



The School District of Osceola County, Florida

Blaine A. Muse - Superintendent

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June 29, 2007

CONTINUING SERVICE CONTRACT FOR SURVEYING AND MAPPING SERVICES

RFQ # SDOC-07-110-FPC

Addendum # 2

This addendum is issued to make a change to the Project Fact Sheet and postpone the RFQ Opening to Thursday, July 12, 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

(Page 5, Section VII, number 8) Amend to read:

- 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.**

THOMAS E. CHALIFOUX
DISTRICT NO. 2 KISSIMMEE
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DISTRICT NO. 4 KISSIMMEE
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JOHN MCKAY
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DISTRICT NO. 1 KISSIMMEE
PHONE: (407) 390-0505



Board Meets First Tuesday of Each Month

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

An Equal Opportunity Agency

(Page 7, Section IX) Amend to read:

I. *INFORMAL* INTERVIEWS / ORAL PRESENTATIONS

1. In addition to the materials provided in the written responses to this RFQ, the School District may request additional material, information, references, interviews or presentations from the Respondent(s) submitting qualifications packages. The District may opt to conduct interviews instead of having formal presentations with selected firms, should it be required or warranted. Pursuant to F.S. 287.055, for the services to be performed under the continuing service contract, the School District shall evaluate current statements of qualifications and performance data on file with the School District, together with those that may be submitted by other firms regarding the services to be performed under the continuing service contract, and shall conduct discussions with, and may require public presentations by, no fewer than three (3) firms regarding their qualifications, approach to providing the services, and ability to furnish the 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 this contract.
2. The School District, at its sole discretion, may ask any Respondent to make an oral presentation and/or demonstration without charge to the School District. The School District reserves the right to require any Respondent to demonstrate to the satisfaction of the School District that the Respondent has the fiscal and technical ability to furnish the service(s) or product(s) as proposed. The demonstration must satisfy the School District, and the School District shall be the sole judge of compliance.
3. The School District reserves the right to conduct discussions with any Respondent(s) who has (have) a realistic possibility of Contract award.
4. Respondents are cautioned not to assume that they will be asked to make a presentation and should include all pertinent and required information in their original qualifications package.
5. If the Selection Committee requires oral presentations, each firm will be allocated 30 minutes for a formal presentation, 15 minutes for questions and answers, and 5 minutes setup and breakdown. Interview agendas will be entirely at the discretion of the prospective firm; however, the following subjects ~~must be addressed:~~ *must include but may not be limited to:*
 - a. **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 firms past work performance and information from District Project Managers if available.

b. Overall Design Concept 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.

c. 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.

d. Project Scheduling (25 points)

As a part of the project approach, the Respondents 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 Respondents 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.

6. INFORMAL INTERVIEWS / ORAL PRESENTATION SCORING

- a. Interviews/Oral Presentations may be requested from the top ranked firms.
- b. **Consensus Scoring**
The Selection Committee may opt to hold an open discussion after all Informal Interviews/Oral Presentations 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:
 - (1) Which Firm in their opinion is number 1,2,3, etc.
 - (2) Provide their reasons why their number 1 pick should be awarded.
 - (3) Further discussion may be necessary to arrive at a majority vote as to which Firm(s) will be awarded the Contract.

(Page 14) Amend to read:

TENTATIVE PROJECT MILESTONE
Subject to Change

	Legal Advertisements
June 15, 2007	Legal Advertisement Orlando Sentinel
June 20, 2007	Legal Advertisement Orlando Sentinel
June 24, 2007	Legal Advertisement Orlando Sentinel
<i>July 12, 2007</i>	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
<i>July 13-26, 2007</i>	Review Submittals
<i>TBD</i>	Notification of Selected Short List Candidates
<i>TBD</i>	Short List Oral Presentations and/or Interviews
	Presentations may be presented before the Selection Committee and possibly the School Board
	Location: The School District of Osceola County Purchasing Conference Room 817 Bill Beck Boulevard Kissimmee, Florida 34744
	Time: 8:00 AM to 12:00 noon
<i>TBD</i>	School Board Meeting; Ratification of Ranked Finalists