

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

**SUBJECT: APPROVAL OF UPDATED "PROCEDURES FOR THE SELECTION OF ARCHITECTURAL/ENGINEERING PROJECTS CONSULTANTS (A/EPC) AND SPECIAL PROJECTS CONSULTANTS (SPC)" (RELATED TO SCHOOL BOARD POLICY 6330 – ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, LAND SURVEYING, CONSTRUCTION MANAGEMENT, PROGRAM MANAGEMENT AND INSPECTION SERVICES)**

**COMMITTEE: FACILITIES AND CONSTRUCTION**

**LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

Introduction

Updates to "*Procedures for the Selection of Architectural/Engineering Projects Consultants (A/EPC) and Special Projects Consultants (SPC)*" (selection procedures), related to School Board Policy 6330 - Architectural, Engineering, Landscape Architectural, Land Surveying, Construction Management, Program Management and Inspection Services are necessary to bring them in line with current Board policies. The procedures have been modified to promote greater team diversity and increase opportunities for Small/Micro Business Enterprises (SMBE) and Minority/Women-Owned Business Enterprises (M/WBE), in accordance with Board Policy 6320.02 – Small/Micro and Minority/Women-Owned Business Enterprise Programs.

Background

A solicitation for A/EPC Continuing Contract for Miscellaneous Projects (Sheltered Market SMBE) was published in 2013. The term of the agreement is for four (4) years with extension years at the Board's option. The selected firms negotiated an A/EPC Agreement with the Board that included design and construction services for miscellaneous small renovation and remodeling projects. This resulted in the commissioning of fifteen (15) SMBE-certified A/EPC contracts in March and April of 2014, as follows:

- Eleven (11) Small Business Enterprise (SBE) A/EPC contracts for projects up to \$1 Million each; and
- Four (4) Micro Business Enterprise (MBE) A/EPC contracts for Miscellaneous projects up to \$200,000 each.

Since then, to further promote team diversity, “*Procedures for the Selection of Architects and Engineers*”, the A/E selection procedures, were revised and published as “Pilot Program Revision September 3, 2015” and subsequently as “Pilot Program 2<sup>nd</sup> Revision September 6, 2016”, under authorization by the Superintendent. The first Pilot Program changed the “M-DCPS M/WBE Sub-consultants” initial screening factor and related scoring to “Sub-Consultant Team Diversity” to align with results of the Disparity Study and School Board Policy 6320.02. Scoring of this factor was based on the number of diverse M/WBE sub-consultants certificated in the following categories:

- African-American
- Asian-American
- Native-American
- Non-Minority Woman
- Service-Disabled Veteran

The prime firms’ scoring was also modified based on the categories listed above for Initial Screening. In addition, the Workload factor for “Volume of Work with M-DCPS”, under Final Evaluation, was revised to be scored by staff based on District data related to project-specific commissions. This factor puts emphasis on distribution of the work among qualified firms. Other changes included modifications to the Local Vendor Preference language to align with policy changes, increased requirements related to RFQ Responses for each project, clarification on minimum license and insurance certificates, added reference to School Board Policy 6465 - Commercial Anti-Discrimination, Diversity, and Inclusion, added instructions on fillable forms, and updated forms.

The second Pilot Program added another change to the Workload factor, by including work order assignments (under continuing contracts) to the scoring calculation. A new committee scoring criterion, “Commitment to Team Diversity”, was also added.

#### Summary and Recommendation

Under the A/E Selection Procedures Pilot Programs, fifteen (15) Requests for Qualifications (RFQ) have been issued and processed (including 5 Sheltered Market RFQs for SMBE firms). These 15 RFQs produced 34 project-specific A/E commissions for the General Obligation Bond program. It is important to note that, during the Pilot Programs, the number of diverse sub-consulting teams increased significantly. Therefore, due to the success of the A/E Pilot Programs, staff recommends inclusion of the same changes into the A/EPC selection procedures as part of School Board Policy 6330.

The enclosed update to the A/EPC selection procedures tracks and incorporates changes made to the A/E selection procedures in both Pilot Programs, including a significant increase in points given for the participation of sub-consultant firms certified by M-DCPS as SDBEs and M/WBEs. The update also includes changes to ratings for the location factor, increased performance multipliers (reduced rating for firms with no evaluation data with the District), added a Forms table, formatting changes, revisions to current forms, introduction of a new form, elimination of obsolete or redundant language, clarifications related to registered lobbyists requirements, updated policy references and updated instructions to proposers.

The updated A/EPC procedures have been reviewed by the Office of School Facilities, the School Board Attorney's office, Office of Economic Opportunity, Office of Management & Compliance Audits, and Miami-Dade County Office of the Inspector General. Additionally, these procedures were presented to the Small/Micro and Minority/Women-Owned Business Enterprise Advisory Committee at its meeting of October 19, 2017, where the Committee fully endorsed the proposed updates. The document can be viewed at:

[Procedures for the Selection of A/EPC & SPC \(UPDATED\)](#)

In addition, a hard copy of the selection procedures document is on file in the Office of the Board Recording Secretary and Citizen Information Center.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, approve the updated "Procedures for the Selection of Architectural/Engineering Projects Consultants (A/EPC) and Special Projects Consultants (SPC)" (related to School Board Policy 6330 - Architectural, Engineering, Landscape Architectural, Land Surveying, Construction Management, Program Management and Inspection Services).

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