



# The School District of Osceola County, Florida

**Blaine A. Muse - Superintendent**

817 Bill Beck Boulevard • Kissimmee, Florida 34744-4495  
Phone: (407) 870-4600 • Fax: (407) 870-4618 • [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

June 29, 2007

## Continuing Service Contracts for Real Estate Appraisal Services

**RFQ # SDOC-07-109-FPC**

Addendum # 1

This addendum is issued to make several changes to the Project Fact Sheet and postpone the RFQ Opening to Tuesday, July 10, 2007 at 2:00 PM; all responses must be delivered to the Purchasing Department located at 817 Bill Beck Blvd., Building 2000, Kissimmee, FL 34744. **Changes are in Blue Type and Italicized**

If you have any questions regarding this Addendum please feel free to contact Lisa Kesecker, CPPB – Purchasing Specialist by phone at (407) 870-4622 or by email at [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us)

(Page 2, Section III) Amend paragraph to read:

### DESCRIPTION OF SERVICES

Represent the School District as its consultant for Real Estate Appraisal Services.

“The School District of Osceola County, Florida is seeking ~~proposals from qualified MAI or SRPA appraisers,~~ *services from qualified State Certified General Appraisers to perform certified appraisals* on an as-needed basis. The School District will seek to establish the Fair Market Value of various properties in Osceola County, Florida for potential acquisition for educational facilities and other uses by the School District. At the District’s sole discretion, the District will provide the Consultant with a project description and request the Consultant to provide a scope of services, highest and best use, proposed price breakdown for completing the services, and schedule, and completed Attachment “G” Form of Written Proposal and Work Authorization (See Contract). Services will be authorized for specific tasks by purchase order issued by the School District...”

Board Meets First Tuesday of Each Month

DISTRICT-WIDE ACCREDITATION BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

An Equal Opportunity Agency

THOMAS E. CHALIFOUX  
DISTRICT NO. 2 KISSIMMEE  
PHONE: (407) 846-0977

TOM GREER  
DISTRICT NO. 4 KISSIMMEE  
PHONE: (407) 892-8200

JOHN MCKAY  
DISTRICT NO. 5 ST. CLOUD  
PHONE: (407) 957-4056

DAVID E. STONE  
DISTRICT NO. 3 KISSIMMEE  
PHONE: (407) 933-2700

JAY WHEELER  
DISTRICT NO. 1 KISSIMMEE  
PHONE: (407) 390-0505



(Page 6, Section VII, number 8) Amend to read:

8. Please submit **one (1) Original and five (5) copies of your proposal** with your letter of interest in an 8 1/2" x 11" edge bound format, (covers may be slightly larger) tabbed to correspond with the listed **Qualifications Package Guidelines** noted below, along with two (2) Electronic copies of your proposal saved in Adobe Acrobat PDF format to a CD or DVD (CD/DVD) which will be archived in the master file, the other CD/DVD will be made available to Committee members wishing to view the information via computers using the Electronic format. It is important that the proposals, whether in hard copy or electronic format be identical). Contents shall be in general conformance with required criteria utilizing your firms phrasing to complete the requested listing. Failure to submit the information and format requested may result in your proposal being deemed non-responsive. A non-responsive proposal shall receive no further consideration.

(Page 8, Section X) Amend to read:

### ***INFORMAL INTERVIEWS / ORAL PRESENTATION GUIDELINES***

*Firms may be required to submit additional information through informal interviews or formal oral presentations, and may submit certain additional information which may include but not be limited to:*

1. **Qualifications of Prospective Firms to Provide Required Services (25 Points)**

Relevant experience in related experience for K12 public and private school capital facility programs that have contracted with the prospective firm directly or that the prospective firm 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 firm 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 firm 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.

2. **Overall Approach and Methodology (25 Points)**

The firms 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.

3. **Experience and Qualifications or Personnel (25 Points)**

The firm 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 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. 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 (25 Points)**

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 Respondent's should indicate their procedure for scheduling and for compliance controls. The Respondent's 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.

Following the interviews the Firms will be evaluated, based on their submission, references, and presentation. A final ranking of firms will be determined based on their interview or presentation.

(Page 9, Section XI) Amend to read:

***INFORMAL INTERVIEWS* / ORAL PRESENTATION SCORING**

1. ~~Scoring for *Informal Interviews*/Oral Presentations will be based on either overall ranking as listed above and *may be requested from* the top ranked firms. ~~will be contacted to begin negotiating a contract, or~~~~
2. **Consensus Scoring**

The Selection Committee may opt to hold an open discussion after all *Informal Interviews*/Oral Presentations ~~Informal Interviews~~ to compare their rankings of the Short Listed Firms. If the Committee decides to use Consensus scoring, they will rank the Short Listed Firms as follows:

  - a. Which Firm in their opinion is number 1, 2, 3, etc.
  - b. Provide their reasons why their number 1 pick should be awarded
  - c. Further discussion may be necessary to arrive at a majority vote as to which Firm(s) will be awarded the Contract.

(Page 14, Project Milestone) Amend to read:

***TENTATIVE PROJECT MILESTONE***  
***Subject to Change***

	<b>Legal Advertisements</b>
June 15, 2007	Legal Advertisement Orlando Sentinel
June 20, 2007	Legal Advertisement Orlando Sentinel
June 24, 2007	Legal Advertisement Orlando & Osceola Sentinel
<i>July 10, 2007</i>	<b>Responses to RFQ due 2:00 PM</b>
	Location: The School District of Osceola County Purchasing Department 817 Bill Beck Boulevard, Bldg 2000 Kissimmee, Florida 34744-4495
<i>July 11, 2007 to July 25, 2007</i>	<b>Review Submittals</b>
<i>July 26, 2007</i>	<b>Notification of Selected Short List Candidates</b>
<i>TBD</i>	<b>Short List Oral Presentations and/or Interviews</b> Presentations may be presented before the Selection Committee and possibly the School Board Location: The School District of Osceola County Purchasing Conference Room 817 Bill Beck Boulevard, Bldg. 2000 Kissimmee, Florida 34744 Time: 8:00 AM to 12:00 noon
<i>TBD</i>	<b>School Board Meeting;</b> Ratification of Ranked Finalists