

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: AWARD REQUEST FOR PROPOSALS NO. 153-CC10 -
CONSULTING SERVICES TO ASSESS MIAMI-DADE COUNTY
PUBLIC SCHOOLS FACILITIES CONSTRUCTION DEPARTMENT**

COMMITTEE: BUSINESS AND FINANCIAL SERVICES

The purpose of this Request For Proposals, opened on May 22, 2003, is to establish a contract, at a firm price, to review and assess Miami-Dade County Public Schools Facilities Construction Department, specifically as to processes, personnel functions, personnel alignment and workflow, and make recommendations for changes and improvements to the Superintendent of Schools.

A meeting of the selection committee to evaluate proposals received in response to the Request For Proposals was held on June 2, 2003. A total of six (6) proposals were presented for consideration. After significant discussion, a motion was passed to recommend four (4) firms to be invited to participate in oral presentations, i.e. 1) Florida Architects, Inc., of Orlando, Florida; 2) FMI Corporation, of Raleigh, North Carolina; 3) MGT of America, of Tallahassee, Florida; and 4) UNICCO Service Company, of Auburndale, Massachusetts. On June 6, 2003, a meeting composed of the selection committee was called to hear oral presentations from the four (4) firms. Based on the discussion, the committee chose to recommend FMI Corporation as first choice and UNICCO as an alternate, in the event that the District staff and FMI Corporation representatives could not reach an agreement on the scope of work and costs.

The selection committee, when unanimously selecting this firm, specified that Ms. Kathi Littman, a nationally recognized expert in public educational facility construction, would have a significant involvement in this assignment. Ms. Littman's involvement would amount to approximately 50% of the total engagement. Although defining what constitutes 50% is difficult in a project of this type, staff believes that the schedule provided by the firm adequately demonstrates that Ms. Littman will have extensive involvement in the engagement, both on and off site, and at the critical stages.

The extent of involvement by Ms. Kathi Littman is included in the modification of the original terms and conditions of the agreement submitted by FMI, which will become part of the contract and transmitted to the Board under separate cover.

District staff has reached an agreement on the deliverables and costs and is recommending that the Superintendent engage FMI Corporation for a ninety (90) day contractual period. The deliverables of this engagement will include, but not be limited to, the following:

- A completed Owner Value Scorecard or other assessment tools as requested.
- Identification of preliminary strengths, weaknesses, and gaps in the following areas:
 - Financial and Management Issues
 - Cost Control and Reduction Issues
 - Organization and Management Issues
 - Technology and Information Management
- Prioritization of potential issues, description of the dollar amount of potential savings, and methods to capture these savings.
- Identification of preliminary recommendations and quick fixes that can be immediately implemented.
- Assistance in prioritizing recommendations, as well as an estimated cost of implementation.
- Specific recommendations for the future internal resource and staffing and external resource utilization.
- An updated or revised organizational chart detailing critical roles, responsibilities, measures of success, and duties/tasks.
- Recommendations for specific workflow and process changes to improve departmental efficiency.
- Identification of potential technology solutions and applications that will support achieving the District's project delivery strategy.

Staff has negotiated with FMI Corporation, of Raleigh, North Carolina, an all-inclusive, not to exceed cost of \$235,000, which constitutes savings of \$27,000, from the originally proposed fee. The contract agreement including the modifications to the original terms and condition between The School Board of Miami-Dade County, Florida, and FMI Corporation, will be forwarded to the Board under separate cover, and will be placed on file in the Citizen Information Center and in the Office of the Recording Secretary.

Copies of the contract will be transmitted to the School Board members under separate cover. Additional copies will be available in the Citizen Information Center and will be placed on file in the office of the Board Recording Secretary.

Fund Source

Central Capital Contingency

M/WBE Eligibility

None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD** Request For Proposals No. 153-CC10 – CONSULTING SERVICES TO ASSESS MIAMI-DADE COUNTY PUBLIC SCHOOLS FACILITIES CONSTRUCTION DEPARTMENT, to establish a contract, at a firm price, to review and assess Miami-Dade County Public Schools Facilities Construction Department, specifically as to processes, personnel functions, personnel alignment and workflow, and make recommendations for changes and improvements to the Superintendent of Schools, effective July 9, 2003, or as soon thereafter as can be facilitated, as follows:

1. FMI CORPORATION
5151 GLENWOOD AVENUE
RALEIGH, NC 27612
OWNER: HUGH L. RICE, III, PRESIDENT

Highest Rated Proposal.

Consultation Services @ \$235,000 (all-inclusive fee).

2. Authorize Procurement Management Services to purchase up to the amount of \$235,000.

MRS/lja