

Business Operations
Ofelia San Pedro, Deputy Superintendent

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR
PROPOSAL FOR JOB ORDER CONTRACTING SYSTEM
CONSULTANT FOR A FOUR-YEAR TERM**

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

Pursuant to School Board Rule 6Gx13-3F-1.021, staff has prepared a Request for Proposals (RFP) under separate cover for Board approval of the selection process for one consulting firm to provide a job order contracting system for a four-year term with a one-year extension at the Board's option under the same terms and conditions.

The main objective of the system is to enable the Board to rapidly engage contractors to perform construction and construction-related services. The services required shall include, but are not limited to, the following:

- **Customized JOC Document Preparation** - The consultant must develop the full set of customized JOC documentation, including a Board-specific unit price book, technical specifications and contractual terms and conditions.
- **Procurement Support** - The consultant must provide Miami-Dade County Public Schools with complete technical and marketing support during the procurement phase. The consultant shall organize and conduct pre-bid meetings with the intended bidders, analyze bids and /or proposals and make award recommendations, as well as, make presentations on behalf of the Board with various business and contracting organizations.
- **Management System** - The consultant shall provide a comprehensive computerized management information and support system. This system must be capable of providing full project tracking, automated development of cost proposal and independent Board estimates and be able to validate and compare contractors cost proposals.
- **Training** - As an essential aspect of the JOC system, the consultant shall develop initial specialized training course for all parties utilizing the system. The consultant will also provide additional training on a continuous basis (as needed and determined by the district) in order to assist all parties utilizing the system.
- **Technical Support** - The consultant shall provide necessary technical support is considered to be an on-going management support for the operational system.

The selection process will be divided into two parts. First, applicants will be evaluated and short listed on the basis of their office location, years the applicants have been established, the applicant's experience in developing similar systems, actual sample submittals, their staff capabilities and other client's references. The second part will consist of interviewing the short listed proposers. The proposer's fee will also be evaluated during the interviews and is worth fifty percent (50%) of the total interview scores. The successful proposer will be the one with the highest average interview score.

The Selection Committee will be composed of the following M-DCPS personnel (or their designees):

- Administrative Director, Facilities Operations, Maintenance
- Director, Regional Maintenance Center
- Building Official, Office of Educational Facilities Compliance
- Director, Division of Business Development and Assistance
- Construction Officer, Capital Improvement Projects

A representative of the Office of Management & Compliance Audits will be invited as a non-voting resource.

RECOMMENDED: That The School Board of Miami-Dade County, Florida authorize the Superintendent or his designee to:

- 1) issue a Request for Proposals (RFP) for the selection of one Job Order Contracting System Consultant for a four-year term with a one (1) one-year extension at the Board's option under the same terms and conditions, and
- 2) approve the selection committee that will interview the firms.

NAD:nad