

Facilities Planning and Construction  
Suzanne A. Marshall, Chief Facilities Officer (Construction)

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR THE SELECTION OF ONE OR MORE FIRMS TO PROVIDE CONSTRUCTION SCHEDULING 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 of independent construction scheduling firms have become essential to the execution of the district's Capital Improvement Program. Independent construction scheduling services are utilized to monitor construction progress to ascertain contractors compliance with contract documents. The proper execution of this task could potentially save the district millions of dollars in unnecessary delay claims.

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

- Assist in the preparation and monitoring of project schedules for educational facilities at different levels of project completion to ensure adherence with Capital Construction 5-year work plan.
- Review, analyze, and comment on construction schedules prepared and submitted by contractors for specific projects, including time extension requests and/or delay claims.

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 a 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 a Request for Proposals (RFP) for the selection of one or more firms for construction scheduling services; 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