

Facilities Planning and Construction
Paul J. Phillips, Chief Facilities Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR JOB ORDER CONTRACTING (JOC) SYSTEM CONSULTING SERVICES

Pursuant to Board Rule 6Gx13-3F-1.021, staff has prepared a Request for Proposals (RFP) for Board approval for the selection of one consulting firm to provide a job order contracting (JOC) system for a (3) three-year term and one (1) one-year extension at the Board's option under the same terms and conditions.

The main objective of the system would be to enable the Board to rapidly engage contractors to perform construction and construction-related services. The services required should include, but not be limited to, the following:

- **Customized JOC Document Preparation** – The consultant must develop the full set of customized JOC documentation, including a Board-specific unit price book, technical specifications and the contractual terms and conditions.
- **Procurement Support** – The consultant must provide MDCPS with complete technical and marketing support during the procurement phase. The consultant shall organize and conduct pre-bid meetings with intended bidders, analyze bids and/or proposals and make award recommendations, as well as make presentations on behalf of the Board with various business and contracting organizations.
- **Management System** – The consultant shall provide a comprehensive computerized management information and support system. This system must be capable of providing full project tracking, automated development of cost proposals an independent Board estimates and be able to validate and compare contractors cost proposals.
- **Training** – As an essential aspect of the JOC system, the consultant shall develop initial specialized training courses for all parties utilizing the system. The consultant will also provide additional training on a continuous basis (as needed and determined by the district) in order to assist all parties utilizing the system.

- **Technical Support** – The consultant shall provide necessary technical support in execution procedures, troubleshooting, implementation and continuous system monitoring. Technical support is considered to be an on-going management support for the operational system.

The selection process will be divided into two years. First, applicants will be evaluated on the basis of their office location, years the applicants have been established, the applicant's experience in developing similar systems, actual sample submittals, their staff capabilities and other client's references. The second part will consist of interviewing the top-ranked proposers from the first part. The proposer's fee will be evaluated during the interviews and is worth fifty percent (50%) of the total interview scores. The successful applicant shall be the one with the highest ranking.

A copy of the Request for Proposals will be distributed to Board Members under separate cover and will be placed on file in The Office of the Board Recording Secretary and The Citizens Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

- 1) authorize the Superintendent to issue a Request for Proposals (RFP) for the selection of one consulting firm to provide Job Order Contracting (JOC) system consulting services for a (3) three-year term and one (1) one-year extension at the Board's option under the same terms and conditions; and
- 2) approve the selection committee that will review the proposals for subsequent submission to the Superintendent and the School Board for approval.

IMR:as