

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 BUILDING COMMISSIONING AGENT CONSULTING SERVICES, AND**
- 2) **REVISE AND RE-ISSUE THE RFQ FOR THE SELECTION OF ONE OR MORE FIRMS TO PROVIDE BUILDING COMMISSIONING AGENT CONSULTING SERVICES**

**COMMITTEE:                   FACILITIES AND CONSTRUCTION REFORM**

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

On November 18, 2008, the Board authorized staff to issue a Request For Qualifications (RFQ) for one (1) or more firm(s) to provide Building Commissioning Agent (CxA) consulting services. The RFQ was advertised on November 24, 2008. On January 7, 2009, six (6) proposals were received in response to the advertisement. However, five (5) of the six (6) proposals received did not comply with the requirements of the RFQ. Therefore, in order to increase qualified applicants and competition, staff is requesting authorization to reject all proposals, and to revise and re-issue the CxA consulting services.

The scope of services, agreement terms, selection process and the selection committee has not been revised. The related experience and professional requirements have been revised to support the current available qualifications and market conditions.

**REVISED  
F - 22**

Scope of Services:

The services required by this RFQ shall include, but not be limited to, the following: plan review, commission of new construction and existing facilities (retro-commissioning), as directed, for various major building systems including HVAC, electrical, plumbing, communications, fire alarm, elevators, building envelope, etc. The CxA will verify that the building and energy-related systems are designed, installed, calibrated, tested and shown to perform according to the Board's project requirements. The building commissioning process will be interwoven with the overall project delivery from planning and design through construction and warranty phases. The CxA's services may include requirements that facilitate compliance with recently enacted legislation (F.S. 255.2575 Energy-Efficient and Sustainable Buildings).

Agreement Terms

The term of the agreement shall be for four (4) years, with the second, third and fourth years at the option of the Board.

Selection Process:

The selection process consists of two phases. First, firms will be evaluated (by staff) based on their office location, years established, the firm's related experience in educational, governmental, and private sector projects, staff capabilities, previous performance and references. The result of this evaluation will determine the short-listed firms. Second, the selection committee will interview short-listed firms to evaluate the firms' specific capabilities, experience and professional attitude of the team, approach to the contract requirements, staffing and workload. To determine the final interview score for each firm, 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 firm will be based on the average final interview score.

Selection Committee:

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

- Two (2) representatives 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

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

Revised Implementation Schedule (for planning purposes):

- RFQ Authorized by Board ..... March 25, 2009
- Advertisement ..... March 30 - April 13, 2009
- Mandatory Pre-Proposal Conference..... April 16, 2009
- Proposals Due..... April 27, 2009
- Evaluations..... May 11, 2009
- Interviews ..... May 19, 2009
- Commissioning..... July 15, 2009

The Revised RFQ can be viewed at:

<http://pdfs.dadeschools.net/SchoolBoard/3-25-09/RFQ%203R%20%20Building%20Commissioning%203-25-09%20Bd%20Mtq.pdf> ] REVISIED

In addition, a copy of the revised RFQ is on file in the Office of the Board Recording Secretary and the Citizen Information Center.

Funds for these services will be allocated from existing Capital Construction budgets.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida authorize the Superintendent to:

- 1) reject all responses received to Request for Qualifications (RFQ) for the selection of one or more firms to provide Building Commissioning Agent consulting services, and
- 2) revise and re-issue the RFQ for the selection of one or more firms to provide Building Commissioning Agent consulting services.

NAD:OS:os