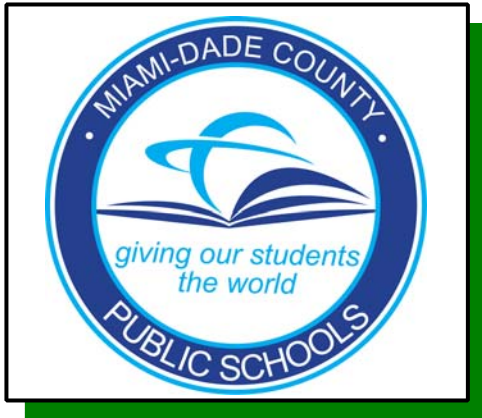


Request For Qualifications For Construction Cost Estimating Consulting




Proposals will be accepted at the
Department of A/E Selection, Negotiations, & Design Management
Ms. Nazira Abdo-Decoster, R.A., Administrative Director
1450 N. E. 2nd Avenue, Room 305
Miami, Florida 33132
until 4:00 p.m. local time, Tuesday, September 2, 2008

Office of School Facilities
Miami-Dade County Public Schools

8-4-2008
F-34
Supplement

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

Agustin J. Barrera, Chair
Perla Tabares Hantman, Vice Chair
Renier Diaz de la Portilla
Evelyn Langlieb Greer
Dr. Wilbert Holloway
Dr. Martin Karp
Ana Rivas Logan
Dr. Marta Pérez
Dr. Solomon C. Stinson

Superintendent of Schools
Rudolph F. Crew, Ed.D.



**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION COST ESTIMATING
CONSULTING**

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LEGAL ADVERTISEMENT REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION COST ESTIMATING CONSULTING

The School Board of Miami-Dade County, Florida, intends to select one (1) or more firm(s) to provide services to the Board for:

CONSTRUCTION COST ESTIMATING CONSULTING

The firms will be contracted for a period of four (4) years, with the second, third and fourth years being at the Board's option. Work will be assigned on the basis of the firm's workload, qualifications for the task, and performance on previous assignments. The Board does not guarantee any minimum number of projects or any specific dollar value. The Board reserves the right to limit the number of concurrent contracts held by a single firm.

Firms desiring to provide Construction Cost Estimating Consulting shall submit one (1) original, bound qualifications proposal and five (5) bound copies **no later than 4:00 p.m. local time, Tuesday, September 2, 2008**, to the attention of:

Miami-Dade County Public Schools (M-DCPS)
Department of A/E Selection, Negotiations & Design Management
Ms. Nazira Abdo-Decoster, R.A., Administrative Director
1450 NE 2nd Avenue, Room 305
Miami, Florida 33132

Telephone: 305-995-4500; Facsimile: 305-995-2050

The scope of services includes, but is not limited to:

- I. Preparing detailed construction cost estimates for educational facilities at different levels of project completion: i.e. programming, schematic, design development and final contract documents.
- II. Conducting comparative cost analysis of different building systems and assemblies to determine their cost effectiveness.
- III. Conducting value engineering studies of selected projects and/or building systems.
- IV. Analyzing change order requests presented by contractors on selected projects to determine and ascertain validity of cost elements.
- V. Analyzing bidding activity in the local market in order to best assist the Board in developing bidding strategies for upcoming projects. Provide periodic reports on material/labor/equipment cost trends and fluctuations.

Applicants must be able to produce all required cost estimates and reports in Construction Specifications Institute (CSI) and Government Accounting Standards Board Statement 34 (GASB 34) formats.

The complete Request for Qualifications (RFQ) package with all pertinent information and forms will be available at the above address after **Monday, August 11, 2008**. This solicitation and RFQ package can also be accessed on the M-DCPS website at:

http://facilities.dadeschools.net/default.aspx?id=ae_solicitations

Only one submittal will be accepted per proposer, either as a single prime firm or as part of a joint venture. Proposers must have been in business for a period of no less than five (5) years. Proposers submitting as a joint venture must be authorized by the Florida Department of Business and Professional Regulation. Proof of license(s) and an executed copy of the joint venture agreement must be submitted with the application. Percentage participation of fees must be clearly stated for each joint venture partner.

Proposers must submit in the format and forms prescribed in the RFQ package in order to be considered. M-DCPS reserves the right to request clarification of information submitted and to request additional information of one or more proposers.

