PURPOSE

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of Roofing and Building Envelope Investigation Consultant Firms 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 Chapter 1013, Florida Statutes, the Florida Consultant's Competitive Negotiation Act, Section 287.055 Florida Statutes, and Rule 6A-2.0010, Florida Administrative Code, the School District of Osceola County, Florida will consider the contracting of one or more Firms to provide professional services as outlined in the Scope of Services.

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.

BACKGROUND

The School District of Osceola County, Florida is seeking proposals from firms qualified to provide consultant services for Roofing and Building Envelope Investigation to include Design Development and Construction Administration.

SCOPE OF SERVICES

A general description of the scope of professional services required is, but not limited to the following:

Qualification Requirements

Qualified firms shall be a member of the Roof Consultants Institute (RCI), the Institute of Roofing, Waterproofing, & Building Envelope Professionals. Firms should indicate if they are engaged full-time in the profession of roofing and /or waterproofing consulting. Qualified firms shall employ staff that are either certified or registered as qualified Professional Consultants by the RCI, and are licensed under Chapters 471 or 481, Florida Statutes, as registered architects or licensed or professional engineers in the state of Florida.

Roofing and Building Envelope Investigation Services

A. Consultant's Roofing and Building Envelope Investigation Services shall include the investigation of roofs for problems that relate to but are not limited to materials, workmanship, age, warranty, storm damage, and deterioration. Such services shall include but not be limited to investigative services, conferences, participation in a review of existing roof drawings and specifications, warranties and conditions.

1. The Consultant shall prepare the necessary reports and recommendations in accordance with:
 - i. The applicable rules of the Florida State Board of Education, State Requirements for Educational Facilities (SREF), Administrative Rules for Educational Facilities, Chapter 1013 of the Florida Statutes, in effect at the time of the roofing investigation, and other laws and regulations applicable to each project.
 - ii. Any educational or ancillary specifications, project design criteria developed by the Owner, at the time the roof was installed.
 - iii. Current industry standards.
 - iv. The specific format and inquiry requested by the owner's representative.

2. The Consultant shall present to the Owner's Representative a written report identifying the location or locations within the project area that contain any asbestos containing building materials. In the event there are no locations within the project area that have asbestos containing materials, a report will need to be submitted stating such.
3. The Consultant shall meet with School Board personnel and any other governmental bodies deemed necessary by the Owner, at pre-design conferences to discuss details of the roofing investigation and determine the scope of the project. The Consultant shall confer with building administrators and certain staff members only at the Owner's Representative's direction. Final approval of all roofing investigation matters must come only from the Owner's Representative. If any project requires the services of a Special Inspector or Consultant, the cost of this service will be negotiated with the Consultant as an additional service or will be provided by the Owner.
4. The Consultant shall submit five (5) copies of the completed final investigation report to the Owner.

Design Development and Construction Administration

- A. The Consultant's basic services may consist of: all services necessary to design and prepare construction drawings and specifications, and provide contract administration services for the construction of various Projects as described in the Design Criteria Package developed by the Owner for each project. Such services shall include, but not be limited to, necessary conferences; preparation of a site plan (graphically depicting the complete use of the affected area); participation in a review of the educational or ancillary specifications and Project requirements; preparation of conceptual drawings; preparation of Schematic Design, Design Development, and Construction Documents in compliance with educational or ancillary specifications and Design Criteria requirements including working drawings, specifications, large-scale and full-size detail drawings, for Architectural, structural, electrical, civil, mechanical and landscaping work as those disciplines relate to the overall Project requirements; estimates of cost of the work, assistance in the drafting of forms of proposals and contracts; assistance during bidding and award of contract(s); site visits and observation of the work; issuance of certificates of payments; keeping of accounts; and the general administration of the construction contract work as more specifically set forth herein.
- B. The Consultant shall design the Project in accordance with:
 1. The applicable edition of rules of the Florida State Board of Education, State Requirements for Educational Facilities (SREF), Administrative Rules for Educational Facilities, Chapter 1013 of the Florida Statutes, applicable building codes, including but not limited to all laws, regulations, or codes addressing storm water management, water wells, and sanitation, and the Florida Building Code (latest edition).
 2. Any educational or ancillary specifications, Architectural program, Osceola County Schools design guidelines and Project Design Criteria developed by the Owner.
- C. The Consultant shall not specify any asbestos containing materials or products in the Project.
- D. Professional engineers acceptable to the Consultant and the Owner shall be retained by the Consultant, at the Consultant's expense, as the Consultant's agents for the structural, mechanical, civil, electrical, landscape consultant and such other portions of the Project

where such services shall reasonably be required for the proper design, installation, or operation of such portions of the Project. Nothing in this paragraph, or elsewhere in this Agreement, shall relieve or absolve the Consultant from liability for damages to the Owner resulting from any breach or default under this Agreement, or any willful or negligent act or omission of the Consultant or any agent, or employee of the Consultant, including, but not limited to, any engineer or other consultant employed hereunder by the Consultant or any agent or employee of such engineer or other consultant.

- E. The Consultant shall meet with School Board personnel, and any other governmental bodies deemed necessary by the Owner, at pre-design conferences to discuss details and material specifications for the Project. Final approval of all design and construction matters must come only from the Owner. To the extent necessary for the Project, the Consultant shall provide water and sewer extension and water management review documentation through the Department of Environmental Regulation, State of Florida, and the South Florida Water Management District; provide energy review (FLEET) analysis; and shall coordinate necessary utility modifications and confirm the modifications in writing with the local utility company.
- F. If the Project requires the services of a Special Inspector for threshold buildings, the cost of this service will be negotiated with the Consultant as an additional service or will be provided by the Owner.

Design Criteria

- A. The Project shall be designed to avoid the construction cost exceeding the construction budget as outlined in the Design Criteria. This amount represents the Project construction budget.
- B. The net and gross square footage of the Project shall not exceed the figures for net and gross area totals set forth in the Design Criteria.

Evaluation of Budget and Cost of the Work

- A. The Consultant shall prepare a preliminary estimate of the cost of the work. As the design progresses through the end of the preparation of the construction documents, the Consultant shall update and refine the preliminary estimate of the cost of the work. If at any time the Consultant's estimate of the cost of the work exceeds the Owner's budget, the Consultant shall immediately notify the Owner in writing and make appropriate recommendations to the Owner to adjust the Project's size, scope or budget and shall proceed no further without written direction of the Owner.
- B. If the budget for the cost of the work is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:
 - 1. Provide written approval of an increase in the budget for the cost of the work;
 - 2. Authorize re-bidding or renegotiating the Project within a reasonable time;
 - 3. Terminate in accordance with the terms of the Contract; or
 - 4. Assist in revising the Project scope and complexity as required to reduce the cost of the work.

