

Business Operations
J.E. Surash, P.E., Chief Business Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR THE SELECTION OF ONE OR MORE FIRMS TO PROVIDE CONSTRUCTION COST ESTIMATING SERVICES

COMMITTEE: FACILITIES MANAGEMENT

Staff has prepared a Request for Proposals (RFP) for Board approval for the selection of one or more Construction Cost Estimating Services Consultants for a four-year term (with the second, third and fourth years at the Board's option).

The services of independent cost estimating firms is essential to the execution of the District's Capital Improvement Program. Independent cost estimating services are utilized when negotiating with contractors for Guarantee Maximum Price (GMP) proposals and change orders request, thus potentially saving the District money. These services are also utilized to conduct comparative analysis of different building systems to select the most cost effective solution.

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

- a. Preparing detailed cost estimates for educational facilities at different levels of project completion, i.e., programming, schematic, design development, final contract documents.
- b. Conduct comparative cost analysis of different building systems and assemblies to determine their cost effectiveness.
- c. Conduct value engineering studies of selected projects and/or building systems. A final list shall be presented to Miami-Dade County Public Schools (M-DCPS) with options.
- d. Analysis of change order requests presented by contractors on selected projects to determine and ascertain validity of cost elements.

- e. Applicants must be able to produce all required cost estimates and reports in Construction Specifications Institute (CSI) and Government Accounting Standards Board Statement 34 (GASB 34) formats.

The selection process will be divided into two steps. First, applicants will be evaluated on the basis of their office location, years established, related estimating experience, capabilities, previous performance and other client's references. Top-ranking proposers will be short-listed. The second step will consist of interviewing the short-listed proposers. To determine the final interview score for each proposer, the highest and lowest scores will be dropped and an average taken of the remaining scores.

Selection Committee will be composed of five voting members representing M-DCPS, as follows:

- One (1) representative from the Department of A/E Selection & Negotiations
- One (1) representative from the Office of Facilities Planning & Construction
- One (1) representative from Capital Construction Budgets & Controls
- One (1) representative from the Office of Maintenance & Operations
- One (1) representative from the Division of Business Development and Assistance

Representatives from the Offices of Management and Compliance Audits and Procurement Management Services will be invited as non-voting resources.

PROPOSED IMPLEMENTATION SCHEDULE:

- Board Review March 17, 2004
- Advertisement March 22, 2004
- Proposal Due April 26, 2004
- Evaluations May 5, 2004
- Interviews May 19, 2004
- Negotiations May 24, 2004
- Commissioning June 16, 2004

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

A copy of the RFP 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 to provide cost estimating services for a four-year term (with the second, third and fourth years at the Board's option); and
- 2) approve the Selection Committee that will select the firm(s) for subsequent submission to the Superintendent and the School Board for approval.

NAD:rg