

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

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR
 QUALIFICATIONS (RFQ) FOR THE SELECTION OF ONE OR
 MORE FIRMS TO PROVIDE CONSTRUCTION SCHEDULING
 CONSULTING**

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

**LINK TO
STRATEGIC PLAN: IMPROVE CONSTRUCTION SERVICES**

Miami-Dade County Public Schools' (M-DCPS) current Construction Scheduling (CS) consultant agreements will expire on December 14, 2008. Staff has prepared a Request for Qualifications (RFQ) for Board approval for the selection of one or more CS consulting firms for a four year term, with the second, third and fourth year at the option of the Board (under the same terms and conditions).

Scope of Services

The scope of the CS consulting required by the RFQ shall include, but not be limited to the following:

- A. Assist in preparation and monitoring of project schedules/reports for educational facilities at different stages of project completion to ensure conformance with project specifications and the Five-Year Capital Plan; and
- B. Review, analyze, recommend and comment on construction schedules/reports prepared and submitted by contractors for specific projects; including conformance to contract documents, time extension requests, and/or delay/claims during the project.

Selection Procedure

The selection process will be divided into two parts. First, proposers will be evaluated and short-listed by staff on the basis of their related experience, office location, years the proposer has been established, the proposer's construction scheduling experience in educational, public and other facilities, references by other clients, and the firm's capabilities and qualifications. Secondly, the Selection Committee will interview short-listed proposers.

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To determine the final interview score for each proposer, the highest and lowest of the five interview scores will be dropped and an average taken of the remaining three scores. The final ranking for each proposer will be based on the average final interview score.

Selection Committee

The Selection Committee shall be composed of five voting members representing Miami-Dade County Public Schools, as follows:

- One representative from the Office of the Superintendent
- One representative from the Chief Facilities Officer, Office of School Facilities
- One representative from the Office of School Facilities - Construction
- One representative from the Office of School Facilities - Planning
- One representative from the Office of School Facilities - Maintenance

One representative from the Division of Business Development and Assistance and one representative from the Office of Management & Compliance Audits will be invited to serve as non-voting resources.

Proposed Implementation Schedule (for planning purposes):

- Advertisement August 11, 2008
- Proposal Due September 2, 2008
- Evaluations September 19, 2008
- Interviews September 29, 2008
- Commissioning November 18, 2008

The RFQ can be viewed at:

<http://facilities.dadeschoolsnet/pdfs/F-33%20Supplement.pdf> and a copy of this RFQ is on file in the Office of the Board Recording Secretary and in 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 Construction Scheduling Consulting; and
- 2) approve the selection procedures and committee that will interview the consultants.

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