- C. If the Owner chooses to proceed with the Project, the Consultant, without additional compensation, shall modify the documents for which the Consultant is responsible as necessary to comply with the budget for the cost of the work.

Schematic Design Phase

- A. The Consultant shall review the program described in the Design Criteria, to ascertain the requirements of the Project and shall review the understanding of such requirements with the Owner.
- B. The Consultant shall visit the site with the Owner and investigate existing conditions and facilities; review drawings or other information furnished by the Owner and shall generally verify all such information as it relates to the Project.
- C. The Consultant shall provide a preliminary evaluation of the Project requirements and budget requirements, each in terms of the other.
- D. The Consultant shall prepare and submit a conceptual site plan and preliminary building plans, sections and elevations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.
- E. The Consultant shall review with the Owner alternate approaches to the design and construction of the Project.
- F. The Consultant shall submit to the Owner a preliminary estimate of Construction Cost based on current area, volume or other unit costs.
- G. Schematic documents shall be complete upon written acceptance and approval of the Owner.

Design Development Documents

- A. Based on the approved schematic documents and any adjustments authorized by the Owner in the educational or ancillary specifications, Design Criteria or budget requirements, the Consultant shall prepare, for review by the Owner, design development documents. The design development documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The design development documents shall include specifications that identify major materials and systems and establish in general their quality levels.
- B. The Consultant shall:
 - 1. Work with the Owner to identify the areas within the building design which offer the greatest potential for the elimination of unnecessary costs.
 - 2. Evaluate alternative systems and materials in terms of their feasibility and life-cycle cost.
 - 3. Develop selected alternative ideas in detail with emphasis on their technical durability and constructability.
 - 4. Retain an independent estimator when approved by the Owner in writing. When this service is required, it will be considered to be an additional service and not included in the basic services of the Consultant.

5. The Consultant shall advise the Owner of any adjustments to the preliminary estimate of construction cost.
6. Prior to acceptance of design development documents by the Owner, the Consultant shall provide to the Owner four (4) sets of dated plans, specifications and the facilities space chart.
7. Design development documents shall be complete upon written acceptance and approval of the Owner.

Construction Documents

- A. Based on the approved design development documents and any further adjustments in the Design Criteria or budget requirements for the Project as authorized by the Owner, the Consultant shall prepare construction documents for review by the Owner. The construction documents shall set forth in detail the requirements for the construction of the Project. The construction documents shall include drawings and specifications that establish in detail the requirements for the construction of the project.
- B. The Consultant shall prepare for review and approval by District Staff the necessary bidding information. Owner's Purchasing Department shall prepare all bidding forms. District Staff shall prepare the conditions of the contract and the contract between the Owner and the Contractor.
- C. The Consultant shall furnish the Owner with four (4) check sets of intermediate (50% complete) construction documents (plans and specifications) for review. Revisions, changes and corrections required by the Owner shall be indicated in writing to the Consultant within thirty (30) days, all of which shall be incorporated into the final documents.
- D. The Consultant shall advise the Owner of any adjustments to previous preliminary estimates of construction cost indicated by changes in requirements or general market conditions.
- E. Prior to acceptance by the Owner of construction documents, the Consultant shall provide to the Owner four (4) sets of construction documents, signed, sealed and dated by the Consultant and all engineers, as required by law, and the facilities space chart. The Consultant shall also provide three (3) additional sets of the construction documents.
- F. The Consultant shall prepare, for execution by the Owner, documents required for the approval of governing authorities having jurisdiction, including the School District of Osceola County, and arrange for review and approval of these governing authorities.
- G. The Consultant shall revise the drawings and specifications to reflect any changes arising from these reviews in preparation for bidding.
- H. This phase shall be complete upon written acceptance and approval by the Owner. Acceptance and approval by the Owner will in no way relieve the Consultant of the Consultant's obligations and duties under this Agreement

Bidding and Negotiation Phase

- A. The Consultant, following acceptance and approval by the Owner of the Construction Documents, shall prepare and distribute to all qualified bidders and plan houses any necessary contract documents.

- B. The Consultant shall maintain a bidding document distribution list. The Consultant shall furnish the Owner a copy of the document distribution list one week prior to bid opening. If circumstances require, the Consultant shall submit to the Owner addenda to the contract documents, in a timely fashion, prior to bid opening.
- C. The Consultant shall schedule a mandatory pre-bid conference, to be held a minimum of one week prior to bid opening. All prime bidders, the Owner, and the Consultant, shall be required to attend. A log of attendees and complete minutes of the conference shall be maintained by the Consultant, and provided to the Owner. Only items which may affect the Bid, or clarifications of the Bidding Documents shall be addressed at the meeting.
- D. The Consultant shall prepare and distribute to the entire bidding document distribution list, any addenda, including any items necessary as a result of the pre-bid conference.
- E. The Consultant shall attend the Bid Opening, and shall assist the Owner in the analysis of the bids. The Consultant shall bring to the bid opening a current estimate of the cost of the work. The Consultant shall prepare on his own letterhead his recommendation as to the award or rejection of the bids, and shall present his recommendation to the Owner.
- F. Upon award of the contract by the Board, the Owner shall forward the Contract and all other pertinent forms to the successful Contractor for execution. The returned executed Contract, bonds, and certificate of insurance from the Contractor will be sent to the legal counsel for the School Board for review and approval.
- G. Upon review, and written approval by the Owner, the School District of Osceola County shall prepare and issue the Notice to Proceed to the Contractor stating the date of commencement and the date of substantial completion of the work.

Construction Phase- Administration

- A. The Construction phase will commence with the award of the contract for construction and conclude with the Certificate of Final Acceptance and the one-year warranty period, whichever is later.
- B. During the construction phase of the Project, the Consultant shall perform the following:
 - 1. The Consultant shall review shop drawings and other submittals received from the Contractor for conformance with information given and the design concept expressed in the Contract Documents; and take appropriate action. Action shall be taken within fourteen (14) days after receipt to avoid delays in the work. The Consultant shall keep an up-to-date log of all shop drawings and submittals which shall be provided to the Owner upon request. The Consultant shall at the end of the Project submit to the Owner a second set of shop drawings with the final shop drawing log.
 - 2. The Consultant shall review the Contractor's cost and provide recommendations regarding any changes requested in the work. Upon approval by the Owner, the Consultant shall prepare change orders for signature by the Contractor, Consultant, and the Owner. The Consultant shall ensure that required back-up materials accompany change orders.

