

# THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

## Purchasing/Property Records/Warehouse

817 Bill Beck Boulevard, Building 2000 • Kissimmee • Florida 34744-4492  
Phone: 407-870-4630 • Fax: 407-870-4616 • [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

### SCHOOL BOARD MEMBERS

- District 1 – Jay Wheeler  
407-390-0505
- District 2 – Marjorie Guillen-Melendez  
407-922-5113
- District 3 – Cindy Lou Hartig  
407-832-3999
- District 4 – David Stone, Vice Chair  
407-957-4056

Superintendent of Schools  
Michael A. Grego, Ed.D.



March 22, 2010

RFQ # SDOC 10-Q-077 KR-FPC

### Construction Manager at Risk for the Phased Comprehensive Construction Project at Highlands Elementary School (Revised Solicitation)

#### Addendum # 1

The original Request for Qualifications (RFQ) documents shall remain in full force and effect, except as modified herein, and shall take precedence over any contrary provisions in the prior documents. The Submittal due date remains Wednesday, April 7, 2010 at 2:00 PM as stated in the original RFQ.

This addendum is being issued to release the revised Tentative Project Milestone and changes to the original RFQ document, which reflects the new language for Local Business Participation that the Board approved on March 16, 2010. Page 2 of this addendum replaces page 23 of the original RFQ and pages 3-12 of this addendum replaces pages 6-16 of the original RFQ.

If you should have any questions regarding this addendum, please do not hesitate to contact Kristy L. Rumping, the Purchasing Agent responsible for this project at [rumpingk@osceola.k12.fl.us](mailto:rumpingk@osceola.k12.fl.us) or by phone at 407-870-4611.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl L. Olson".

Cheryl L. Olson, CPPO, C.P.M., CPM, FCCN  
Director of Purchasing and Warehouse Services

CLO/klr

#### Acknowledgment of Addendum #1 by Vendor:

This addendum shall be completed by the Vendor and returned with the submittal. If submittal has already been submitted, this addendum must be submitted to the above address in a sealed envelope, which is marked on the outside: Addendum to RFQ, RFQ title and number.

This is to acknowledge receipt of this addendum, which will become part of the RFQ document.

\_\_\_\_\_  
NAME (TYPED OR PRINTED)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

**REVISED TENTATIVE PROJECT MILESTONE**

|           |                 |   |
|-----------|-----------------|---|
| Sunday    | March 7, 2010   | <b>Legal Advertisements</b>   |
| Monday    | March 15, 2010  | Legal Advertisement Orlando Sentinel  |
| Monday    | March 22, 2010  | Legal Advertisement Orlando Sentinel  |
| Monday    | March 22, 2010  | Legal Advertisement Orlando Sentinel  |
| Wednesday | April 7, 2010   | <b>Responses to RFQ due 2:00 PM</b>   |
|           |                 | Location: The School District of Osceola County<br>Purchasing Department<br>817 Bill Beck Boulevard, Bldg 2000<br>Kissimmee, Florida 34744-4495   |
| Thursday  | April 8, 2010   | <b>Submittals Distributed to Selection Committee Members for Review</b>   |
| Wednesday | April 14, 2010  | <b>Selection Committee Meeting to Review and Short List for Oral Presentations and/or Interviews 9:00 AM</b>  |
| Wednesday | April 14, 2010  | <b>Notification of Selected Short List Candidates</b>   |
| Friday    | April 16, 2010  | <b>Site Visits for Short Listed Firms (optional) 9:00 AM</b>  |
| Thursday  | April 22, 2010* | <b>Short List Oral Presentations and/or Interviews</b><br>Presentations may be presented before the Selection Committee and possibly the School Board<br>Location: The School District of Osceola County<br>Facilities Department Conference Room<br>809 Bill Beck Boulevard<br>Kissimmee, Florida 34744<br>Time: 8:00 AM – 4:00 PM |
| Tuesday   | April 27, 2010  | <b>School Board Meeting Construction Workshop;</b><br>Ratification of Ranked Finalists  |

\*Change



## QUALIFICATION PACKAGE GUIDELINES - TABBED SECTIONS

### GENERAL REQUIREMENTS

Qualification Packages will be scored using Adjectival Rating times a weighted value. Adjectival Rating; Unsatisfactory (0), Marginal (1), Satisfactory (2), Good (3) and Excellent (4).

**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 and Miscellaneous Forms (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.

**Prohibition Against Contingent Fees Statement and Certificate of Debarment Form** - See forms 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.

**Conflict of Interest Disclosure Form** - 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.

**Confidential Materials**

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 3A** **Firm's Strategy to Utilize Local Businesses (weighted value of 2 points)**

**(Revised)** Provide your strategy to secure and promote local businesses (see definition below) using the following criteria:

1. Provide examples of creative bid packages that have been utilized to increase local business competition and participation.
2. Provide examples of successfully implementing a local business competition program.



