

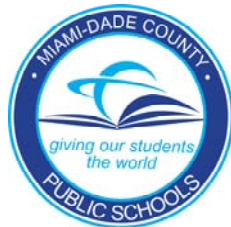
Request for Qualifications for Building Commissioning Agent Services



Proposals will be accepted in the
Department of A/E Selection, Negotiations & Design Management
1450 NE 2nd Avenue, Room 305
Miami, Florida 33132

Until 4:00 p.m. local time, Monday April 27, 2009

**Miami-Dade County Public Schools
Re-Advertisement**



March 25, 2009 Board Item F- 22

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

- District 2 - Dr. Solomon C. Stinson, Chair
- District 8 - Dr. Marta Perez, Vice Chair
- District 6 - Agustin J. Barrera
- District 5 - Renier Diaz de la Portilla
- District 9 - Dr. Lawrence S. Feldman
- District 1 - Dr. Wilbert "Tee" Holloway
- District 3 - Dr. Martin Karp
- District 4 - Perla Tabares Hantman
- District 7 - Ana Rivas Logan

Superintendent of Schools

Alberto M. Carvalho

1450 Northeast Second Avenue
Miami, Florida 33132

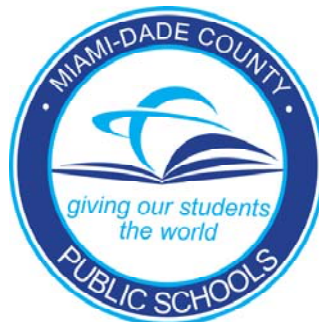
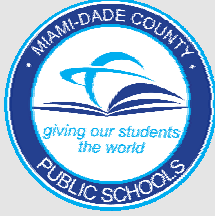


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LEGAL ADVERTISEMENT

REQUEST FOR QUALIFICATIONS
FOR
BUILDING COMMISSIONING AGENT

The School Board of Miami-Dade County, Florida, intends to select one (1) or more firm(s) for providing services to the Board as:

BUILDING COMMISSIONING AGENT (CxA)

The firm(s) will be contracted for a period of four (4) years, with the second, third and fourth years at the Board's option. Work will be assigned based on the firm's workload, qualifications for the task, and performance on previous assignments. The Board does not guarantee any minimum number of projects or any specific dollar value. The Board reserves the right to limit the number of concurrent contracts held by a single firm.

Firms desiring to provide Building CxA Services shall submit an original, bound, qualifications proposal five (5) bound copies and six (6) Compact Disks (CDs) containing a sample of a Final Commissioning Plan and Commissioning Specifications. The CD shall contain a single PDF document with all required information and data, no later than 4:00 p.m., local time, Monday April 27, 2009 to the attention of:

Miami-Dade County Public Schools (M-DCPS)
Department of A/E Selection, Negotiations & Design Management{ TC \15 "
Ms. Nazira Abdo-Decoster, R.A., Administrative Director{ TC \15 "
1450 NE 2nd Avenue, Room 305{ TC \15 "
Miami, Florida 33132

Telephone: 305-995-4500; Facsimile: 305-995-2050

Building Commissioning Services include, but are not limited to, comprehensive building commissioning services on new construction, major renovation projects, and existing facilities to ensure the building systems are designed and built to operate as efficiently as possible. This includes retro-commissioning and re-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

The complete Request for Qualifications (RFQ) package with all pertinent information and forms will be available at the above address after March 25, 2009. This solicitation and RFQ can also be accessed on the M-DCPS website at: http://facilities.dadeschools.net/default.aspx?id=ae_solicitations

A MANDATORY PRE-PROPOSAL CONFERENCE will be held at the School Board Administration Building, located at 1450 NE 2nd Ave, Miami, Florida, in Conference Room 321 on Thursday, April 16, 2009 at 10:00 a.m. local time. Proposals submitted by firms not represented at the Pre-proposal conference will not be considered.

Only one submittal will be accepted per proposer, either as a single prime firm or as part of a joint venture. Proposers must have been in business for a period of no less than five (5) years. Proposers submitting as a joint venture must be licensed and authorized by the Florida Department of Business and Professional Regulation, and comply with section 489.119(2)(c) of the Florida statutes. Proof of authorization, license(s) and an executed copy of the joint venture agreement must be submitted with the response. Percentage participation of fees must be clearly stated for each joint venture partner.