3. The Consultant shall be the interpreter of the requirements of the Contract Documents and will render interpretations as necessary for the proper execution and progress of the work. All interpretations or decisions shall be in writing or in the form of drawings.
 4. Within fourteen (14) days after presentation of an issue, claim or complaint and the furnishing of the facts by the Contractor to the Owner, the Consultant shall make decisions in writing as to any contract interpretations. In the event of non-compliance, including omission of work or faulty workmanship, the Consultant shall recite the Consultant's decision in what respect there has been deviation from the results or materials of construction required by the Contract Documents. The Consultant will include in the Consultant's decision, suitable specifications or drawings indicating precisely the results and materials to be used in executing the correction or remedy of non-compliant work.
 5. The Consultant shall provide to the Owner a copy of all drawings on CD in AutoCAD version 2004 (dwg.) software system unless approved otherwise. The Contractor will modify these drawings to show those items which differ from the Contract Documents so as to create "as-built" drawings. To facilitate this process, the Consultant shall review the Contractor's progress of the maintenance of "as-built" drawings, which shall indicate actual conditions, which differ from the Contract Documents. The intent is to identify, among other things, layouts of utility systems and functional building systems, such as lighting, electrical, water/wastewater, or any other matters relating to sanitation, communications, air conditioning, ventilation, or heating, and incorporating the actual changes made during construction of the Project which differ from the original Contract Documents.
 6. The Consultant, in agreement with the Owner, shall provide written approval of the Contractor's construction schedule for the work as prepared and submitted by the contractor. The Consultant will monitor the progress of the work for conformance to the schedule. The Consultant will review any revision to the schedule and advise the Owner of changes from the original schedule. The Consultant will use the Consultant's best efforts to require Contractor, subcontractors and suppliers to comply with the schedule but will not be responsible for their failure to do so.
- C. The Consultant shall guard the Owner against defects and deficiencies in the work of the Contractor, but the Consultant does not guarantee the performance of the contract by the Contractor. In fulfillment thereof, the Consultant shall do as follows:
1. The Consultant (as the Owner's representative) shall visit the Project at weekly intervals during the construction, or as agreed upon, to familiarize the Consultant with the progress and quality of work, and to determine if the work is proceeding in accordance with the Contract Documents. The Consultant shall prepare, in a form approved by the Owner, a written report covering each visit. On the basis of such on-site observations, the Consultant shall keep the Owner informed on progress and quality of the work. Copies of all reports shall routinely be provided to the Owner within three (3) working days. Each engineer or other consultant of record shall visit the site to observe the work on all occasions when work included in the engineer's area of responsibility is in progress. Observations by the engineers shall be documented and reported on the same basis as reports by the Consultant.

2. Upon discovery of defective work the Consultant shall immediately, by written notification to the Owner and Contractor, reject the defective work stating the reasons for such rejections and recommendations for correction. The Consultant shall not certify payment for defective work until it has been corrected and/or accepted.
 3. Within fourteen (14) days of receipt of the completed submittal, the Consultant shall review the Contractor's applications for payment and determine the amount to be paid to the Contractor and will certify the applications for payment in such amounts. The certificates will be sent to both the Contractor and the Owner. Based upon the Consultant's site observations and data composing the application for payment, these certificates will constitute a representation to the Owner that the work has sufficiently progressed to the point indicated. At each application for payment the Consultant shall certify to the Owner that, to the best of the Consultant's knowledge, the Project is being constructed in accordance with the contract documents. By submitting a certificate of payment, the Consultant shall not be deemed to represent that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used the money paid toward the account of the construction contract sum.
 4. Before approving the Contractor's application for payment, the Consultant shall review the status of the Contractor's as-built records and verify that they are up-to-date and accurate to the best of the Consultant's knowledge.
 5. The Consultant shall establish the date of substantial completion for the Project, based on his determination and agreement of the Owner that the work is sufficiently complete for the Owner to occupy the facilities, or a designated portion thereof, for the use for which it is intended, without undue inconvenience to the Owner.
 6. The Consultant shall prepare a certificate of substantial completion.
 7. The Certificate of Substantial Completion shall include a list of items remaining to be completed or corrected by the Contractor.
 8. At completion of construction the Consultant shall obtain from Contractors all warranties, manufacturers' manuals of operation, the Contractor's Affidavit form, the Receipt and Release form, other documentation required by the contract documents and conduct a final inspection.
 9. The Consultant shall issue a final certificate for payment based upon a final inspection certifying that the work has been constructed in accordance with the contract documents.
 10. One (1) month before the end of the one (1) year warranty period the Consultant shall schedule and conduct an inspection of the Project with the Owner and the Contractor to discover and report any deficiencies in the work covered by the bond, or any uncorrected deficiencies previously reported. The Consultant shall prepare a list of all outstanding deficiencies remaining at the time of inspection.
- D. The responsibility of the Consultant for performing the Consultant's obligation under this Agreement and under the construction contract(s) is not relieved or affected in any respect by the presence of, or inspection by, employees or other agents of the Owner. The Consultant agrees that the responsibility assumed by the Consultant for approving and certifying work for payment is not shared by any employee of the Owner.

- E. If, in the preparation of the drawings and specifications, the Consultant fails to include any portion of the work defined in the Project requirements or essential to any system, the Consultant shall be responsible to the Owner for all construction costs related to the remediation less the cost the Owner would have incurred had there been no error or omission.
- F. During the course of construction, it may be necessary to make changes in the scope of the work, changes in the Project requirements which are required by the Owner and changes in the basic services as described herein. The Consultant shall prepare or revise drawings, specifications and supporting data and other services in connection with Owner-directed proposed changes. Owner approval is required prior to execution of the changes. The Consultant will be compensated in accordance with the fee schedule for “Additional Services”, herein. The Consultant will receive no fee for changes caused by the Consultant’s errors or omissions.

Additional Services

When approved by the Owner in writing the Consultant may perform additional services under this Agreement.