Proposers will be required to submit proof of Professional Liability Insurance (minimum \$1,000,000), Commercial General Liability Insurance and Business Auto Insurance (\$500,000 combined single limit for both coverages) and Worker's Compensation Insurance, and shall fully comply with the State of Florida's House Bill 1877 "Jessica Lunsford Act", and all Board Rules and procedures as applicable.

The School Board of Miami-Dade County, Florida, adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all.

Any firm or individual, whose contract has been terminated by the Board "with cause" within the last five years, shall not be considered for commission under this request.

Pursuant to School Board Rule 6Gx13- 8C-1.212, a Cone of Silence is enacted for all Requests for Qualifications beginning with issuance of the Legal Advertisement and ending when the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all responses, or otherwise takes action which ends the solicitation and review process. Any violation of the Cone of Silence may be punishable as provided for under the referenced School Board Rule, in addition to any other penalty provided by law. All written communications must be sent to the address above and a copy filed with the Clerk of The School Board at 1450 NE 2nd Avenue, Room 268, Miami, Florida 33132.

Failure to file a protest within the time prescribed and in the manner specified in School Board Rule 6Gx13- 3C-1.11, or in accordance with Section 120.57(3), Florida Statutes (2006), shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. School Board Rules can be accessed on the M-DCPS website at www.dadeschools.net/board/rules/.

LEGAL ADS TO RUN:

DAILY BUSINESS REVIEW	Monday, August 11, 18 & 25, 2008
DIARIO LAS AMERICAS	Tuesday, August 12, & 19, 2008
MIAMI TIMES	Thursday, August 14 & 21, 2008

SECTION I **GENERAL REQUIREMENTS**

In order to be considered, proposers must meet the following basic requirements and comply with the following information:

- A. All responses to the Request for Qualifications (RFQ) must be submitted no later than **4:00 p.m. local time, Tuesday, September 2, 2008** to the attention of:

Miami-Dade County Public Schools
Department of A/E Selection, Negotiations & Design Management
Ms. Nazira Abdo-Decoster, R.A., Administrative Director
1450 NE 2nd Avenue, Room 305
Miami, Florida 33132

Telephone: 305-995-4500; Facsimile: 305-995-2050

- B. One bound original and five bound copies of the RFQ response must be submitted on or before the deadline. Responses received after the scheduled receipt time will not be considered. Costs associated with the preparation of a response to this RFQ are solely those of the proposer. Miami-Dade County Public Schools (M-DCPS) assumes no responsibility for any such costs incurred by the proposer.
- C. A duly authorized officer of the proposing entity shall sign the proposal.
- D. Proposers must be authorized to do business in the State of Florida and must possess all required licenses to render Construction Cost Estimating Consulting in accordance with all applicable Florida statutes, ordinances, regulations and Board rule.
- E. Proposers must have been in business for a period of no less than five years. If the proposer is a joint venture, or a newly formed company, at least one of the principals must have been in business for a period of no less than five years. A "principal" of a firm shall be defined as the sole proprietor in the case of a sole proprietorship, all partners in the case of a partnership or joint venture, or all shareholders and officers in a corporation. When a joint venture or a partnership is formed by one or more corporations, each of the shareholders and officers of the corporation(s) shall be considered a principal.
- F. Proposers responding to this RFQ must be available in person for presentation to a Selection Committee at a place and time designated by M-DCPS. No phone interviews will be conducted by the Committee.
- G. The contents of the proposal of the successful firm(s) will become part of the contractual obligations.

- H. Proposals must respond to each item noted in Sections I through IV and Exhibits "A" through "E" of this RFQ package. Section IV outlines all proposal requirements and the order they must follow. Proposals that fail to respond to any of these items may not be considered.
- I. Proposals must be typed or printed in English. No changes or corrections will be allowed after the RFQ submittal deadline.
- J. M-DCPS reserves the right to reject any and all proposals, to waive technicalities, or to accept the proposal which, in its sole judgement, best serves the interest of M-DCPS.
- K. M-DCPS reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
- L. M-DCPS reserves the right to reuse the work products of the selected firm(s) and to retain other firms to provide the same or similar services at its sole discretion.
- M. Proposers shall identify all sub-consultants, if any, they plan to use for this contract and the role that they shall fulfill. The successful proposer shall not assign nor transfer any of its interest in this contract, in whole or in part, without the prior written consent of M-DCPS.
- N. Conflict of Interest - The commissioning is subject to all applicable provisions of Florida statutes. All proposers must disclose in their proposal the name of any officer, director or agent who is an employee of M-DCPS. Further, all proposers must disclose the name of any M-DCPS employee who owns, directly or indirectly any interest in, or is in any way employed by, the proposer's firm or any of its branches or affiliates. See Section IV (K).
- O. Equal Employment Opportunity and M/WBE Participation:
1. Equal Employment Opportunity:

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, martial status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Inasmuch, please provide the company's equal employment policy and a completed Affirmative Action Employment Breakdown (Form FM-4859) detailing the ethnicity, gender and occupational categories of the company's work force (Exhibit "E").