All proposers must submit proof of currently held Professional Liability in the amount of no less than \$1,000,000, Commercial General Liability Insurance and Business Auto Insurance (\$500,000 combined single limit for both coverages), and Workers' Compensation Insurance. Successful firm(s) shall fully comply with the State of Florida's House Bill 1877 "Jessica Lunsford Act" and all Board rules and procedures as applicable.

The School Board of Miami-Dade County, Florida, adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all.

Any firm or individual whose contract has been terminated by the Board "with cause" will not be considered under this RFQ.

Proposers must submit in the format and forms prescribed in the RFQ package in order to be considered. M-DCPS reserves the right to request clarification of information submitted and to request additional information of one or more proposers.

Pursuant to School Board Rule 6Gx13- 8C-1.212, a Cone of Silence is enacted beginning with issuance of the Legal Advertisement and ending when the Superintendent of Schools submits a written recommendation to commission. Any violation of the cone of silence may be punishable as provided for under the referenced School Board rule, in addition to any other penalty provided by law. All written communications must be sent to the address above and a copy filed with the Clerk of The School Board at 1450 NE 2nd Avenue, Room 268, Miami, Florida 33132.

Failure to file a protest within the time prescribed and in the manner specified in School Board Rule 6Gx13- 3C-1.11, and/or in accordance with Section 120.57(3), Florida Statutes or failure to post the bond or other securities required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida States.

School Board rules can be accessed on the M-DCPS website at <http://www.dadeschools.net/schoolboard/rules/>

LEGAL ADS TO RUN:

DAILY BUSINESS REVIEW	Monday, March 30, 2009, April 6 and 13, 2009
DIARIO LAS AMERICAS	Tuesday, March 31, 2009 and April 7, 2009
MIAMI TIMES	Wednesday, April 1, and 8, 2009

SECTION I GENERAL INFORMATION, PROCEDURES AND SCOPE OF SERVICES

A. INTENT

The School Board of Miami-Dade County, Florida, intends to select firm(s) to perform Building Commissioning Agent (CxA) services and related services for four years, with the second, third and fourth years at the Board's option. The firm(s) must be licensed as required by Florida Statutes.

B. PROCEDURES

The selection process begins with the publication of a legal advertisement and concludes with the commission of a contract by the Board. The procedure consists of the following steps:

1. Advertisement
2. Mandatory Pre-proposal Conference
3. Initial Screening
4. Interview
5. Negotiations
6. Commission

C. ADVERTISEMENT

Refer to the advertisement for the type of services being sought, minimum requirements, deadline, time and location where qualification responses are to be submitted.

D. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held for proposers wishing to respond to this RFQ to allow staff to explain in detail the submittal requirements, selection procedures, and to answer questions. Attendance is mandatory; refer to the Legal Advertisement for the date, time and location. Proposers must arrive on time to be allowed to participate. Proposers arriving after the five (5) minute sign-in period will not be allowed to participate.

E. SCORING / EVALUATION & FINAL RANKING PROCESS

The scoring/evaluation process will be conducted in two steps. First, staff will score all factors on the Qualifications Form - 1 (initial screening) in order to develop a short-list. Then, a Selection Committee will evaluate factors contained on the Selection Form - 2 (interview). The initial screening and interview will be

scored in accordance with the Criteria for Scoring/Evaluation found under Section IV.

The scoring/evaluation process shall be as follows:

1. INITIAL SCREENING (maximum score 140 points)
 - (a) All proposers will undergo an initial screening process whereby their submitted proposals will be reviewed, evaluated and scored by staff utilizing Form-1 (Exhibit "A"). Proposers will be evaluated on information presented in their response to the RFQ and database information on file with M-DCPS (data interpretation will be made by staff). Staff will rank proposers based on their initial screening score in order to develop a short-list.
 - (b) Proposals that do not comply with the requirements of these procedures may not be scored.
 - (c) Short-listed proposers will be invited to make a presentation and be interviewed by the Selection Committee.
2. INTERVIEW (maximum score for this step is 200 points)
 - (a) Short-listed proposers will be evaluated by the voting members of a Selection Committee utilizing Selection Form - 2 (Exhibit "B").
 - (b) In order 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 solely on the average final interview score.
 - (c) The Selection Committee will be composed of five voting members representing M-DCPS, as follows:
 - Two (2) representatives from the Office of the Superintendent
 - One (1) representative for the Chief Facilities Officer, Office of School Facilities
 - One (1) representative from the Office of School Facilities - Maintenance
 - One (1) representative from the Office of School Facilities - Construction

Representatives from the Division of Business Development and Assistance, the Office of Management and Compliance Audits, and

School Operations respectively, may be invited to serve as resources.

