

The School District of Osceola County  
*Facilities Planning and Construction*

**RFQ**  
**Request for Qualifications Procedures**

For

Continuing Service Contracts for Construction Management  
“CM” at Risk for Miscellaneous Minor Projects

# SECTION I

## A. Introduction

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of Construction Management 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 1013 Florida Statutes, the Florida Consultant's Competitive Negotiation Act, Section 287.055 Florida Statutes, the School District of Osceola County, Florida will consider the contracting of one or more firms to provide professional services for:

Construction Management "CM" at Risk for minor projects whose construction cost is less than \$1,000,000 funded by the School District of Osceola County, Florida.

The School District of Osceola County is seeking expressions of interest for several Construction Management Firms to work with the Facilities and Maintenance Department and the selected Architect of Record on various projects. One or more of the projects may be "At Risk" Contracts with the Construction Management Firms responsible for all scheduling and coordination and is generally responsible for the successful, timely, and economical completion of the project.

Business entities interested in providing Construction Management Services to the School District of Osceola County are hereby notified that a sealed Qualifications Statement for providing the required services must be received by 2:00 PM, local time March 20, 2007, at the Purchasing Office located at 817 Bill Beck Boulevard, Building 2000, Kissimmee, Florida 34744.

Instructions for completion and submission of the Qualifications Statement may be obtained free of charge at the School District of Osceola County, Purchasing Department, 817 Bill Beck Boulevard, Building 2000, Kissimmee, Florida 34744.

To demonstrate capability for performance of the required services, interested firms must reply with copies of qualifications, past experience and samples of brochures, materials, etc., which support previous efforts of a similar nature. Information must also be furnished indicating the identification of the Construction Management Team. Replies must include current the AIA A305 form with information on all professional level personnel who would be assigned to the Project.

This general information application packet shall serve to provide interested parties with general information as to the procedures for selection of Construction Management Services for the School District of Osceola County.

The School District of Osceola County reserves the right to waive any formalities in the selection process and to reject any or all Qualifications of Statements.

## B. **General Instructions**

1. The response shall be submitted in a sealed envelope addressed to:

**The School District of Osceola County  
CM @ Risk for Miscellaneous Minor Projects  
Lisa Kesecker, Purchasing Specialist  
Purchasing Department  
817 Bill Beck Blvd., Building 2000  
Kissimmee, FL 34744**

**Phone 407/870-4622                      Fax 407/870-4618**

2. Five (5) hard copies of the response along with two (2) electronic copies of your proposal submitted in Adobe Acrobat PDF format and saved to a Disk or CD (one disk/CD will be archived in the files, the other disk/CD will be available to Selection Committee Members wishing to view the information via computers using the electronic format. It is important that the proposal, 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 in the format requested may result in your proposal being deemed non-responsive. A non-responsive proposal shall not receive further consideration. Response must arrive at the address listed in Section 1, no later than 2:00 P.M. E.S.T. to be considered.
3. Standard Form AIA A305 shall contain a manual signature of an authorized representative of the firm.
4. Any questions concerning the Request for Qualifications shall be directed to Lisa Kesecker - Purchasing Specialist, at phone # (407) 870-4622 or by email at [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us).
5. Respondents that do not comply with the School District's procedures or deadlines established will not be considered. The School District will retain all submittal information received. Responses received after the stipulated date and time will not be accepted and will be returned unopened to the Respondent. Qualification Statements that do not comply with the instructions set forth and/or do not include the qualifying information required may be considered incomplete and may be rejected.

6. The School District is not liable for any costs incurred by the Respondents prior to the issuance of an executed Contract.
7. Respondents responding to this RFQ must be available for presentations/interviews by the Selection Committee and School Board in person at the School District Administrative Center as established under Project Milestones, or as required by the School District of Osceola County.
8. The contents of the proposal of the successful Respondents will become part of the contractual obligations.
9. All information submitted by Respondents is subject to the Laws of Perjury as set forth in Chapter 837, Florida Statutes. In the event a Respondent is found to have committed perjury, such Respondent shall be ineligible for consideration for future projects. The minimum qualifying information outlined in Sections I and II is required to be submitted by a Respondent to be eligible for consideration by the Selection Committee and the School Board. In order to facilitate review by the Selection Committee, Respondents are required to respond and index their submittals with the same paragraph notations as in Section II, Qualification Statement Format.
10. Proposals must be typed or printed. All corrections made by the Applicant prior to the opening must be initialed and dated by the Applicant. No changes or corrections will be allowed after proposals are opened.
11. The School District reserves the right to have phone interviews, informal interviews/presentations; additional questions presented to short listed firms for further clarification or waive the interview/presentation stage and select the highest ranked firm based on their submittal package.