<http://forms.dadeschools.net/webpdf/4859.pdf>
 2. Minority/Women Business Enterprise (M/WBE) Participation:

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program and in keeping with this policy, you are asked to identify each M/WBE or prospective M/WBE, and the type of service that it will provide during the work described, herein. Information that must be provided for each M/WBE or prospective M/WBE shall include each company's name, address, telephone and fax number. Please note that an M/WBE is an African American, Hispanic or Women-owned company, as certified by the District. Furthermore, be advised that the Division of Business Development and Assistance must certify all non-certified companies prior to contract award, and payments to M/WBE sub-consultants must be filed by the successful proposer, quarterly. The M/WBE Certification Application (form FM-3920) and M/WBE Sub-contractor/Sub-consultant Quarterly Expenditure Report (form FM-4831) may be accessed through the following respective internet links:

<http://forms.dadeschools.net/webpdf/3920.pdf>
<http://forms.dadeschools.net/webpdf/4831.pdf>

P. Public Entity Crimes - Section 287.133(2)(a) Florida Statute:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Q. Cone of Silence:

Pursuant to School Board Rule 6Gx13- 8C-1.212, a cone of silence is enacted for all RFQs beginning with issuance of the legal advertisement and ending when the Superintendent of Schools submits a written recommendation to the School Board or otherwise takes action which ends the solicitation and review process. Any violation of the cone of silence may be punishable as provided for under the referenced School Board rule, in addition to any other penalty provided by law.

R. Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

S. Indemnification/Insurance:

The selected firm(s) will be required to agree, without reservation, to the standard Board indemnification and insurance clauses that will be incorporated into the agreement.

Proposers must submit proof of insurance coverages from their insurance company to cover all indemnification/insurance requirements.

Sample certificates of insurance to include:

1. Professional Liability in the amount no less than \$1,000,000.
2. Commercial General Liability in an amount no less than \$500,000 single limit per occurrence for bodily injury and property damage.
3. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the operations of the firm(s), in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.
4. Worker's Compensation Insurance as required by Florida statutes.

T. School Board Rules can be accessed on the M-DCPS website at:
www.dadeschools.net/board/rules/

U. Questions:

1. Any questions must be in written form. Written questions and correspondence must be submitted to the above address (under Section I.A.) and copies must be filed with:

The Clerk of The School Board
1450 NE 2nd Avenue, Suite 268
Miami, Florida 33132

E-mail address: Martinez@dadeschools.net

2. The Department of A/E Selection, Negotiations & Design Management is the only authorized source of information and/or interpretations with regards to this RFQ and the selection process.

SECTION II **INTENT / SCOPE OF SERVICES**

A. Intent:

1. The School Board of Miami-Dade County, Florida, intends to select one or more firm(s) to provide professional Construction Cost Estimating Consulting. The firm(s) will be contracted for a period of four years with the second, third, and fourth years at the Board's option.
2. Selected firm(s) will negotiate a contract with the Board, which may include hourly fees and/or lump sum fees, according to the type of work assignment given to the firm(s).
3. Selected firm(s) (including all subconsultants and subcontractors, if any) shall fully comply with state statutes, the State of Florida's House Bill 1877 "Jessica Lunsford Act", all Board rules and procedures as applicable.
4. Work will be assigned to the selected firm(s) on the basis of the firm's workload and successful performance on previous assignments. The Board does not guarantee any minimum number of projects or any specific contract value.

B. General Scope of Services:

The scope of services includes, but is not limited to, the following:

1. Preparing detailed construction cost estimates for educational facilities at different levels of project completion: i.e. programming, schematic, design development and final contract documents.
2. Conducting comparative cost analysis of different building systems and assemblies to determine their cost effectiveness.
3. Conducting value engineering studies of selected projects and/or building systems.
4. Analyzing change order requests presented by contractors on selected projects to determine and ascertain validity of cost elements.
5. Analyzing bidding activity in the local market in order to best assist the Board in developing bidding strategies for upcoming projects by providing periodic reports on material/labor/equipment cost trends and fluctuations.

