

Business Operations  
Joe Arriola, Chief Business Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR ONE OR MORE FIRMS TO PROVIDE SUPPORT SERVICES FOR FIVE-YEAR SURVEY**

Miami-Dade County Public Schools is required to submit a five-year survey to the Department of Education by April 2003. Without an approved survey, the District may not spend state funds or local mileage capital outlay funds on projects.

Some Florida School Districts contract with outside consultants for the development of survey recommendations. The latest Florida Inventory of School Houses (FISH) shows the District currently has 38,235,494 square feet of inventory to be surveyed. If a consultant had to walk through all schools to provide survey services and a report, the cost to the District is estimated to be at least \$3.8 million dollars (at \$.10/square foot).

For the 1998 five-year survey development process, MDCPS avoided these expenditures by providing much of the work using in-house staff, and only contracted for professional consultants to investigate the more serious condition reports. Generally the survey process is as follows: the Document Control unit prepares, distributes and picks-up site validation packages sent to the Regions and school sites. After pickup, the packages are reviewed for deficiencies that may need further investigation. Reports from schools where investigations are needed are forwarded to a consultant, who develops a report to be included in the site package. As the site packages are completed they are forwarded to the in-house teams writing the recommendations. Four teams of two people each write the survey recommendations. Senior staff reviews the recommendations. A draft survey is sent to the Department of Education for comment and correction if required. Upon receipt of comments, corrections are made. The final survey is sent to the Board for approval. The approved final survey is then transmitted to the Department of Education for final validation.

The validation packages have been sent to the schools. The recommendations and site investigations must be developed during the summer and early fall in order to complete all necessary work by the Department of Education deadline.

The services required shall include, but not be limited to, the following:

- Preparing cost estimates for educational facilities budgets
- Prepare written description of deficiencies
- Investigate architectural, civil, structural or other reported deficiencies for the purpose of establishing a budget for the work, as needed.
- Other related work relative to completion of survey documentation
- Provide information in data base for development of charts, tables or other analytical reports

The selection process will be divided into two parts. First, applicants will be evaluated on the basis of their office location, years the applicants have been established, the applicant's cost estimating, scheduling and document coordination experience, their capabilities and other client's references. The second part will consist of interviewing the top-ranked proposers from the first part. The successful applicant(s) shall be the one(s) with the highest ranking.

The contract will have a consulting fee value not-to-exceed \$400,000.

REVIS

Funding for this item will be as follows:

Fund	0100
Object	5310
Location	9109
Program	TBA
Function	7400

ADDED

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

- a) authorize staff to proceed with advertising for professional services as required for the 2003 Miami-Dade County Public Schools Five-Year Survey document; and
- b) authorize that the maximum amount may not exceed \$400,000.

SAM:sma