3. Provide a unique approach to effectively prepare and bid out trade packages to local businesses.
4. Provide examples of how your firm utilizes local businesses at participation levels that are cost effective.

**Tab 3B Firm's Successful Utilization of Local Businesses (weighted value of 2 points)**

**(Revised)** Provide documentation of your successful bidding strategy and utilization of local businesses using the following criteria:

1. On the two most recent projects that your firm contracted with the School Board of Osceola County, Florida, provide an Excel report that documents the local business goal that was established in the final contract and the actual local business utilization upon final completion of the project. This report shall be in a format as outlined in the Draft Contract. If your Firm has not contracted with the School Board of Osceola County, Florida, please provide the above-mentioned Excel report for your Firm's two most recent school construction projects.

**Definition of Local Business** - To qualify as an "Osceola County Business" a firm must meet the following criteria and supporting documentation:

1. Have its headquarters, manufacturing facility, franchise, or office located within the legal boundaries of Osceola County, and
2. Maintains all required business licenses by all the appropriate jurisdictions located in Osceola County.
3. Documentation Required: Provide copies of all Business Tax Receipts from all of the appropriate jurisdictions located in Osceola County in the official name of the firm submitting. Said receipt(s) must provide documentation that the firm has been in compliance with Section 1 and 2 for at least one (1) year prior to the issuance of the RFQ solicitation. In order for a Joint Venture to qualify as an "Osceola County Business", it must include a local business that has been in compliance with Section 1 and 2 as noted above for at least one (1) year prior to the issuance of the RFQ solicitation and the Joint Venture must properly register its name and obtain all required licenses prior to the RFQ solicitation issue date. The Board has waived the one (1) year requirement until July 1, 2010.

**Tab 4 Business Structure. (weighted value of 10 points)**

Corporation, Joint Venture, or Partnership. Submit copy of State of Florida Department of State records indicating when corporation organized, corporation number, and date and status of most recent annual report. Respondents submitting as joint ventures shall submit a copy of their joint venture agreement. If a joint venture or prime/subcontractor arrangement of two Firms, indicate how the work will be distributed between the partners.

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

**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.

**Certified Minority Business Enterprise** – Provide State of Florida Certified Minority Business documents if applicable.

**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.

**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.

**Tab 5 Financial Strength and Bonding Capability (non-scored, short listed Firms will be evaluated on a pass/fail basis during the Informal Interviews/Oral Presentations)**

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.

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.

**QUALIFICATION PACKAGE GUIDELINES - TABBED SECTIONS**

**SPECIAL REQUIREMENTS**

**Tab 6 Qualification Data – Experience/Understanding the Scope of Services (weighted value of 20 points)**

Respondents may submit any information they deem appropriate for evaluation of past performance with projects similar in nature as the one under consideration by the District. List the projects for which your Firm has provided/is providing Construction Management services, which are similar in the Scope of Services section of this RFQ. List all construction projects contracted within the last five 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. State date - completion/anticipated completion date
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 why Construction Management was chosen for each project?
13. Indicate traditional CM responsibilities or CM at Risk.
14. Indicate what experience the Firm, its sub-consultants and proposed staff, have had with education facility projects and Florida Department of Education projects.

**Tab 7**      **Project Approach (weighted value of 10 points)**

Among other items explain your 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 Construction Management services; information management systems, document control, records management, procurement of equipment and supplies, stimulating bidding by and engagement of local trade contractors, project status reporting and project administrative services.
2. Respondent shall describe their safety program, safety record, and safety litigation record as a contractor and/or construction manager.
3. Respondent shall describe how the proposed organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.

**Tab 8**      **Methodology (weighted value of 15 points)**

The Respondent's demonstration of a coherent and specific plan for completing this project within the project parameters; documenting the services to be provided; and showing the interrelationship of all parties. Respondents shall describe their scheduling methods, approach and plan for implementing Construction Management Services, and program for construction quality assurance and schedule adherence.

For three of the projects listed under **Qualification Data**, Respondents shall draw parallels between these projects and the listed project in the following areas:

1. Describe the way in which your Firm developed and maintained project schedules. Include specific examples of scheduling challenges, and how your Firm helped solve them. Submit an example of a project schedule.
2. Describe the types of records, reports, monitoring systems and information management systems, which your Firm used in the management of each project. Provide examples of each report used.
3. Describe the way your Firm maintained quality control during the preconstruction and construction phases. Provide specific examples of how these techniques were used.



4. Describe specific Construction Management services you have provided and how they helped your client in terms of cost, quality, schedule, safety, etc.

**Tab 9**      **Scheduling and Cost Control (weighted value of 10 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 10**      **Organization Chart/Proposed Team/Resumes (weighted value of 20 points)**

Provide a detailed organization chart describing your proposed organizational structure for this project, indicating key personnel and their relationship to this project and other team members. 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.