## **C. Project Descriptions**

The School District of Osceola County intends to award a Contract, pending budget approval, to several companies which are deemed most qualified and responsive to this request. The scope of required services under the proposed contracts will include Construction Management Services as described below.

### **1. Management of Construction**

The successful firm will be responsible for providing Construction Management Services for various minor projects. The services required may include, but are not limited to the following:

- a. Enter an "At Risk" Contract with all sub-contractors, materials suppliers and equipment suppliers necessary for the Construction Management of various minor projects.

- b. Schedule and conduct pre-construction meetings.
- c. Provide continuous on site Construction Management Services through completion of the project to include, but not be limited to:
  - (1) Regular job site meetings.
  - (2) Maintain daily on-site project logs and schedule reports.
  - (3) Oversee quality assurance testing and inspection programs.
  - (4) Monitor construction management staff and subcontractor work performance for deficiencies.
  - (5) Record Retention; maintain copies of all contract documents, change orders and other documentation on site.
  - (6) Oversee construction management staff and subcontractor safety programs.
- d. Develop, update, and maintain master project schedules, detailed construction schedules, submittal schedules, inspection schedules, and occupancy schedules.
- e. Process payment requests for approval.
- f. Report potential budget and schedule variances and prepare recovery plans.
- g. Coordinate surveyors, special consultants, and testing lab services contracted by the School District as required.
- h. Administer post construction close-out, start-up, and transition to operation.
- i. Provide construction program accounting and reporting to the District as required.
- j. The construction management firm will be required to work with the architect of record and the School District's Project Manager on the project, submit pay requests for approval, issue RFI's when necessary, and assist the School District and architect, as required for the timely completion of the project.
- k. The construction management firm will be required to work with and coordinate their activities with any third party contracts or contractors that the School District provides for any of the projects.
  - (1) The School District may elect to include additional services to assist the School District with implementing and managing the School District's Capital Improvement and Construction Program.

2. Minor Projects Description: These projects are miscellaneous in type and typically small in nature and by Statute less than \$1,000,000 in construction cost. The majority of the projects are at existing campuses and Construction Management involvement may consist of all services. Construction Management is sought for these projects due to the number of projects, the importance of keeping existing schools up-to-date, and keeping the School District's facilities in overall good condition.

## D. Project Milestones

	<b>Legal Advertisements-SDOC-05-0xx-FPC</b>
February 23, 2007	Legal Advertisement Orlando & Osceola Sentinel
February 28, 2007	Legal Advertisement Orlando & Osceola Sentinel
March 04, 2007	Legal Advertisement Orlando & Osceola Sentinel
March 20, 2007	<b>Responses to RFQ due 2:00 P.M.</b>
	Location: School District of Osceola County Purchasing Department 817 Bill Beck Blvd., Building 2000 Kissimmee, FL 34744
March 21- April 4	<b>Review Submittals</b> - Review of Qualifying Information submittals for compliance with RFQ Requirements.
TBD	<b>Notification of Selected Short List Candidates</b>
TBD	<b>Short List Oral Presentations and Interviews</b> (If determined by the SDOC as necessary) Presentations will be presented before the Selection Committee and possibly the School Board.
	<b>Location:</b> The School District of Osceola County Administrative Board Room 817 Bill Beck Boulevard, Building 1000 Kissimmee, Florida 34744
	<b>Start Time:</b> TBD
TBD	<b>School Board Meeting;</b> Ratification of Ranked Finalists <b>Posting of Ranked Finalists</b>

