

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

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS  
(RFP) FROM CONSULTANTS TO PERFORM HEATING VENTILATION AND  
AIR CONDITIONING (HVAC) TEST AND BALANCE SERVICES**

The existing HVAC Test and Balance services contract will expire on May 12, 2001. Pursuant to Board Rule 6Gx13-3F-1.021, staff has prepared a Request for Proposals (RFP) for Board approval for the selection of one or more consultants for a two (2) year term.

The services required shall include, but not be limited to the following: pre-construction plan review, periodic inspection during construction, air distribution test and balance, hydronic systems test and balance, sound analysis, air distribution test and re-balance, reporting to owner results of inspections test and/or work performed, and re-inspection to confirm completion of punchlist.

The selection process will be divided into two parts. First, applicants will be evaluated on the basis of their office location, years the applicant has been established, the applicant's test and balance experience in public, educational and other facilities and the firm's capabilities and quality. Secondly, top-ranked applicants will be interviewed by the selection committee. The successful applicants shall be those with the highest ranking.

Copies of the RFP will be transmitted to the Board under separate cover and placed on file in the Office of the Board Recording Secretary and the Citizen 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 HVAC Test and Balance Service Consultant; and,
- 2) approve the Selection Committee (as listed in the RFP) that will select the firm(s) for subsequent submission to the Superintendent and the School Board for approval.

IMR:as