

Office of School Facilities
Jaime G. Torrens, Chief Facilities Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO:

- 1) **ISSUE REQUEST FOR QUALIFICATIONS (RFQ) FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TEST AND BALANCE CONSULTANTS; AND**
- 2) **EXTEND THE CURRENT AGREEMENTS WITH EARL HAGOOD, INC., BAY TO BAY BALANCING, INC., AND PRO-AIR COMPANY, INC.**

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

**LINK TO
STRATEGIC PLAN: IMPROVE CONSTRUCTION SERVICES**

The School District's current Heating, Ventilation and Air Conditioning (HVAC) Test and Balance consultant agreements with Earl Hagood, Inc., Bay to Bay Balancing, Inc., and Pro-Air Company, Inc. will expire on May 18, 2008.

Pursuant to Board Rule 6Gx13- 3F-1.021, staff has prepared a Request for Qualifications (RFQ) for Board approval for the selection of one or more consultants for a four (4) year term. Commissioning of new firms is targeted for July 15, 2008. However, to effectively support ongoing and future design and construction projects, staff is requesting that the current contractual agreements be extended for an additional six (6) month period from the expiration date of May 18, 2008. 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 RFQ 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. The term of the agreement shall be for four years, with the second, third and fourth years at the Board's option.

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IMPLEMENTATION SCHEDULE (for planning purposes):

- Advertisement March 17, 2008
- Proposal Due April 14, 2008
- Evaluations May 15, 2008
- Interviews May 23, 2008
- Commissioning July 15, 2008

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

- One (1) representative from the Office of the Superintendent
- One (1) representative from the Chief Facilities Officer, Office of School Facilities
- One (1) representative from the Office of School Facilities - Construction
- One (1) representative from the Office of School Facilities - Maintenance
- One (1) representative from the Office of Educational Facilities Compliance

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A representative from the Division of Business Development and Assistance, the Office of Management & Compliance Audits, and School Operations will be invited to serve as resources.

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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 qualifications. Secondly, the selection committee will interview top-ranked short-listed applicants. The successful applicants shall be selected from those with the highest ranking.

Copies of the RFQ 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 Qualifications (RFQ) for the selection of one or more firms as Heating, Ventilation and Air Conditioning (HVAC), Test and Balance Services Term Consultants; and
- 2) extend the current agreements with Earl Hagood Inc., Bay to Bay Balancing, Inc. and Pro-Air Company, Inc., for an additional six (6) month period, under the same terms and conditions.

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