

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

SUBJECT: REQUEST FOR AUTHORIZATION TO:

- 1) REJECT ALL RESPONSES RECEIVED IN RESPONSE TO REQUEST FOR QUALIFICATIONS (RFQ) FOR THE SELECTION OF ONE OR MORE FIRMS TO PROVIDE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TEST & BALANCE (T&B) CONSULTING SERVICES;
- 2) EXTEND THE CURRENT AGREEMENTS WITH EARL HAGOOD, INC.; BAY TO BAY BALANCING, INC.; AND PRO-AIR COMPANY, INC., FOR AN ADDITIONAL THREE MONTH PERIOD, UNDER THE SAME TERMS AND CONDITIONS; AND
- 3) REVISE AND RE-ISSUE THE RFQ FOR THE SELECTION OF ONE OR MORE FIRMS TO PROVIDE HVAC T&B CONSULTING SERVICES

COMMITTEE: FACILITIES AND CONSTRUCTION REFORM

LINK TO STRATEGIC PLAN: IMPROVE CONSTRUCTION SERVICES

On March 12, 2008, the Board approved re-advertisement of a Request For Qualifications (RFQ) for one (1) or more firm(s) to provide Heating, Ventilation, and Air Conditioning (HVAC) Test & Balance (T&B) consulting services. On June 23, 2008 four (4) proposals were received in response to the re-advertisement. However, three (3) of the four (4) proposals received did not comply with the requirements of the RFQ. Currently the Office of School Facilities has three (3) firms providing these consulting services. Therefore, staff is requesting authorization to reject all proposals and to revise and re-issue the RFQ for firms to provide HVAC T&B consulting services.

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, inspection reports, re-testing and/or corrective work, re-inspection to confirm completion of HVAC T&B punchlist and HVAC/Systems Commissioning.

The term of the agreement shall be for four years, with the second, third and fourth years at the Board's option.

The School District's current HVAC T&B consultant agreements with Earl Hagood, Inc., Bay to Bay Balancing, Inc., and Pro-Air Company, Inc., will expire on November 17, 2008. Commissioning of new firm(s) is targeted for December 10, 2008. However, to effectively support ongoing and future design and construction projects, staff is requesting authorization to extend current contractual agreements for an additional three (3) month period from the expiration date until February 16, 2009. 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.

REVISED IMPLEMENTATION SCHEDULE (for planning purposes):

- Advertisement September 15, 2008
- Pre-Proposal Conference..... October 2, 2008
- Proposals Due..... October 14, 2008
- Evaluations..... October 28, 2008
- Interviews November 5, 2008
- Commissioning..... December 10, 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

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.

The selection process will be divided into two parts. First, applicants will be evaluated based on 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 proposers. To determine the final interview score for each proposer, the highest and lowest of the five interview scores will be dropped and an average taken of the remaining three scores. The final ranking for each proposer will be based on the average final interview score.

The new RFQ can be viewed at:

<http://facilities.dadeschools.net/pdfs/RFQ%20for%20HVAC%20T&B%20Rev%205-21-08%20Bd%20Mtg.pdf> and a copy is 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) reject all responses received to Request for Qualification (RFQ) for the selection of one or more firms to provide Heating, Ventilation and Air Conditioning (HVAC) Test & Balance (T&B) consulting services,
- 2) extend the current agreements with Earl Hagood Inc., Bay to Bay Balancing, Inc. and Pro-Air Company, Inc., for up to an additional three (3) month period, under the same terms and conditions; and
- 3) revise and re-issue the RFQ for the selection of one or more firms to provide HVAC T&B consulting services.

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