

Office of School Facilities
Rose Diamond, Chief Facilities Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR
 QUALIFICATIONS FOR ONE OR MORE CONSULTANT(S) TO
 PROVIDE GRANT DEVELOPMENT/WRITING SERVICES FOR
 HISTORICAL PRESERVATION OF BUILDINGS**

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

Pursuant to School Board Rule 6Gx13-3F-1.021, staff has prepared a Request for Qualifications (RFQ) under separate cover for Board approval of the selection process for one, or more, consultant(s) to provide grant development/writing services for historical preservation of buildings.

SCOPE OF SERVICES:

The scope of services under this agreement shall include, but are not limited to, developing and executing strategies to secure new competitive grant funding for historical preservation of buildings, and may include one or more tasks, as follows:

- A. District-wide review of all existing and potential historical sites and any planned improvements (as identified in the Five-year Facilities Work Program) in order to present recommendations of eligible preservation projects. Review of potential candidate project(s), develop scope(s), prepare documents as required to support funding, and request "Letters of Support" from users, community leaders, preservation groups, politicians, city, county officials, etc.
- B. Research grant opportunities through all available resources (e.g., the Federal Register and the Internet). Transmit written communication to M-DCPS personnel.
- C. Manage the application process from research and development phases through the submission of grant application(s) and final award. This process shall include maintaining an accurate record of available federal, state, private, foundation, and locally funded grants. Develop, maintain and monitor a database for all related pending and funded grants and submit reports as requested.
- D. Provide grant-related programmatic and fiscal technical assistance to M-DCPS.
- E. Prepare and submit recommendations for projects, and any amendments, to M-DCPS, as well as to the funding agencies. Distribute status reports to M-DCPS and monitor the efficient use of funds. Prepare written correspondence and/or required documents in response to inquiries from M-DCPS, federal, state, local and private sector funding agencies and the general public.

F. Identify and facilitate collaborative partnerships with other school districts, institutes of higher education, national organizations and/or community-based organizations. Assist in identifying and establishing a relationship with foundations and corporations that provide funds to support public schools educational initiatives.

SELECTION COMMITTEE:

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

- Chief Facilities Officer, Office of School Facilities
- Planning Officer, Facilities Planning
- Design Officer, Office of School Facilities
- Associate Superintendent, Office of Intergovernmental Affairs

The selection process will be divided into two parts. First, applicants will be evaluated and short-listed on the basis of their related experience, qualification of staff and references by other clients. The second part will consist of interviewing the short-listed proposers. The final interview ranking will be determined by the average interview score.

To expedite the selection process, staff is advertising for services concurrent with this request for authorization to issue an RFQ. In addition, staff will begin rule making proceedings to repeal Board Rule 6Gx13- 7A-1.011 entitled Historical Preservation of Facilities which would be obsolete as a result of this RFQ. Copies of the RFQ will be transmitted to the Board under separate cover and placed on file in the Office of the Board Recording Secretary and the Citizen Information Center.

Actual dates for negotiation meetings and commissioning of firm(s) will depend on specific project needs and may occur as needed throughout 2005-2006 and future years of the Five-year Facilities Work Plan.

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

- 1) issue a Request for Qualifications (RFQ) for the selection of one, or more, consultants to provide grant development/writing services for Historical Preservation of Buildings; and
- 2) approve the selection committee that will interview the consultants.

RD:NAD:nad