## E. **Development of Short List**

1. The Selection Committee shall meet to review the responses to the RFQ for compliance with the requirements and provide an objective evaluation of all Respondents. The Selection Committee's initial evaluation of Respondents shall be on the basis of the specific project needs and the professional services offered by the Respondent as stated in the Qualification Statement submitted. Responses are reviewed based upon a weighted factor, 100 percent being the total, in accordance with the criteria listed below:
  - a. **Related Project and Firm Experience (25%)** - The performance of each Respondent with respect to projects comparable in type, size, and complexity as the applicable project shall be evaluated for the most recent ten-year period. Respondents may submit any information they deem appropriate for evaluation of past performance to include educational facility projects that the Respondent has provided Construction Management Services for.
  - b. **Scheduling and Cost Control (15%)** - The firm's scheduling system and cost control system should be described in detail. 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.
  - c. **Financial Strength and Bonding Capability (10%)** - The Respondents financial capability is to be expressed in the financial statement, and should indicate the resources and the necessary working capital to assure financial stability through the completion of the project. The financial capability shall also include the bonding capacity of the firm if the applicant anticipates an "AT RISK" Contract. The firm shall be required to hold a 100% Performance and Payment Bond on the basis of the Guaranteed Maximum Price furnished pursuant to Section 255.05 F.S. for each project.
  - d. **Proposed Team (20%)**

**Office Staff** - This parameter expresses the general and specific project related capability of the in-house staff and indicates the adequate depth and abilities of the organization which the Respondent can draw upon as needed. This will include management, technical, and support staff.

**On-Site Staff** - Similarly, the ability and experience of the field staff will be evaluated with specific attention to project related experience.
  - e. **Approach to Construction Management (10%)** - Among other items, explain your approach to inspections, quality assurance, and cost control.

- f. **Methodology (10%)** – The Respondent’s scheduling methods, approach and plan for implementing construction management services, and program for construction quality assurance, and schedule adherence.
- g. **Distance to Site (5%)** – The Respondent must provide the address of the primary location of the firm’s office which will have direct day-to-day responsibility for this project.
- h. **Overall Qualification Statement (5%)**  
How well did the Respondent comply with the RFQ directions? Is the material organized and presented clearly? Is the submittal information applicable to the School District of Osceola County?

F. **Interviews (100 points total)**

After the firms have been evaluated based on their written submittals, a minimum of three (3) firms with the highest scores will be more closely considered through a presentation of their approach to providing Construction Management Services. Time will be allowed for questions and answers after the presentation. The selected firms will be expected to address the following:

1. **References (5%):**  
The recommendation of previous owners and architects.
2. **Knowledge of the State Requirement for Educational Facilities (SREF) and Typical School District Procedures (10%):**  
The firms should demonstrate their knowledge of SREF, local codes and ordinances, and an understanding of how school districts operate in the State of Florida.
3. **Proposed Project Staff and Functions (15%):**  
The firms 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 interviews.
4. **Insurance Program (5%):**
5. **Overall Approach and Methodology (15%):**  
The firms should demonstrate verbally and/or graphically their overall approach and methodology for performing on School District projects, documenting the services to be provided and showing the interrelationship of all parties.



6. **Cost Control/Value Engineering (10%):**  
As part of its services, the firms 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. **Scheduling Projects (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.
8. **Overall Factor (20%):**  
Taking into account all weighted factors, this is the opinion of the Selection Committee, on which Respondent can perform the services in the best interest of the School District of Osceola County.

#### G. **Terms and Conditions:**

1. The School District has the sole discretion and reserves the right to cancel this RFQ, to reject any and all submittals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the School District to do so.
2. The School District reserves the right to award the Contract to the next most qualified firm(s) if the successful firm(s) does not begin the contracted services within the prescribed fifteen (15) days or if an acceptable fee can not be negotiated.
3. The successful firm shall not discriminate against any person in accordance with federal, state, or local law.

#### H. **Selection Process:**

1. In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, appointments will not be made public until interviews (with the Short Listed Applicants) are imminent. The goal of this committee is to assess the Respondents on an equitable basis. All contacts and/or communication shall be made with Mr. Eric Shawn Houston, Assistant Superintendent of Facilities and Maintenance. All prospective companies are hereby cautioned not to contact any School Board Member of the School District of Osceola County, nor to attempt to persuade or promote through other channels.

2. The Selection Committee will review all proposals received on time, and choose a minimum of three (3) firms with the highest score using the selection criteria established.
3. The Selection Committee may require oral presentations or conduct informal phone interviews of the three (3) highest scoring firms and establish ratings for each firm in accordance with the scoring criteria established.
4. 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(s), or Designated Finalist(s) as the case may be, in negotiations for purposes of executing a Contract. In doing so, the School Board or its designee(s) shall determine and negotiate compensation that is fair, competitive, and reasonable for the services to be supplied.

