

Business Operations
J.E. Surash, P.E. Chief Business Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSAL (RFP) FOR HEATING VENTILATION AND AIR CONDITIONING (HVAC) TEST AND BALANCE SERVICES AND TO EXTEND THE CURRENT CONTRACTS WITH EARL HAGOOD, INC., FUTURE CONTROLS, AND PRO-AIR COMPANY, INC.

COMMITTEE: FACILITIES MANAGEMENT

The School District's current HVAC Test and Balance service contracts will expire in January and February of 2004 as follows:

EARL HAGOOD, INC.	January 16, 2004
FUTURE CONTROLS	February 13, 2004
PRO-AIR COMPANY, INC.	February 13, 2004

Pursuant to Board Rule 6Gx13- 3F-1.021, staff has prepared a Request for Proposals (RFP) for Board approval for the selection of one or more consultants for a four (4) year term. Commissioning of new firms is targeted for the beginning of 2004. However, to effectively support ongoing and future design and construction projects, staff is requesting that the current contractual agreements be extended for an additional four (4) month period. This action is requested to cover the time required to process, interview and select new firms. During the contract extension all fees and contract terms would remain the same as in the original agreements.

The services required by the RFP shall include, but not be limited to the following: pre-construction plan review, periodic inspection during construction, air distribution test and balance, hydronic systems test and balance, sound analysis, air distribution test and re-balance, reports to owner results of inspections, testing and/or work performed, and re-inspection to confirm completion of punchlist.

IMPLEMENTATION SCHEDULE (for planning purposes):

- Advertisement January 12, 2004
- Proposal Due February 16, 2004
- Evaluations March 8, 2004
- Interviews March 22, 2004
- Commissioning April 14, 2004

The selection committee shall be composed of five (5) voting members representing Miami-Dade County Public Schools, as follows:

- One (1) representative from the Department of A/E Selection & Negotiations
- One (1) representative from the Office of Capital Improvement Projects
- One (1) representative from Maintenance Operations
- One (1) representative from the Division of Business Development and Assistance
- One (1) representative from the Office of Educational Facilities Compliance

A representative from the Office of Management & Compliance Audits will be invited to serve as an observer.

The selection process will be divided into two parts. First, applicants will be evaluated on the basis of their office location, years the applicant has been established, the applicant's test and balance experience in public, educational and other facilities and the firm's capabilities and quality. Secondly, a selection committee will interview top-ranked short-listed applicants. The successful applicants shall be selected from those with the highest ranking.

Copies of the RFP will be transmitted to the Board under separate cover and placed on file in the Office of the Board Recording Secretary and the Citizen Information Center.

- RECOMMENDED:** That The School Board of Miami-Dade County, Florida authorize the Superintendent to:
- 1) issue a Request for Proposals (RFP) for the selection of one or more firms as HVAC Test and Balance Services Term Consultants;
 - 2) approve the Selection Committee that will select the firm(s) for subsequent submittal to the Superintendent and the School Board for approval;
 - 3) extend the current agreements with Earl Hagood Inc., Future Controls, and Pro-air Company, Inc., for an additional four (4) month period, under the same terms and conditions; and
 - 4) authorize the Superintendent of School to provide written notification of this action to Earl Hagood Inc., Future Controls and Pro-air Company, Inc.

NAD:nad