Applicants must be able to produce all required cost estimates and reports in Construction Specifications Institute (CSI) and Government Accounting Standards Board Statement 34 (GASB 34) formats, and in accordance with federal, state and local agency requirements.

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SECTION III

SELECTION PROCESS

Proposers will be scored (Initial Screening) based on information presented in their proposals and evaluated (Interview) utilizing the Construction Cost Estimating Consultants Selection forms (Form-1 (FM-6708) and Form-2 (FM-6710), respectively) hereby attached as Exhibits "A" & "B".

A. Scoring Process

The evaluation/scoring process will be conducted in two steps:

1. Initial Screening - Qualifications Form -1

Proposers will undergo an initial screening process whereby their proposals will be scored in all factors by staff utilizing Qualifications - Form 1. Staff will then develop a short list of those firms based on the score achieved by each firm during this initial phase.

2. Interviews - Selection Form -2

Short-listed proposers shall be invited to make a presentation to a Selection Committee. All firms begin the interview process with a score of zero. Proposers will then be evaluated by each member of the Selection Committee utilizing Selection - Form 2, to determine the final ranking.

The highest and lowest of the Selection Committee's five scores for each proposer will be dropped, and an average taken of the remaining three scores, to determine the average interview score. The average interview score alone will determine final ranking.

B. Scoring Factors for QUALIFICATIONS - FORM 1

Proposers will be evaluated on each of the following six factors, based on information provided in the proposer's RFQ response. The initial ranking for each firm shall be the sum of the scores for all six factors. In the case of a joint venture, total scores will be prorated based on the percentage of participation of each joint venture partner.

1. Location of Servicing Office (maximum 10 points)

Points will be granted (according to the following points schedule) by location of the main office or nearest, established, fully staffed, branch office in which the majority of the work will be performed (a branch office must be in full operation for at least three years - provide appropriate documentation). Provide a copy of the current Local Business Tax Receipt for the office that will provide services.

Miami-Dade & Broward Counties	= 10 points
Monroe County	= 7 points
Palm Beach County	= 5 points
State of Florida	= 3 points

2. **Years established** (maximum 5 points)

One point is granted for each year the Principal with the greatest amount of experience has been established as a registered principal of a firm, with the current firm or other firms, up to a maximum of five points.

3. **Related Experience** (maximum 35 points)

From the proposer's response to the RFQ, staff will score the firms' abilities in accordance with the criteria listed in the Related Experience Form (FM-6711) - Exhibit "C" for categories 3A, 3B, 3C and 3D. List the projects which best illustrate the experience of the proposer. List a maximum of five projects **for each category** and include only projects **completed** within the last five years. Projects listed will not be considered for more than one category (except category 3D).

A completed project awarded under a term contract may be listed under categories 3A, 3B and/or 3C; however, no more than three projects per term Contract, per category, will be considered.

A. **Florida Public Educational System Experience** (maximum 10 points)

List projects for which the proposer has provided construction cost estimating consulting for any Florida public school system, including colleges and universities.

B. **Governmental Agencies Experience** (maximum 10 points)

List projects for which the proposer has provided construction cost estimating consulting for other governmental agencies (non-educational).

C. **Private Sector Experience** (maximum 5 points)

List projects for which the proposer has provided construction cost estimating consulting in the private sector.

D. **Annual Term Contracts for Public Agencies** (maximum 10 points)

List contracts (do not list individual projects) for which the proposer has provided construction cost estimating consulting for public agencies on a term contract. One point will be assigned for each completed year of eligible term contracts listed. List only term contracts (active or completed) awarded (or renewed) within the past five years, and include the following information:

- Term of each contract (start and end date, month and year)
- Total number of projects assigned under each contract
- Maximum dollar value of each contract (per year, per contract)
- Total fees paid to date (per contract)

4. **Capabilities** (maximum 30 points)

The proposer’s staff (principals and employees of the firm only) will be evaluated on the basis of their credentials as compared among all proposer’s capability submittals.

A. **Registered/Certified Professionals** (maximum 10 points)

Five points will be awarded for each State of Florida Registered Architect/Engineer or State of Florida Certified General Contractor as listed on 4A of Exhibit “D” - Proposed Staff Form (form pending FM-XXXX).

