

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

SUBJECT: APPROVAL OF UPDATED "PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS" RELATED TO SCHOOL BOARD POLICY: 6330 - ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, LAND SURVEYING, CONSTRUCTION MANAGEMENT, PROGRAM MANAGEMENT AND INSPECTION SERVICES

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

Updated "*Procedures for Selection of Architects and Engineers*" (procedures) related to School Board Policy: 6330 - Architectural, Engineering, Landscape Architectural, Land Surveying, Construction Management, Program Management and Inspection Services are necessary to bring them in line with best practices and current policies. The updates to the procedures consist of changes to the evaluation process that include points for firms certified as eligible certified Minority/Women Business Enterprise (M/WBE) with Miami-Dade County Public Schools (M-DCPS), as well as, implementation of the School Board's local business preference policy, simplification of relevant forms, elimination of obsolete or redundant language, updated references to Florida Statutes, rules, laws, codes and School Board polices, and updated instructions to proposers.

The procedures have been reviewed by the Office of School Facilities, the School Board Attorney's office and the Office of Economic Opportunity (M/WBE). Additionally, the procedures were presented to a sub-committee of the Minority Business Enterprise Advisory Committee at its meeting of January 31, 2012; the sub-committee fully endorsed the proposed updates and commended District staff for its work. The document can be viewed at:

[Procedures for Selection of Architects and Engineers 2-15-2012 item F-22 Revised](#)

} Revised

In addition, a hard copy of the procedures document is on file in the Office of the Board Recording Secretary and Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the updated "Procedures For Selection of Architects and Engineers" related to School Board Policy: 6330 - Architectural, Engineering, Landscape Architectural, Land Surveying, Construction Management, Program Management and Inspection Services.

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**REVISED
F - 22**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Superintendent of Miami-Dade County Public Schools

Mr. Alberto M. Carvalho

1450 Northeast Second Avenue

Miami, Florida 33132



PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

2. Only qualified projects under Factors 3A and 3B "related experience" will be considered under this factor.
3. Proposed in-house team members who have participated on projects listed in Section "F" could maximize points per discipline.
4. If there are multiple team members per discipline then the points would be split between the team members (not to exceed max per discipline).

FACTOR 6 CAPABILITIES

Only Florida registered/licensed professionals of the prime proposer will be considered under this factor. Scoring of this factor will be based solely on data submitted by each proposer in GSA SF 330, Section "E".

One point will be assigned for each registered professional, in the field of architecture and/or engineering, for a maximum of 5 points.

} Revised

FACTOR 7 MINORITY / WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

Scoring of this factor will be based solely on M-DCPS M/WBE Certification (which must be obtained prior to the RFQ Response due date in order to qualify for points). If the proposer is a joint venture, a copy of the fully executed joint venture agreement must be submitted with the RFQ Response.

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|--|-----------|
| A. Proposer (prime firm) is a current M-DCPS certified M/WBE (51% owned, operated and controlled by an M/WBE). | 10 points |
| B. Proposer (prime firm) is not an M-DCPS certified M/WBE, but is a joint venture partner where 60% or more of the joint venture interest is with a principal or principals which have a current M-DCPS M/WBE certification. | 6 points |
| C. Proposer (prime firm) is not an M-DCPS certified M/WBE, but is a joint venture partner where 30% or | 3 points |

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

more of the joint venture interest is with a principal or principals which have a current M-DCPS M/WBE certification.

- D. Proposer (prime firm) is not an M-DCPS certified M/WBE or a joint venture with no M-DCPS certified M/WBE interest, but the team consists of A/E consultants which are M-DCPS certified M/WBE. One point will be considered for each A/E discipline provided by a M-DCPS certified M/WBE consultant up to a maximum of 4 points. 1 point for each consultant (maximum of 4 points)

NOTES:

1. No more than 10 points total may be considered under this factor.
2. Proposers will be scored on A, B, C or D (points are not cumulative).

FACTOR 8 REFERENCES:

Scoring of this factor will be based solely on the information submitted by each proposer under Qualification/Questionnaire - Related Experience 3B (FM-5231). Only qualified projects will be considered for references.

References shall be checked, by staff, for all proposers that meet or are 5 points or less from the staff established cut-off score (each RFQ may yield a different cut-off score). For all other proposers not conforming to the above requirements, references will not be checked and the proposer's total score will equal FORM 1 subtotal score.

Points for this category will be assigned as follows:

Good = +10 points added
Fair = 0 points
Poor = -10 points deducted

NOTE:

Points from this category will be added or deducted from the subtotal score to determine a total score.



**Miami-Dade County Public Schools
SELECTION OF ARCHITECTS AND ENGINEERS**

CERTIFICATION / QUALIFICATION - FORM 1

PROPOSER (PRIME):	J.V.	RFQ Response Due Date:
PROJECT:		_____

	Prime	J.V.	Consult.	Name of Consultants:
ARCHITECTURE:				
ELECTRICAL ENGINEER:				
MECHANICAL ENGINEER:				
STRUCTURAL ENGINEER:				
CIVIL ENGINEER:				
OTHER:				

FACTORS	RATING	MULT.	SCORE	NOTES
1. Location of Office (max. 10 pts.)	0.00	1	0.00	
2. Years Established (1pt/yr. - max. 10 pts.)	0.00	1	0.00	
3. Related Experience				
A. Florida Public School Systems (K-20) Projects No. of Projects _____ (max 5 pts); Size of Projects _____ (max 5 pts.)	0.00	2	0.00	
B. Experience with this type of project No. of Projects _____ (max 5 pts); Size of Projects _____ (max 5 pts.)	0.00	1	0.00	
4. Previous Performance with M-DCPS				
A. General Periodic Evaluations (max. 5 pts.)	0.00	2	0.00	
B. A/E Errors/Omissions & Delays (max. 10 pts.)	0.00	1	0.00	
5. Team Relationship (max. 10 pts.)	0.00	1	0.00	
6. Registered Professionals 1 pt./ registered professional (max. 5 pts.)	0.00	1	0.00	} Revised
7. M-DCPS M/WBE Certification (max. 10 pts.)	0.00	1	0.00	
SUBTOTAL SCORE (max. 95 pts.)			0.00	
8. References (if within points of cutoff score (max. 10 pts)	0.00	1	0.00	Checked by: _____
TOTAL SCORE (max. 105 pts.)			0.00	Checked by: _____

Local Business Affidavit of Eligibility

NOTES:

EVALUATOR: Print Name & Title: _____ Signature: _____	DATE: _____
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