Project Representation Beyond Basic Services

- A. When the following services are required they are considered to be additional services and are not included in the basic services:
 - 1. Land surveys and topographical drawings, and geotechnical testing.
 - 2. Provisions of services of consultants, which have been approved in advance by the Owner, for other than the normal Architectural, mechanical, civil, landscaping and electrical engineering services.
 - 3. Provision of additional services made necessary by default of the Contractor.
 - 4. Provision of additional services made necessary by changes in the scope of work as directed by the Owner.
 - 5. Preparing to serve or serving as an expert witness when requested by the Owner in connection with any public hearing or legal proceeding.
 - 6. Providing prolonged contract administration and observation of construction should the construction time exceed 125% of the original construction time when the additional time is not due to the failure of the Consultant to provide the services required under this contract in a timely manner including additional services as described herein. This provision does not cover administration of correction of listed deficiencies at the time of final occupancy inspection.
 - 7. Providing consultation concerning replacement of any work damaged by fire or other cause during construction and the warranty period and furnishing services as may be required in connection with the replacement of such work.
 - 8. Plan and specification review of various construction projects prepared by other design professionals.

Owner's Responsibilities

- A. The Owner shall provide full information regarding its requirements for the Project.
- B. In order to avoid unreasonable delay in the Consultant's work the Owner shall render decisions within fourteen (14) days pertaining to written requests, submissions or proposals of the Consultant.
- C. The Owner shall furnish information required as expeditiously as possible for the orderly progress of the work.
- D. The Owner shall have the option to employ or retain inspectors or independent consultants as is deemed appropriate for the Project. The Consultant shall cooperate and provide information to the inspectors and consultants. The retention of such consultants and inspectors shall not relieve or modify the Consultant's responsibilities on the Project and shall be solely for the benefit of the Owner.
- E. The Owner is the authority having jurisdiction and the Board's Building Official shall enforce the requirements of Florida State Board of Education, SREF, and the Florida Building Code. Any acts or omissions by the Owner will not in any way relieve the Consultant of the Consultant's responsibilities under this Agreement.

Time and Order of Services

- A. The Consultant shall furnish the documents and provide the services herein required in such sequence and at such times as may be necessary for the prompt execution of the work of design and construction of the Project.
- B. The Consultant agrees to prepare and deliver to the Owner the following:
 - 1. Schematic documents within the calendar days from the date of receipt of notice to proceed as outlined in the Design Criteria, provided by the Owner.
 - 2. Design development documents within the calendar days from the date of receipt of notice to proceed as outlined in the Design Criteria, provided by the Owner.
 - 3. Construction documents within the calendar days from the date of notice to proceed as outlined in the Design Criteria, provided by the Owner.
 - 4. Failure to meet the contract schedule and any amendment thereto without written approval of the Owner shall be construed as a failure to perform.
- C. The Consultant agrees to proceed with each succeeding phase after the Owner's written-acceptance of each phase's documents.
- D. The Consultant will be evaluated by the Owner at the end of the construction of the Project. The results of this evaluation may be considered at future selection of Consultants. A copy of the evaluation will be available to the Consultant after its completion.

Consultant's Fee

The Owner will pay to the Consultant, for the Consultant's basic services under this Agreement. The consultant shall submit a written Estimate of Fee to the Owner's Representative prior to performing the work. The Owner will pay to the Consultant full compensation as required for

each project as follows:

1. Should any requirement be made by a representative of the Owner at any time during the roof investigation, the nature of which requirement, in accordance with the best professional opinion of the Consultant, is such that would result in costs exceeding the estimated fee, or the consultant determines the actual fee exceeds the estimated fee, the Consultant shall immediately advise the Owner's Representative thereof in writing.
2. The Consultant's Services fee shall be at a fixed hourly rate as negotiated in the terms of the Contract with the Owner.
3. The Consultant's shall be compensated for additional printing cost beyond the five required copies of the roofing investigation report requested by the Owner.
4. Estimate of fees for additional services will be in writing and shall indicate the number of professional hours of service by job category plus any additional charge.

SUBMITTAL REQUIREMENTS

Firms interested in providing the required professional services shall submit **one (1)** original, marked "ORIGINAL", **Seven (7)** each marked "COPY", and **one (1) COMPLETE electronic copy on a CD in PDF format**, of the requested qualification data for evaluation.

*******If a Non-disclosure Agreement is signed and confidential materials are submitted, such confidential materials shall not be included on the master CD. Confidential materials shall be segregated on a separate CD, plainly labeled "Confidential Materials".*******

QUESTIONS CONCERNING RFQ

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.

Mark subject line or cover page or envelope "Questions on RFQ # SDOC-08-Q-033LK-FPC".

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

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.

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

Failure to provide the required copies and information may result in the proposal not being considered. Submittals shall be clear, concise, indexed by subject, typed on letter size paper, and individually bound. Submittals shall be mailed or delivered in a sealed package clearly marked on the outside with the project name, invitation number, and due date. Packages shall be received in the School District of Osceola

County's Purchasing Department by the advertised deadline. **Each respondent should ensure that they have received any/all addenda and amendments to this RFQ before submitting their proposal. Please check the School District's web site at www.osceola.k12.fl.us/depts/purchasing "Construction Projects", "Current Advertised RFQ/Bid Projects" for any addenda.** Delivery of a package to any School District location other than the Purchasing Department does not constitute official receipt by the School District of Osceola County. Any package delivered after the advertised deadline will not be considered. Proposals shall be submitted in the order listed below.

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.

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 the Purchasing Representative. All prospective companies are hereby cautioned not to contact any School Board Member of the School District of Osceola County, the Superintendent, or the Selection Committee Members, nor to attempt to persuade or promote through other channels.

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 Representative. Violation of this restriction will result in REJECTION of the Respondent's qualifications package.

After submittals are received all contact must be channeled through the School District's Representative. Failure to comply with these procedures shall be cause for disqualification of the Firm's expression of interest.

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 School District's Representative 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.

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. 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. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is **mandatory** that Respondents 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 information outlined in the Qualification Package Guidelines will not be considered. All information received will be maintained with the project file and cannot be returned.

QUALIFICATION 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.

QUALIFICATION PACKAGE GUIDELINES - TABBED SECTIONS

GENERAL REQUIREMENTS

Tab 1 Letter of Introduction and Table of Contents. (non-scored)

A brief profile of the Firm, including a brief history of the company, location, project team location, corporate structure, ownership interest, and the length of company's existence shall be provided addressed in a letter to the Director of Purchasing, not to exceed 3 single-sided pages maximum.

Tab 2 Insurance. (non-scored)

Attach evidence of required insurance coverage or proof of insurability in the amounts indicated. If available, a properly completed ACORD Form is preferable. **Final forms must contain the correct solicitation and/or project number and School District of Osceola County contact person.**

Firms that have owner/operators that have filed a "Notice of Election to be Exempt" shall submit a copy with the proposal.