B. **Technical Staff** (maximum 20 points)

A maximum of five points will be awarded for each Technical Personnel as listed on 4B of the Proposed Staff Form.

5. **Previous Performance with M-DCPS** (maximum of 20 points)

Scoring for this factor will be based solely on routine evaluations of past performance by M-DCPS staff. These scores will be on a scale of 0 - 5 points with a multiplier of four based on the average score received on the Project Performance Evaluation Form (FM-3991) on all projects currently underway, or completed in the previous three years. Proposers who have not yet been evaluated, shall receive three points with a multiplier of four for this factor.

6. **References** (maximum 10 points)

List a maximum of ten eligible projects identified in the proposer’s Related Experience Forms Exhibit “C” (FM-6711). Provide owner’s contact person(s), telephone and fax numbers, and e-mail address. Two randomly selected, listed references will then be contacted and asked to evaluate the performance of the proposer. A point system will be utilized to score the contacted references, as follows:

Good Evaluations	= 5 points each
Fair Evaluations	= 3 points each
Poor Evaluations	= 0 points

C. **Selection Committee Composition**

A Selection Committee shall be composed of five voting members and/or their designees 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

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

D. Implementation Schedule

- RFQ Authorized by the Board August 4, 2008
- Advertisement August 11, 2008
- **Proposal Submittal Deadline September 2, 2008**
- Evaluations September 19, 2008
- Selection Committee Interviews October 1, 2008
- Negotiations October 10, 2008
- Commission by Board November 18, 2008

Note: The above dates are only given as general point of reference and may change without notice.

E. Negotiations

1. A Negotiations Committee shall be composed of the following:
 - One representative of the Office of the Superintendent
 - One representative of the Department of A/E Selection, Negotiation and Design Management
 - One representative of the Office of School Facilities - Construction

Negotiations will begin with the highest-ranked proposer and may be conducted on a single or multi-session basis. The Negotiations Committee will meet with the highest-ranked proposer until a satisfactory agreement is reached (i.e recommendation is presented to the Superintendent of Schools) or until the Negotiations Committee considers the negotiations to be unsuccessful.

2. If an agreement cannot be reached, the Negotiations Committee will declare negotiations with the proposer to be unsuccessful and provide notice of such in writing. The Negotiations Committee will then proceed to negotiate with the next highest-ranked proposer. Negotiations with the next highest-ranked proposer will be conducted on the same basis, and with the same terms and conditions as with the previous proposer. If negotiations are declared to be unsuccessful, the proposer will be notified

and the process repeated with the next highest-ranked proposer, and so on.

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SECTION IV SUBMITTAL REQUIREMENTS

Written proposals must be prepared, tabbed, bound and submitted in the following order:

- A. **Letter of Interest** - Signed by a duly authorized officer of the proposing firm. The letter shall be brief, indicating the proposer's ability to perform the scope of work/services as described in this RFQ. Indicate the location and telephone number of the office where the services will be coordinated and generated (provide a copy of a Local Business Tax Receipt) under Section IV (C). Only one submittal will be accepted per proposer, either as a single prime firm or as part of a joint venture. See Section IV (I).
- B. **Proposer's Profile** - Describe the type of business structure, the total number of years in business, total staff (provide organizational chart), clearly identify staff members (principals and employees only) to be assigned to this contract, and any sub-consultant(s) and their role(s).
- C. **Office Location** - Provide a copy of a Local Business Tax Receipt for the office location from which the work is to be performed.
- D. **Related Experience** - Use Exhibit "C" to list the proposer's related experience and ability to manage multiple concurrent projects. List construction cost estimating services for projects completed within the last five years with the following types of clients (list a maximum of five projects for each of the following categories indicated on the Related Experience Form (FM-6711):

- Category 3A. Florida public educational systems
- Category 3B. Other governmental agencies
- Category 3C. Private sector
- Category 3D. Term contracts

Specifically, describe the type of work, project/facility name, current address, current telephone number and contact person. Joint venture proposers shall list a maximum of five projects for each category for each entity of the joint venture.