**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.**

The Firm(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. Provide brief resumes of key personnel to be assigned to this project. Respondents shall provide resumes for all professional staff (name, address, phone number, and e-mail address) assigned to the project including job skills, education, training and experience. 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. List the following information for all Office Staff and On Site Staff:

1. Name and title
2. Job assignment for other projects
3. Percentage of time to be assigned full time to this project
4. How many years with this Firm

5. How many years with other Firms
6. Experience
7. Types of projects
8. Size of projects (dollar value and square foot of project)
9. Specific project involvement?
10. Education
11. Active registration (P.E., R.A., G.C., etc.)
12. Other experience and qualifications that are relevant to this project
13. Note which projects were fast tracked

Describe the capabilities of your staff to provide the technical services required for:

1. Options analysis
2. Design review
3. Budget estimating
4. Value Engineering
5. Life cycle cost analysis
6. Construction scheduling
7. Quality control (Design & Construction)
8. Constructability analysis
9. Cost control
10. Change order negotiation
11. Claims management
12. Project close-out
13. Transition planning
14. Security systems
15. Safety

**Tab 11**    **References (weighted value of 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, 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 12 Draft Contract, Miscellaneous Information and Addenda (non-scored)**

**(Revised)** All exceptions to the attached draft contract must be included in this section. If exceptions to the contract are not included in the submittal, it will be the School District's understanding that your Firm will accept the contract as presented in this RFQ. The Draft Contract has been modified to reflect the Local Business Participation Program #1, Board Approved on March 16, 2010. The changes will hold the Construction Manager responsible for following the proposed local business local business bid strategy delineated in the selection process, maximizing the utilization of local businesses, submitting the required reports to document this utilization, and providing justification when not utilizing local businesses.

**District's Project Management System** - The School Board has recently completed negotiations with e-Builder, Inc. to provide a web-based Project Management Software Solution for the Facilities Division. The Facilities Division will leverage e-Builder to allow all project team members to centrally manage all construction and renovation projects by centralizing and streamlining the management and retention of all construction project documents and communications that are necessary to track project data. The e-Builder Project Management Solution will streamline a broad range of business processes to mitigate delays and provide District Leadership and the School Board real time visibility into the status of all projects using the system's integrated reporting engine and executive dashboards. For more information on this solution, please visit [www.e-builder.net](http://www.e-builder.net). Please submit a statement indicating your firm's ability and commitment to utilizing this project management software solution and/or any concerns or issues that would prevent your firm from using the software.

**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).

**Addenda Acknowledged** - Please sign and return any and all Addenda in this section. It is the Respondents responsibility to check the School District's Website at [www.osceola.k12.fl.us/depts/purchasing/index.asp](http://www.osceola.k12.fl.us/depts/purchasing/index.asp) for any additional Addenda.

**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 decide 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.

**REVISED GUIDELINES – INFORMAL INTERVIEWS/ORAL PRESENTATIONS  
EVALUATION FOR SHORT LISTED FIRMS:**

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). The weighted values may be revised by the Selection Committee at the Short List meeting.

Interview agendas will be entirely at the discretion of the prospective Firm with an emphasis delineating why/how your Firm's strength/performance on three (3) similar projects positively impacted the success of the project with regards to the following subjects:

1. **Qualifications of Prospective Firms to Provide Required Services- (weighted 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 on similar projects.

The Respondent shall submit 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 Managers if available.

**2. Overall Approach and Methodology – Elaborate on Tab 3A & 3B, your Firm's Strategy to Utilize Local Businesses (weighted 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.

Respondents shall describe site specific logistical challenges that may be inherent to the location and layout of the site to include specific topographical and geotechnical issues, if any. Respondents should also provide detail on their recommendations for any possible improvements to the site layout, building design, and possible environmental and logistical issues, (if any).

Respondents shall demonstrate how specific experiences on similar past projects, related to budget management, change order management, communication/information management, and problem solving techniques has prepared their team to better manage budget, schedule, and quality specific to this project.

Respondents shall elaborate on your Firm's utilization and strategy for Local Business Participation.

Respondents shall be prepared to answer detailed questions to the specific examples utilized.

**3. Experience and Qualifications of Personnel (weighted 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.

**4. Project Scheduling (weighted 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 their tasks as they may relate to keeping the project on schedule within the timeframe defined herein.

**5. Knowledge of the State Requirement for Educational Facilities (SREF) and Typical School District Procedures (weighted 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. Firm's should discuss the details of specific projects where the firm was responsible for Florida Building Code and SREF inspections, plans review and experience level of assigned personnel who may fulfill this requirement.

**6. Cost Control/Value Engineering (weighted value 10)**

As part of its services, the Respondents should indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendations of materials to create an optimum value in meeting the design requirements.

**7. Financial Strength and Bonding Capability (Pass/Fail)**

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.