Incorporated and unincorporated Firms that qualify for an exemption under the Florida Worker's Compensation law in Chapter 440 Florida Statutes shall submit an executed waiver relieving the School District of liability in the event they are injured while providing goods and/or services to the School District.

Tab 3 Prohibition Against Contingent Fees statement. (non-scored)

See form included in this package.

Each professional service contract entered into, shall include a prohibition against contingent fees as follows: "The Firm warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Firm 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 Board 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.

Tab 4 Conflict of Interest Disclosure Form. (non-scored)

See form included in this package.

All Respondents shall properly complete, have notarized and attach with their proposal the attached notarized disclosure statement of any potential conflict of interest that the Respondent may have due to ownership, other clients, contracts or interests associated with this project.

Tab 5 Business Tax Receipt/Qualifications. (non-scored)

Attach a copy of the Firm's Business Occupational License and all applicable Professional Registrations from the appropriate governing board. A Firm must be properly registered at the time of its submittal to practice their profession in the State of Florida.

Note: Charitable organizations that qualify under Florida Statute No. 205.192 are exempt from this requirement.

Tab 6 **Confidential Materials.** (non-scored)

Confidential materials shall be submitted in this section – any materials that qualify as “trade secrets” shall be segregated, clearly labeled and accompanied by an executed Non Disclosure Agreement for Confidential Materials.

Tab 7 **Business Structure.** (10 points)

Corporation, Joint Venture, or Partnership. Submit a copy of the State of Florida Department of State records indicating when the 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.

Time in Business - Length of time the Firm has been in business under same name.

Principal Office Location - Location of principal office which will be responsible for implementation of this Contract.

Other Office Locations - Location of other offices from which resources may be drawn.

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.

Licenses and Certificates - Copies of current State of Florida professional registration license renewals for the Respondent’s key professional personnel to be used on the project. 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.

Tab 8 **Financial Strength and Bonding Capability.** (10 points)

The Respondent’s financial capability is to be expressed in the financial statement (audited financial information current within the past twelve months, such as a balance sheet and statement of operations, and bonding capacity if required), and should indicate the resources and the necessary working capital to assure financial stability through the completion of the project. A certified audit is preferred, but a third party prepared financial statement and the latest D&B report will be accepted. **The statement can be labeled Confidential.** The financial capability shall also include the bonding capacity of the Firm if the applicant anticipates an “At Risk” contract or if your fees exceed \$200,000.00 per project. 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 the project.

Business Information.

All Respondents shall certify and provide a statement that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required by the School District of Osceola County.

Provide the name, title, address and phone number of the financial officer of the Firm responsible for providing the following information.

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.

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.

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 un-audited statements.

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.

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 \$100,000.00. 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.

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.

QUALIFICATION PACKAGE GUIDELINES - TABBED SECTIONS

SPECIAL REQUIREMENTS

Tab 9 Qualification Data – Experience/Understanding the Scope of Services. (25 points)

Respondents may submit any information they deem appropriate for evaluation of past performance. List the project/entities for which your Firm has provided/is providing Roofing and Building Envelope Investigation Consultant Services, which are similar to those described in the Scope of Services section of this RFQ. List all projects with similar services contracted within the last 5 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. Name and location of the project.
2. Nature of the Firm's responsibility on this project.
3. Project owner's representative name, address and phone number.
4. Project user agency's representative name, address and phone number.
5. Size of project – gross area of construction, number of facilities, etc.
6. Cost of project – construction cost.
7. Project type – new construction; remodeling/renovation.
8. Work for which staff was responsible.
9. Present project status – percentage of completion.
10. Listing of the Firm's project manager and other key professionals on the listed project. Of this staffing, identify personnel assigned to this project.
11. The name, address and telephone number of the project architect.
12. Indicate what experience the Firm, its sub-consultants and proposed staff, have had with education facility projects and Florida Department of Education projects.

Tab 10 Project Approach. (10 points)

Explain your firm's approach to inspections, quality assurance, and cost control.

1. Respondent shall present a plan setting forth the approach and program for implementing and carrying-out Roofing and Building Envelope Investigation Consultant Services to include; information management systems, document control, records management, project status reporting and project administrative services.
2. Respondent shall describe how the proposed organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.

Tab 11 **Proposed Project Staff and Functions. (25 points)**

Respondents shall express the general and specific project related experience and capability of in-house staff and sub-consultants and their functions as it relates to this project.

Respondents should name the actual staff to be assigned to this project, describe their ability and experience, job skills, education, training, experience and portray the function of each within their organization and their proposed role on this project. Replies must include current AIA A305 form with information on all professional level personnel who would be assigned to the Project. Proposed project staff should be present for oral presentations and/or interview.

If a joint venture, or prime subcontractor arrangement of two (or more) firms, the Respondent must 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.

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 project.

Tab 12 **Scheduling and Cost Control. (15 points)**

The Firm's scheduling system and cost control system should be described. 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. 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.

Tab 13 **References.** **(5 points)**

Provide a minimum of three (3) reference letters from owner representatives for projects that your Firm has provided / is providing professional services which are similar in scope to this RFQ. Reference letters shall be current, dated within one (1) year of this solicitation. The reference from the owner representative must be provided on their letterhead, dated within the past 24 months, and include details regarding your Firm's role, level of service provided, and how cost competitive your Firm was when negotiating cost proposals. Letters from School District of Osceola County staff shall not be considered.

Tab 14 **Draft Contract.**

All exceptions to the attached draft contract must be included in this section.

Tab 15 **Miscellaneous Information/Local Involvement.**

Respondents 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. Provide supporting documentation if your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act. 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)

TOTAL NUMBER OF POINTS: 100

SELECTION PROCESS

1. The Selection Committee will review all proposals received on time and score the proposals in accordance with the criteria listed in this RFQ. 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 this resulting 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 this resulting 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 required 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 an interview or oral presentation.
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. Following the interviews the Respondents will be evaluated, based on their submission, references, and presentation. A final ranking of Respondents will be determined based on their interview or presentation.
6. 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, 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.
7. Should the School Board or its designee be unable to negotiate a satisfactory Contract with the highest ranked Finalist, or Designated Finalist, 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. 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.

