

Office of School Facilities
Jaime G. Torrens, Temporary Chief Facilities Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR
 QUALIFICATIONS (RFQ) FOR ONE OR MORE FIRM(S) TO
 PROVIDE ENVIRONMENTAL CONSULTING AND TESTING
 SERVICES, RFQ NO. ENV-2007-CTS**

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

**LINK TO
STRATEGIC PLAN: SAFE ENVIRONMENT FOR STUDENTS AND EMPLOYEES**

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, firms to provide Environmental Consulting and Testing Services.

Scope of Services

The scope of the Environmental Consulting and Testing Laboratory Services under this agreement includes, but is not limited to field sampling and testing, laboratory analysis, environmental inspections and investigations, environmental reports and recommendations, and other related professional consulting services.

Environmental disciplines involved shall include, but are not limited to, the following:

- Asbestos
- Lead
- Mold
- Other Bio-contaminates
- Chemical pollutants
- Miscellaneous environmental and other indoor air quality issues

Selection Procedures

The selection process will be divided into two parts. First, applicants will be evaluated and short-listed on the basis of their related experience, qualifications of staff and references by other clients. The second part will consist of interviewing the short-listed applicants. The final interview score and ranking for each applicant will be determined by dropping the highest and lowest of the five interview scores and taking the average of the remaining three scores. The Department of A/E Selection, Negotiations and Design Management will provide technical support for the initial screening and short-listing process, and will attend, and act as facilitator for, the interviews and final ranking

of the applicants.

Selection Committee

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

- one representative from the Chief Facilities Officer, Office of School Facilities
- two representatives from the Department of Asbestos Management
- one representative from the Division of Safety and Emergency Management
- one representative from the Office of the Superintendent of Schools

Representatives from the Division of Business Development and Assistance and the Office of Management Compliance Audits will be invited as non-voting resources.

Proposed Implementation Schedule

- RFQ Authorization by the Board April 18, 2007
- Advertisement April 16, 23 & 30, 2007
- Proposals Due May 8, 2007
- Evaluations May 22, 2007
- Interviews June 5, 2007
- Negotiations June 12, 2007
- Commissioning July 11, 2007

To expedite the selection process, staff is advertising for services concurrent with this request for authorization to issue an 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.

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 firm(s) to provide Environmental Consulting and Testing Services, RFQ No. ENV-2007-CTS; and
- 2) approve the selection procedures and committee that will interview the consultants.

RCM/NAD:sgg