Should the School Board or its designee(s) be unable to negotiate a satisfactory Contract with the highest ranked Finalist(s), or Designated Finalist(s) as the case may be, at a price the School Board or its designee(s) determines to be fair, competitive, and reasonable, the School Board or its designee(s) shall formally terminate negotiations and then undertake negotiations with the next highest ranked Finalist(s), or Designated Finalist(s) as the case may be. Failing accord with the second most qualified firm, the School Board or its designee(s) shall formally terminate negotiations with such firm(s) and then undertake negotiations with the next highest ranked Finalist(s).

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

## SECTION II

### Qualification Statement Format

The response to this request for qualifications must be presented in the following order and format and shall not exceed 50 pages including charts and pictures:

- A. **LETTER OF INTRODUCTION**
- B. **TABLE OF CONTENTS**
- C. **BRIEF INTRODUCTORY NARRATIVE**

Provide a brief introductory narrative highlighting the overall qualifications contained in the total qualification package, maximum one page.

- D. **PROJECT EXPERIENCE**

List the projects for which your firm has provided/is providing construction management and/or general contracting services, which are similar in scope to this request for services. List all construction projects contracted within the last ten years. In determining which projects are more related, consider: related size and complexity; how many members of the proposed team worked on the listed projects; and how recently the projects were 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. Overall Project Experience
  - a. Name and location of the project
  - b. Nature of the firm's responsibility on this project
  - c. Project owner's representative name, address and phone number
  - d. Project user agency's representative name, address, and phone number
  - e. State date - completion/anticipated completion date
  - f. Size of project - gross area of construction, number of facilities, etc.
  - g. Cost of project - construction cost
  - h. Project type - new construction; remodeling/renovation
  - i. Work for which staff was responsible
  - j. Present project status - percentage of completion
  - k. Listing of the Respondent's project manager and other key professionals on the listed project. Of this staffing, identify personnel assigned to this project.
  - l. The name, address and telephone number of the project architect.

- m. Indicate why Construction Management was chosen for each project.
  - n. Indicate traditional CM responsibilities or CM at Risk.
2. Please indicate what experience the firm, its sub-consultants and proposed staff, have had with educational facility projects and Florida Department of Education projects.

**E. FIRM EXPERIENCE AND QUALIFICATIONS**

1. **Business Structure** - 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. Respondent's 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.
2. **Time in Business** - Length of time the firm has been in business under same name.
3. **Principal Office Location** - Location of principal office which will be responsible for implementation of this Contract.
4. **Other Office Locations** - Location of other offices from which resources may be drawn.
5. **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.
6. **Licenses and Certificates** - Copies of current State of Florida professional registration license renewal for the Respondent (Corporate and all 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.

**F. SCHEDULING AND COST CONTROL**

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.

**G. FINANCIAL STRENGTH AND BONDING CAPABILITY**

1. Provide a statement indicating financial capability of the firm to provide the resources required.
2. Provide the name, title, address and phone number of the financial officer of the firm responsible for providing the following information.
3. For “At Risk” Contracts - Evidence of bonding capacity and ability to obtain multiple performance and payment bonds for projects, which total in excess of \$5,000,000. 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.
4. 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.
  5. 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.
  6. 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.
  7. 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.
  8. 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.

NOTE: Respondents wishing to preserve the confidentiality of the information requested in this section should provide one (1) copy in a separate envelope labeled "Confidential - proprietary financial information." **The financial statement will not be counted in the 50-page document limit.**

## H. **PROPOSED TEAM**

Describe your proposed organizational structure for this program, indicating key personnel and their relationship to this project and other team members. Provide brief resumes of key persons to be assigned to the program. List the following information for all Office Staff and On Site Staff.

1. Office Staff
  - a. Name and title
  - b. Job assignment for other projects
  - c. Percentage of time to be assigned full time to this project
  - d. How many years with this firm
  - e. How many years with other firms
  - f. Experience
    - i. Types of projects
    - ii. Size of projects (dollar value square foot of project)
    - iii. Specific project involvement
  - g. Education
  - h. Active registration (R.A., P.E., G.C., etc.)
  - i. Other experience and qualifications that are relevant to this project
  - j. Note which projects were fast tracked
  