- E. **Staffing/Resources** - Use Exhibit "D" (form pending FM-XXXX) to list the proposer's proposed principals and employees (include their construction cost estimating consulting experience, Florida registration(s) (if any), education (degree earned), training and other qualifications). Do not include clerical support personnel, part-time employees, subconsultants or subcontractors.
- F. **Licenses** - Proposers shall provide copies of licences for each of its registered/certified professionals issued by the Florida Department of Business and Professional Regulation.
- G. **Equal Employment Opportunity and M/WBE participation** - Refer to Section I (O) and complete Exhibit "E" (FM-4859).

- H. **References** - Provide a list of a maximum of ten projects from the list of projects included under "Related Experience" Categories 3A, 3B, 3C (and contracts for Category 3D) with owner's/agency's name, current address, current telephone numbers and contact person(s).
- I. **Joint Venture Agreement** - Proposers submitting as a joint venture must comply with Section 489.119(2)(c) of the Florida statutes (a joint venture composed of qualified business organizations is itself a separate and distinct organization that must be qualified and obtain a certificate of authority from the Florida Department of Business and Professional Regulation). Joint venture proposers shall submit a fully executed joint venture agreement (submit AIA Document C801 or similar) and a certificate of authority with the proposal. Percentage participation of fees must be clearly stated for each joint venture partner.
- J. **Indemnification/Insurance Requirements** - Provide copies of the proposer's current insurance certificates demonstrating coverage of required type and limits, as outlined in Section I (S).
- K. **Other** - Describe and explain any litigation, major disputes, contract defaults and liens in the last ten years. Also, use this tab to include Conflict of Interest statement, Public Entity Crimes statement and any other pertinent data as deemed appropriate.



Miami-Dade County Public Schools
**CONSTRUCTION SCHEDULING /
 COST ESTIMATING**
CONSULTANT'S SELECTION
QUALIFICATIONS FORM - 1
 (Initial Screening)

PROPOSER / APPLICANT:			J.V.:	DATE:
PROPOSER'S CONSULTANTS:	Appl	JV	Consult	Name of Consultants:
ADVERTISEMENT: “ CONSTRUCTION SCHEDULING CONSULTING SERVICES (4-YR. TERM) “ CONSTRUCTION COST ESTIMATING CONSULTING SERVICES (4-YR. TERM)				
FACTORS	MAX	SCORE	COMMENTS	
1. LOCATION OF SERVICING OFFICE	10			
2. YEARS ESTABLISHED (1point/year)	5			
3. RELATED EXPERIENCE				
A. Florida Public Educational System	10			
B. Other Governmental Agencies	10			
C. Private Sector	5			
D. Annual Term Contracts for Public Agencies	10			
4. CAPABILITIES				
A. Florida Registered/Certified Professionals	10			
B. Technical Staff	20			
5. PREVIOUS PERFORMANCE	20			
6. REFERENCES	10			
TOTAL SCORE	110			
ADDITIONAL COMMENTS:				
Evaluator (<i>print name</i>):			Signature:	Date:
Checked By (<i>print name</i>):			Signature:	Date:

Exhibit "A"

FM-6708 Rev. (XX-XX)

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Miami-Dade County Public Schools
CONSTRUCTION COST ESTIMATING
CONSULTANT'S SELECTION
SELECTION FORM - 2
(Interview)

APPLICANT:	J.V.	Application Date:	
ADVERTISEMENT: CONSTRUCTION COST ESTIMATING CONSULTING SERVICES (4-YR. TERM)			
FACTORS	MAX	SCORE	COMMENTS
1. SPECIFIC CAPABILITIES OF TEAM			
A. Proposed Management Team	10		
B. Construction Estimating software used	10		
C. Other Construction Cost Estimating Reporting Systems	5		
D. Knowledge of Local Construction Conditions	10		
2. EXPERIENCE OF TEAM			
A. Overall Project Experience	10		
B. Florida Building Code/Standards	5		
C. MDCPS Design Criteria & Master Specs	5		
3. PROFESSIONAL ATTITUDE OF TEAM			
A. Representation of Owner	10		
B. Coordination with Owner's Staff	5		
C. Coordination with A/Es & Contractors	5		
4. APPROACH TO PROJECT			
A. Initiative	5		
B. Understanding of Projects	5		
C. Applicability of Presentation	5		
5. STAFFING / WORKLOAD	10		
TOTAL SCORE <i>(maximum of 100 points)</i>			
ADDITIONAL COMMENTS:			
Evaluator <i>(print name)</i> :		Signature:	Date:
Checked By <i>(print name)</i> :		Signature:	Date:

Factors are to be scored independently by each selection committee member based on the information provided by the firm in its presentation and in response to specific questions posed by the various committee members during the interview.