GUIDELINES – INFORMAL INTERVIEWS/ORAL PRESENTATIONS

If the Selection Committee requires oral presentations, each Firm will be notified of the schedule for the formal presentation, questions and answers, and setup and breakdown. Informal Interviews/Oral Presentations will be scored using Adjectival Rating times a weighted value. Adjectival Rating; Unsatisfactory (0), Marginal (1), Satisfactory (2), Good (3) and Excellent (4).

Interview agendas will be entirely at the discretion of the prospective Firm; however, the following subjects must be addressed:

Qualifications of Prospective Firms to Provide Required Services- (Weight Value 20)

Relevant experience in related experience for K12 public and private school capital facility programs that have contracted with the prospective Respondent directly or that the prospective Respondent has worked on through a sub-contract in the last five years. Provide contact name, address, phone number and fax number.

The Firm must demonstrate a positive relationship with prior clients while providing similar services.

The Respondent shall submit recent written recommendations from previous owners and discuss their strategy to provide a positive working relationship with the School District of Osceola County. This strategy must include actual examples of how the Respondent has demonstrated their cooperation with other owners. The School District of Osceola County reserves the option of contacting any of the references provided to confirm information provided.

School District of Osceola County staff will provide input on a Firm's past work performance and information from District Project Manager's if available.

Overall Approach and Methodology- (Weight Value 20) The Respondents should demonstrate verbally and/or graphically, their plan for performing the required services, documenting the services to be provided and showing the interrelationship of all parties.

Experience and Qualifications of Personnel- (Weight Value 20) The Respondent shall express the general and specific project related experience and capability of in-house staff and sub-consultants and their functions as it relates to this RFQ.

The Respondent(s) 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.

If a joint venture, or prime subcontractor arrangement of two (or more) Firms, the Respondent must 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.

Project Scheduling- (Weight Value 20) 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 Respondents should indicate their procedure for scheduling and for compliance controls. The Respondents should describe any representative current

projects and the projected, versus the actual, schedule of each. The Respondent's response must address the feasibility of its Firm to complete the project within the timeframe defined herein.

Knowledge of the State Requirement for Educational Facilities (SREF) and Typical School District Procedures- (Weight Value 10) The Respondents should demonstrate their knowledge of SREF, local codes and ordinances, and an understanding of how school districts operate in the State of Florida.

Cost Control/Value Engineering- (Weight Value 10) As part of its services, the Respondents should indicate knowledge and experience in the evaluation of building systems, roofing systems, construction techniques, and the recommendations of materials to create an optimum value in meeting the design requirements.

TERMS AND CONDITIONS

1. The School Board 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 Board reserves the right to make award to the response deemed to be most advantageous to the School District.
3. The School Board 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.
4. The successful Firm shall not discriminate against any person in accordance with federal, state, or local law.
5. The School Board reserves the right to award the Contract to a single Firm or make multiple awards to multiple Firms.
6. Firms will be notified in writing as to whether or not they have been selected for this Contract.

LEVEL 2 BACKGROUND SCREENING (Jessica Lunsford Act)

In pursuant to Florida Statute 1012.465, as amended, the School District will be required to screen any awarded Firm, 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. Respondents must take this into consideration when submitting their proposal. Prior to the start of any work/project/contract the awarded Firm must schedule with the District, the dates and time with which to have the assigned personnel finger printed by the School District. The School District will notify the awarded Firm the names of those employee(s) that will be allowed to work on School District property. The School District reserves the right to check, at random, any person hired by the awarded Firm working on School District premises to see that the Firm is in compliance with this requirement. The awarded Firm 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 Firms shall be the same fee charged the School District at the time the fingerprinting is performed. Currently the School District is being charged \$61.00/set of fingerprints.

INSURANCE REQUIREMENTS

Insurance, Licenses and Certificates

The Firm agrees to provide and maintain at all times during the term of any agreement resulting from this RFQ, or for such longer periods as may be required, without cost or expense to the School District of Osceola County, policies of insurance insuring the Firm against any and all claims, demands, or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the Firm under the terms and provisions of this agreement. The Firm shall secure and maintain, at its sole cost and expense during the contract term, the following insurance:

- Commercial General Liability - in the amount of \$1 million aggregate / \$1 million per occurrence.
- Professional Liability Coverage Required - All Firms interested in the project shall submit proof of \$1,000,000 professional liability coverage along with their qualification data.
- Liability - Auto, in the amount of \$1,000,000/**Any Auto**
- Workers Compensation – As required by Florida law.

Requirements for respondents that qualify for an exemption under the Florida Worker's Compensation law in Chapter 440 Florida Statutes are detailed below:

- Incorporated or unincorporated Firms with less than four employees shall be required to sign a Hold Harmless Agreement relieving the School District of Osceola County of liability in the event they and/or their employees are injured while providing goods and/or services to the School District.
- Incorporated or unincorporated Firms with four or more employees shall be required to provide a copy of their "Notice of Election to be Exempt", along with valid proof of coverage for non-exempt employees.

The Hold Harmless Agreement mentioned above is included as an attachment to this RFQ. Said Agreements shall be returned with the proposal as detailed in the Submittal Requirements.

A certificate of insurance indicating that the Firm has coverage in accordance with the requirements herein set forth shall be furnished by the Firm to the School District of Osceola County along with their qualification data. **The Firm shall either cover any sub-contractors on its policy or require the sub-contractors to conform to all requirements for insurance contained herein.**

Firm agrees that the School District of Osceola County will make no payments pursuant to the terms of the contract until all required proof or evidence of insurance has been provided to the Purchasing Representative. Firm agrees that the Insurer shall waive its rights of subrogation, if any, against the School District. These shall be completed by the authorized Resident Agent and returned to the Purchasing Representative.

Upon award: This certificate shall be dated and show:

- A. The name of the insured Firm, the specified job by name, name of the Insurer, the number of the policy, its effective date and its termination date.
- B. Statement that the Insurer will mail notice to the School District of Osceola County at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
- C. **The School District of Osceola County shall be named as an additional insured on General Liability Insurance.**

Loss Deductible Clause: The School District shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Firm and/or sub-consultant providing such insurance.

DISCLOSURE OF PROPOSAL CONTENT

- A. All material submitted becomes the property of the School District of Osceola County and may be returned only at the District's option. The School District has the right to use any or all ideas presented in any reply to this Request for Qualifications. Selection or rejection of any Proposal does not affect this right.
- B. The School District of Osceola County, Florida, is governed by the Public Record Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined in Section 812.081(1)(c), F.S. or financial statements required by the School District for projects as defined in 119.071(1)(c), F.S. (hereinafter "Confidential Materials"), may be exempt from disclosure. If a respondent submits Confidential Materials, the information **must be segregated**, accompanied by an executed Non Disclosure Agreement for Confidential Materials and each pertinent page must be clearly labeled "confidential" or "trade secret." The School District will not disclose such Confidential Materials, subject to the conditions detailed within the Agreement, which is attached to this solicitation. When such segregated and labeled materials are received with an executed Agreement, the School District shall execute the Agreement and send the Respondent a "Receipt for Trade Secret Information."

