

December 2, 1999

Facilities Planning and Construction
Paul J. Phillips, Chief Facilities Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR THE SELECTION OF ONE OR MORE FIRMS TO PROVIDE COST ESTIMATING, SCHEDULING AND DOCUMENT COORDINATION SERVICES

Pursuant to Board Rule 6Gx13-3F-1.021, staff has prepared a RFP for Board approval for the selection of one or more consultants for a two-year term.

The services required shall include, but not be limited to, the following:

- Preparing detailed cost estimates for educational facilities at different levels of project completion, i.e., programming, schematic, design development, final contract documents.
- Conduct comparative cost analysis of different building systems and assemblies to determine their cost effectiveness.
- Conducting document coordination and constructability reviews to identify document omissions and/or conflicts among the several work elements.
- Conducting value engineering studies of selected projects and/or building systems. A final list shall be presented to M-DCPS with options.
- Analyze change order requests presented by contractors on selected projects to determine and ascertain validity of cost elements.
- Provide project schedules as well as detailed review and evaluate construction schedules to comply with construction contracts.
- Analyze bidding activity in the local market in order to best assist the Board in developing bidding strategies for upcoming projects. Provide periodic reports on material/labor/equipment cost trends and fluctuations.
- Provide project support services.

The selection process will be divided into two parts. First, applicants will be evaluated on the basis of their office location, years the applicants have been established, the applicant's cost estimating, scheduling and document coordination experience, their capabilities and other client's references. The second part will consist of interviewing the top-ranked proposers from the first part. The successful applicant(s) shall be the one(s) with the highest ranking.

The contract will have an estimated consulting fee value not-to-exceed \$300,000 per year.

A copy of the Request for Proposals will be distributed to Board Members under separate cover and will be placed on file in The Office of the Board Recording Secretary and The Citizens Information Center.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida:

- 1) authorize the Superintendent to issue Request for Proposals (RFP) for the selection of one or more firms for cost estimating, scheduling and document coordination services; and REVISED
- 2) approve the selection committee that will review the proposals for subsequent submission to the Superintendent and the School Board for approval.

IMR:nf