Exhibit "B"

FM-6710 Rev. (XX-XX)

INSTRUCTIONS FOR USE OF MIAMI -DADE COUNTY PUBLIC SCHOOLS SELECTION - FORM 2

Each short-listed proposer begins the interview with a score of zero (i.e. scores from Form 1 are **not** incorporated into the interview score).

Each member of the Selection Committee is required to independently evaluate each proposer on every factor listed on the Selection - Form 2. Each proposer's interview score is to be based on the information provided by the proposer in their presentation and on responses given by the proposer to questions posed by the Selection Committee during the interview process. Copies of the firm's proposals will be available to members of the Selection Committee at their request.

Form 2 scores will be verified and tabulated by staff. Each proposer's highest and lowest total Form 2 score will be eliminated; the remaining three (3) total scores will be averaged. The resulting average interview score alone will determine the proposer's final ranking. The proposer with the highest average interview score will be ranked #1.



Miami-Dade County Public Schools
RELATED EXPERIENCE FORM

(Make copies of this form and use to list projects for categories 3A, 3B, 3C & 3D. Submit a separate form for each project)

PROPOSER / APPLICANT NAME: _____

“ CONSTRUCTION SCHEDULING

APPLICATION DATE: _____

“ COST ESTIMATING

CATEGORY: “ 3A “ 3B “ 3C “ 3D

PROJECT • Facility Name • Project Title • Location (for category 3D list total number of projects and total value of work completed)	Contract Type P = Project Specific T = Term Contract	OWNER (project user / agency's representative) • Name • Address • Current Phone • E-mail address (see note #1 below)	CONTRACT VALUE <i>(in Terms of Fees Paid to the Proposer)</i>	COMPLETION DATE (if term contract, list start & end dates)	SERVICES PROVIDED <i>(check all applicable services)</i>
					“ Detailed Cost Estimating “ Comparative Cost Analysis “ Value Engineering Studies “ Cost Trends/Market Analysis Reports “ Baseline/Update Analysis “ Time Impact Analysis “ Claims/Delays “ Change Order Analysis “ Other: _____

Notes:

1. In addition to owner information, provide additional name, address and current phone number of contact person if services were provided to a professional A/E firm or other firm other than the owner.
2. Under categories 3A, 3B and 3C, term contracts may be listed as individual projects up to a maximum of 3 projects per term contract) or as a lump sum of projects for the entire term contract.

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Miami-Dade County Public Schools
Construction Scheduling Services

PROPOSED STAFF FORM

(Make copies of this form and submit one form for each Principal and employee)

M-DCPS CONTRACT TITLE: Construction Cost Estimating Services	TERM CONTRACT #:
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PROPOSER NAME:	Proposal Date: Joint Venture <input type="checkbox"/>
----------------	--

EMPLOYEE NAME:	TITLE:	CHECK ONLY ONE: <input type="checkbox"/> 4A Registered/Certified Professional <input type="checkbox"/> 4B Technical Personnel
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% of time to be assigned to the proposed contract:	Years with firm:	Years with other firms:
--	------------------	-------------------------

PROJECT TYPE	Project Type: 3A. Florida Public Educational System, 3B. Governmental Agency, 3C. Private Sector, 3D. Term Contracts for Public Agencies	
--------------	---	--

PROJECT TYPE	PROJECT TITLE (list up to 5 related projects)	EMPLOYEE'S INVOLVEMENT

EDUCATION: *(highest level achieved, degree earned, school & year)*

REGISTRATION(S) & LICENSE(S):

OTHER QUALIFICATIONS:

EMPLOYEE'S ABILITIES <i>(check all that apply):</i>	<input type="checkbox"/> Baseline/Update Analysis <input type="checkbox"/> Time Impact Analysis <input type="checkbox"/> Claims/Delays	<input type="checkbox"/> Time Extension Requests <input type="checkbox"/> Change Order Analysis <input type="checkbox"/> Market Analysis Reports	<input type="checkbox"/> Other: _____ _____
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Pending FM-XXXX

Exhibit "D"

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**AFFIRMATIVE ACTION
EMPLOYMENT BREAKDOWN**

Occupational Category	Race/Ancstry				Am. Ind./ Alaska Native
	Gender	Non- Hispanic White	Non- Hispanic Black	Hispanic	
	Male	Female		Asian	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

Revised 5/9/03