EXPENSES INCURRED This invitation does not commit the School District of Osceola County to award a contract. Nor shall the School District be responsible for any cost or expense incurred by any Respondent in preparing and submitting a reply, nor for any cost or expense incurred by any Respondent prior to the execution of a contract agreement

AMERICANS WITH DISABILITIES ACT Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings and meetings should contact the School District of Osceola County's Purchasing Department in Kissimmee, Florida at telephone (407) 870-4630 or fax (407) 870-4616 at least five (5) days prior to the date accommodations are required.

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.

District – The School District of Osceola County.

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

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.

Insurer – Insurance Company who provides insurance coverage as specified in this RFQ.

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

Owner's Representative – The School District's Purchasing Department, Facilities Planning and Construction Department.

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.

Purchasing Representative – Director of Purchasing & Warehouse or designee for the School District of Osceola County, Florida.

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

School Board - The Osceola County Schools Board Members

School District- The School District Osceola County, Florida.

School District Project Manager - The user department Project Manager 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. Rule 6A-2.0010 of the Florida Administrative Code defines the current, effective components of SREF.

REFERENCES

Florida Association of American Institute of Architects- <http://www.aiafla.org>

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>

The Institute of Roofing, Waterproofing & Building Envelope Professionals-
<http://www.rci-online.org>

TENTATIVE PROJECT MILESTONE

Legal Advertisements

November 9, 2007 Legal Advertisement Orlando Sentinel
November 14, 2007 Legal Advertisement Orlando Sentinel
November 18, 2007 Legal Advertisement Orlando Sentinel

December 12, 2007

Responses to RFQ due 2:00 PM

Location: The School District of Osceola County
Purchasing Department
817 Bill Beck Boulevard, Bldg 2000
Kissimmee, Florida 34744-4495

December 12, 2007
To January 14, 2008

Review Submittals

School District Offices will be closed for the Holidays starting December 24, 2007 through January 3, 2008

January 14, 2008

Notification of Selected Short List Candidates

January 28, 2008

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
Facilities Department Conference Room
809 Bill Beck Boulevard
Kissimmee, Florida 34744
Time: 12:00 – 4:00 PM

February 26, 2008

School Board Meeting; Ratification of Ranked Finalists

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (*printed name*) _____ am the (*title*) _____ and the duly authorized representative of the Firm of (*Firm Name*) _____ whose address is _____, and that I possess the legal authority to make this affidavit on behalf of myself and the Firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the Firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. This proposal is made without prior understanding, agreement, or connection with any corporation, Firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (*List*)

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

COUNTY OF _____

STATE OF _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC – STATE OF _____

Type or print name:

Commission No.: _____

Commission Expires: _____

(Seal)

**Notification Regarding Public Entity Crime and Discriminatory Vendor List
Requirements and Disqualification Provision**

A. Pursuant to Florida Statutory requirements, potential Respondents are notified:

287.133(2)(a) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

287.133(2)(b) A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of a public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

287.134(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.

287.134(2)(b) A public entity may not accept any bid, proposals, or replies from, award any contract to, or transact any business with any entity or affiliate on the discriminatory vendor list for a period of 36 months following the date that entity or affiliate was placed on the discriminatory vendor list unless that entity or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with an entity at the time of the discrimination resulting in that entity being placed on the discriminatory vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other entity who is under the same, or substantially the same, control as the entity whose name appears on the discriminatory vendor list so long as that entity's name appears on the discriminatory vendor list.

B. By submitting a proposal, the Respondent represents and warrants that the submission of its proposal does not violate Section 287.133, Florida Statutes, nor Section 287.134, Florida Statutes.

- C. In addition to the foregoing, the Respondent represents and warrants that Respondent, Respondent's subcontractors and Respondent's implementer, if any, is not under investigation for violation of such statutes.
- D. Respondent should read carefully all provisions of 287.133 and 287.134, Florida Statutes.

RFQ # SDOC 08-Q-033LK-FPC

PROHIBITION AGAINST CONTINGENT FEES

In accordance with Florida Statute 287.055(6)(a), the following statement, duly signed and notarized, must be included in each proposal:

The respondent, _____, warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC – STATE OF _____

Type or print name: _____

Commission No.: _____

Commission Expires _____

(Seal)



NON-DISCLOSURE AGREEMENT

For

CONFIDENTIAL MATERIALS

Reference # _____

RETURN THIS FORM *ONLY* IF CONFIDENTIAL MATERIALS ARE BEING INCLUDED IN THE SUBMITTAL. PLEASE READ THE SECTION IN THE RFQ/RFP DOCUMENT TO DETERMINE IF THIS APPLIES. *THE CONFIDENTIAL MATERIALS WILL ONLY BE HANDED OUT TO THE SELECTION COMMITTEE ON THE DAY OF THE EVALUATION, THEREFORE, THE EVALUATION OF THIS MATERIAL WILL BE LIMITED TO THAT TIME ONLY.*

Respondent:

Address:

This Agreement is entered into as of the date of the last signature set forth below between the School District of Osceola County, a political subdivision of the State of Florida (the "District"), and the above named Respondent (hereinafter the "Respondent"). The School District of Osceola County and the Respondent are collectively referred to as the "Parties" and may be referred to individually as a Party.

RECITALS

WHEREAS, the Respondent possesses certain confidential trade secret materials that it wishes to disclose to the School District of Osceola County for the purpose of responding to a request for proposal or otherwise conducting business with the School District; and

WHEREAS, the School District desires to review such materials in order to evaluate the District's interest in negotiating and concluding an agreement for the purchase of certain products and services, or otherwise conducting business with the Respondent.

NOW THEREFORE, in consideration of the mutual promises and premises contained herein, the receipt and sufficiency of which are hereby acknowledged, the School District and the Respondent agree as follows:

1. Confidential Materials. The Respondent warrants and represents to the School District that the materials described in the attached Exhibit A (the “Confidential Materials”) constitute trade secrets as defined by Section 812.081(1)(c), Florida Statutes, or financial statements required by the School District for projects as defined in 119.071(1)(c), Florida Statutes. Subject to the terms and conditions of this Agreement, the School District agrees not to disclose such Confidential Materials to third parties.

