

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 BUILDING COMMISSIONING AGENT CONSULTING SERVICES

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

LINK TO STRATEGIC PLAN: IMPROVE CONSTRUCTION SERVICES

The District has undertaken various initiatives to promote sustainable “green” design, construction and operation of school facilities. Building commissioning is an important element in achieving high performing “green” schools. Consequently, staff has prepared a Request for Qualifications (RFQ) for one or more firms to provide Building Commissioning Agent (CxA) consulting services. The term of the agreement shall be for four years, with the second, third and fourth years at the Board’s option.

Scope of Services:

The services required by this RFQ shall include, but not be limited to, the following: plan review, commission of new construction and existing facilities (retro-commissioning), as directed, for various major building systems including HVAC, electrical, plumbing, communications, fire alarm, elevators, building envelope, etc. The CxA will verify that the building and energy-related systems are designed, installed, calibrated, tested and shown to perform according to the Board’s project requirements. The building commissioning process will be interwoven with the overall project delivery from planning and design through construction and warranty phases. The CxA’s services may include requirements that facilitate compliance with recently enacted legislation (F.S. 255.2575 Energy-Efficient and Sustainable Buildings).

Benefits of Building Commissioning:

- Improve building system efficiencies and integration
- Extend equipment/system service life
- School construction cost savings
- Improve coordination between design, construction and occupancy phases
- Minimize system deficiencies at building turnover
- Improve documentation integrity and staff training process
- Reduce ongoing energy, operation and maintenance costs
- Improve indoor environmental quality and occupant comfort
- Promote long-term building sustainability and high-performing schools

Implementation Schedule (for planning purposes):

- Advertisement November 24 - December 8, 2008
- Mandatory Pre-Proposal Conference.....December 12, 2008
- Proposals Due..... January 7, 2009
- Evaluations..... January 30, 2009
- InterviewsFebruary 6, 2009
- Commissioning..... March 11, 2009

Selection Committee:

The selection committee shall be composed of five (5) voting members representing Miami-Dade County Public Schools, as follows:

- Two (2) representatives from the Office of the Superintendent
- One (1) representative from the Chief Facilities Officer, Office of School Facilities
- One (1) representative from the Office of School Facilities - Construction
- One (1) representative from the Office of School Facilities - Maintenance

Representatives from the Division of Business Development and Assistance, the Office of Management & Compliance Audits, and School Operations may be invited to serve as resources.

Selection Process:

The selection process consists of two phases. First, firms will be evaluated by staff based on their office location, years established, the firm's related experience in educational, governmental, and private sector projects, staff capabilities, previous performance and references. The result of this evaluation will determine the short-listed firms. Second, the selection committee will interview short-listed firms to evaluate the firms' specific capabilities, experience and professional attitude of the team, approach to the contract requirements, staffing and workload. To determine the final interview score for each firm, 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 firm will be based on the average final interview score.

Funds for these services will be allocated from existing Capital Construction budgets.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to issue a Request for Qualifications for the selection of one, or more, firms to provide Building Commissioning Agent consulting services.

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