2. On Site Staff
  - a. Name and title
  - b. Job assignment for other projects
  - c. Percentage of time to be assigned full time to this project
  - d. How many years with this firm
  - e. How many years with other firms
  - f. Experience
    - i. Types of projects
    - ii. Size of projects (dollar value square foot of project)
    - iii. Specific project involvement
  - g. Education
  - h. Active registration (R.A., P.E., G.C., etc.)
  - i. Other experience and qualifications that are relevant to this project
  - j. Note which projects were fast tracked
  
3. Describe the capabilities of your staff to provide the technical services required for:
  - a. Options analysis
  - b. Design review
  - c. Budget estimating

- d. Value Engineering
  - e. Life cycle cost analysis
  - f. Construction scheduling
  - g. Quality control (Design & Construction)
  - h. Constructability analysis
  - i. Cost control
  - j. Change order negotiation
  - k. Claims management
  - l. Project close-out
  - m. Transition planning
  - n. Security systems
  - o. Safety
4. 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 projects.

#### **I. APPROACH TO CONSTRUCTION MANAGEMENT**

Respondent shall detail their understanding and approach to implement and carry-out construction management services.

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. Respondents shall describe how the proposed organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.



## J. **METHODOLOGY**

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 Project Experience, Respondent's 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(s) in terms of cost, quality, schedule, safety, etc.

K. **DISTANCE TO SITE** - What is the primary location of the firm's office, which will have direct responsibility for this project?

L. **STANDARD FORM - AIA A305**

M. **DEFINITIONS**

**Construction Manager (CM):** An organization or individual possessing the requisite training and experience with the resources to provide construction management services. This person or entity may remain as adviser during construction or become the construction contractor.

**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, actuaries, 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 Department.

**Contract** – Agreement between the Respondent and the School District of Osceola County for services as defined in the Scope of Work.

**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.

**Project Architect-** The Project Architect role usually indicates the individual who is responsible for overseeing the Architectural aspects of the development of the design and production of the construction documents ("plans") and specifications. The position generally involves coordinating the needs of the School District, designer and technical staff, and outside consultants such as structural engineers, Mechanical Engineers, Civil Engineers, and Landscape architects.

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

**School Board-** The School District of Osceola County's Board Members

**School District-** The School District's Facilities and Maintenance Department's Project Manager, and/or the School Board of Osceola County, or their designee.

**School District Representative-** May include the School District Project Manager and/or the Construction Manager (CM) for the project.

**Scope of Work-** The complete details of the work involved in the design, fabrication, and assembly of the components of a projects deliverable into a working product.

**Selection Committee-** Defined as any committee that has been delegated decision-making functions, directly or indirectly, by the School District of Osceola County. A Selection Committee ranks and/or short-lists Respondents to an Request For Qualifications (RFQ) based upon the information submitted in response to the solicitation. This definition includes all selections under Chapter 287.055 Florida Statutes (FS) as amended. All Selection Committee meetings are open public meetings as defined in Chapter 286 FS.

**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.

**L. REFERENCES**

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

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

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

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## **SECTION III Advertisement**

Notice for Procurement of Professional Services

Pursuant to Sections 287.055 Florida Statutes, the School District of Osceola County, Florida will consider the contracting of a Construction Manager to provide professional services for:

**RFQ # SDOC-07-078-FPC  
Continuing Service Contract for Construction Management “At Risk” for  
Miscellaneous Minor Projects Under \$1,000,000.00**

Business entities interested in providing Construction Management Services “at Risk” to the School Board of Osceola County are hereby notified that a sealed Qualification Statement for services must be received by 2:00 P.M., actual time, Tuesday, March 20, 2007, at the Purchasing Office located at 817 Bill Beck Boulevard, Building 2000, Kissimmee, Florida 34744, attention Lisa Kesecker, Purchasing Specialist.

As required by section 287.133 Florida Statutes, a consultant may not submit a proposal for this project if it is on the convicted vendor list for public entity crime committed within the past 36 months. The selected consultant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$10,000 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Instructions for completion and submission of the Qualifications Statement may be obtained free of charge upon written request by fax or email to:

Lisa Kesecker, Purchasing Specialist,  
Purchasing Department  
817 Bill Beck Boulevard  
Kissimmee, FL 34744  
Phone: 407/870-4622 Fax: 407/870-4618  
Email: [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us)  
7:30 a.m. – 4:00 p.m., Monday - Friday

The School District of Osceola County is an equal opportunity agency.

Run dates: Orlando Sentinel/Osceola Sentinel  
February 23, 2007  
February 28, 2007  
March 4, 2007