

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 SCHEDULING SERVICES**

**COMMITTEE:       FACILITIES MANAGEMENT**

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

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

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

The selection process will be divided into two steps. First, applicants will be evaluated on the basis of their office location, years established, related scheduling 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.

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The Selection Committee will be composed of five voting members representing Miami-Dade County Public Schools (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.

**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 a Request for Proposals (RFP) for the selection of one or more firms to provide construction scheduling 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