

Facilities Operations, Maintenance and Planning
Ana Rijo-Conde, Interim Assistant Superintendent

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR THE SELECTION OF ONE OR MORE FIRMS TO PROVIDE LAND SURVEYING SERVICES

COMMITTEE: FACILITIES MANAGEMENT

Pursuant to Board Rule 6Gx13-3F-1.021, staff has prepared a RFP for Board approval for the selection of one or more consultants for a two-year term.

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

- Provide boundary, topographical, and specific purpose surveys, including elevation certificates, plats and controlled aerial photographs.
- Provide various construction related surveys, including manhole locations, invert elevations, and existing underground utilities.
- Review all public records to determine the recordation of easements, rights-of-way, public utilities on the premises, as well as those within one hundred (100) feet in all directions from the property lines.
- Provide title searches, if needed, and identify surrounding land use categories.
- Provide identification of all trees with a trunk caliper of 3 inches or wider as measured at the widest point away from the base. Specifically, identify botanical names, common names and diameter of canopy spread.
- Investigate and coordinate assigned work with all applicable regulatory agencies, as required by each project.

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 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 recommended selection committee is as follows:

- One (1) representative from the Office of the Superintendent
- Three (3) representatives from the Facilities Operations, Planning & Construction
- One (1) representative from Educational Facilities Compliance
- One (1) representative from an Access Center Office.
- One (1) representative from the Department of Business Development and Assistance
- One (1) representative from the Office of Internal Audits (non-voting)

The contract will have a consulting fee value not-to-exceed \$300,000 per year.

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 authorize the Superintendent to:

- 1) issue Request for Proposals (RFP) for the selection of one or more firms for land surveying services; and
- 2) approve the selection committee that will review the proposals for subsequent submission to the Superintendent and the School Board for approval.

ARC:nad