2. Additional Materials. During the course of the negotiations or the business relationship with the School District, the Respondent may disclose additional confidential or trade secret information to the District in which case the restrictions and obligations on the use and disclosure of the Confidential Materials imposed by this Agreement shall also apply to such additional information to the extent permitted by Florida law. Any such additional confidential or trade secret information shall be duly marked and stamped “confidential” or “trade secret” prior to delivery to the School District, and shall be subject to this Agreement and Section 812.081(2), Florida Statutes, only if written receipt is provided by the School District acknowledging receipt of such materials.

3. Exclusions. For purposes of this Agreement, the term “Confidential Materials” does not include the following:

- (a) Information already known or independently developed by the School District;
- (b) Information in the public domain through no wrongful act of the School District;
- (c) Information received by the School District from a third party who was legally free to disclose it;
- (d) Information disclosed by the Respondent to a third party without restriction on disclosure;
- (e) Information disclosed by requirement of law or judicial order, including without limitation Chapter 119 Florida Statutes; or

(f) Information that is disclosed with the prior written consent of the Respondent, but only to the extent permitted by such consent.

4. Non Disclosure by Respondent. In the event that the School District discloses confidential or trade secret information to Respondent, the Respondent agrees to not disclose such information to any third party or copy such information or use it for any purpose not explicitly set forth herein without the School District's prior written consent. Further, upon conclusion of discussions or business transactions between the School District and the Respondent, or at any time upon request of the School District, Respondent agrees to return such information (including any copies) to the School District.

5. Duty of Care. Each Party agrees to treat the other Party's confidential or trade secret information with the same degree of care, but not less than reasonable care, as the receiving Party normally takes to preserve and protect its own similar confidential information and to inform its employees of the confidential nature of the disclosing Party's information and of the requirement of nondisclosure. In the event either Party has actual knowledge of a breach of the nondisclosure requirements set forth in this Agreement, the Party acquiring such knowledge shall promptly inform the other Party and assist that Party in curing the disclosure, where possible, and preventing future disclosures.

6. Limitations of Florida Law. Respondent understands and agrees that its assertion that any item is confidential or a trade secret does not, in and of itself, render such material exempt from the Florida Public Records Law, Chapter 119 of the Florida Statutes, and that the School District's ability to prevent disclosure of confidential and trade secret information may be subject to determination by a Florida court that such materials qualify for trade secret protection under Florida law. In the event a third party makes a public records request for the Confidential Materials or other materials deemed by Respondent to be confidential or a trade secret, the School District may submit the materials to the court for inspection in camera as set forth in Section 119.07(1)(e) Florida Statutes. Respondent further understands that the School District may be required to disclose such information if directed by a court of competent jurisdiction.

7. Indemnification by Respondent. In the event of any litigation instituted by a third party to compel the School District to disclose such materials, Respondent shall, at its sole cost and expense, provide assistance to the School District in defending the denial of the records request, and shall hold the School District harmless from any claim for statutory costs and attorneys fees arising from the School District's refusal to disclose such materials.

8. No Additional Obligations. This Agreement shall not be construed in any manner to be an obligation for either Party to enter into any subsequent contract or agreement.

9. Sovereign Immunity. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the School District beyond any statutory limited waiver of immunity or limits of liability, which has been or which may be adopted by the Florida Legislature, regardless of the nature of any claim which may arise, including but not limited to a claim sounding in tort, equity or contract. In no event shall the School District be liable for any claim or claims for breach of contract, including without limitation the wrongful disclosure of confidential or trade secret information for an amount which exceeds, individually and collectively, the then current statutory limits of liability for tort claims. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the School District, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

10. Notice. Whenever either Party desires to give notice unto the other, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice in compliance with the provisions of this paragraph. For the present, the Respondent designates the address set forth above as its place for receiving notice, and the School District designates the following address for such notice:

The School District of Osceola County, Florida
Director of Purchasing and Warehouse
817 Bill Beck Blvd., Building 2000
Kissimmee, Florida 34744

11. Governing Law. This Agreement shall be governed by the laws of the State of Florida, and venue for any action arising out of or relating to the subject matter of this Agreement shall be exclusively in Osceola County, Florida, or the Federal District Court for the Middle District of Florida, Orlando Division.

12. Respondent and the School District hereby expressly waive any rights either may have to a trial by jury of any civil litigation related to this Agreement for any litigation limited solely to the parties of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers the day and year as set forth below.

School District of Osceola County, Florida

Respondent

BY: _____

BY: _____

NAME: Blaine Muse

NAME: _____

TITLE: Superintendent

TITLE: _____

DATE: _____

DATE: _____

ATTEST:

BY: _____

NAME: _____

TITLE: _____

DATE: _____

NON-DISCLOSURE AGREEMENT FOR CONFIDENTIAL MATERIALS

EXHIBIT A

DESCRIPTION OF CONFIDENTIAL MATERIALS

HOLD HARMLESS AGREEMENT

Return this page ONLY if claiming exemption from the Worker's Compensation Insurance Requirement

I, _____, am the owner of _____, an incorporated/unincorporated business operating in the State of Florida. As such, I am bound by all laws of the state of Florida, including but not limited to those regarding the workers' compensation law.

I hereby affirm that the above named business employs less than four employees, including myself, and therefore, the business is exempt from the statutory requirement for workers' compensation insurance for its employees.

On behalf of the business, and its employees, I hereby agree to indemnify, keep and hold harmless the School District of Osceola County, Florida, its agents, officials and employees, against all injuries, deaths, losses, damages, claims, liabilities, judgments, costs and expenses, direct, indirect or consequential (including, but not limited to, fees and charges of attorneys and other professionals) arising out of our contract with the School District of Osceola County, whether or not it shall be alleged or determined that the act was caused by intention or through negligence or omission of the School District of Osceola County or their employees, or of their subcontractors or their employees. The named business shall pay all charges of attorneys and all costs and other expenses incurred in connection with the indemnity provided herein, and if any judgment shall be rendered against the School District of Osceola County in any action indemnified hereby, the named business shall, at its own expense, satisfy and discharge the same. The foregoing is not intended nor should it be construed as, a waiver of sovereign immunity of the School District of Osceola County under Section 768.28, Florida Statutes.

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC – STATE OF _____
Type or print name: _____
Commission No.: _____
Commission Expires _____

(Seal)