F. NEGOTIATIONS

1. The M-DCPS Negotiating Team will establish a maximum fee schedule for services to be rendered as well as maximum hourly rates after analyzing the required services to be performed.
2. The Negotiating Team will consist of a representative from the Department of A/E Selection, Negotiations & Design Management (as contract negotiator) and a representative(s) from the Office of School Facilities - Construction and/or Maintenance as appropriate. A representative from M-DCPS' Office of Management and Compliance Audits will be invited as a resource.
3. The Negotiating Team will negotiate the fees, terms, and conditions of the contract that are fair, competitive and reasonable for the Board, as follows:
 - (a) The Negotiating Team will negotiate with the top-ranked firm. If negotiations are successful, that firm will be recommended for commissioning to the Board. Negotiations may be conducted on a single or multi-session basis. The Negotiating Team will continue to meet with the top-ranked firm(s) until satisfactory agreement is reached, or until negotiations are considered by the Negotiating Team to be no longer productive.
 - (b) The Board shall have the right to make exceptions to these procedures when valid public emergency conditions warrant. A valid public emergency is defined in Section 1013.46(1)(b), F.S.

G. COMMISSIONING OF BUILDING CxA FIRM(S)

1. Once an agreement is reached, the Chief Facilities Officer, or designee, will prepare a commissioning recommendation to the Board for approval (via the Superintendent) outlining the negotiating points such as fees and scope of services.
2. Once a firm is commissioned by the Board, a contractual agreement will be executed. The agreement shall include, but not be limited to, the following:
 - (a) The agreement shall be for a four-year term with the second, third and fourth years at the Board's option.

- (b) The agreement may be terminated by the Board, with or without cause, upon thirty days written notice to the consultant. The consultant may terminate the agreement, with cause only, upon thirty days written notice to the Board.
 - (c) The Board is under no obligation to assign a minimum number of projects or minimum dollar amount fee to any one consultant under the agreements.
 - (d) Projects assigned during the course of the agreement shall remain in effect until completion of the services by the CxA or expiration of the agreement, whichever occurs last.
 - (e) Any change of principal of the CxA shall be subject to approval by the Board. The CxA's principal or designee shall attend Board meetings, and any other meetings when so requested by the M-DCPS in relation to specific technical matters arising in connection with a Work Order.
 - (f) Should the CxA's personnel or subconsultants change during this agreement, M-DCPS must review and approve the replacement personnel, in advance. The CxA shall notify the Board in writing within two weeks of the occurrence. The replacement personnel shall have, at minimum, equivalent qualifications to those of the original personnel.
3. Insurance: Prior to commencing services under this agreement, the CxA shall obtain and maintain without interruption, for the term of the agreement, the insurance as outlined below. The CxA agrees to furnish fully completed certificates of insurance coverages. The insurance coverages and limits shall meet, at a minimum, the following requirements:
- (a) Professional Liability in an amount not less than \$1,000,000,
 - (b) Commercial General Liability Insurance in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage,
 - (c) Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the operations of the CxA, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage, and

- (d) Workers' Compensation Insurance for all employees of the CxA as required by Florida Statutes.

The School Board of Miami-Dade County, Florida and its members, officers and employees shall be an additional insured on the Professional Liability, Commercial General Liability Insurance and the Automobile Liability Insurance.

H. REVISED IMPLEMENTATION SCHEDULE

C RFQ Authorized by the Board	March 25, 2009
C Advertisement	March 30 – April 13, 2009
C Mandatory Pre-proposal Conference	April 16, 2009
C Proposals Due	April 27, 2009
C Evaluations.....	May 11, 2009
C Selection Committee Interviews	May 19, 2009
C Negotiations	June 2 – 9, 2009
C Commissioning by the Board.....	July 15, 2009

Note: The above dates are given only as a general point of reference and may change without notice.

I. SCOPE OF SERVICES

Individual work orders will be assigned to the selected firm(s) based on the firms' workload, qualifications for the task, and performance on previous assignments. The Board does not guarantee any minimum number of projects or any specific dollar value. The Commissioning Agent's (CxA's) scope of services will vary with each specific project. The CxA will be responsible for commissioning of new and existing facilities as directed, for a specified variety of major building systems. The CxA will verify, for each assigned project, that energy-related systems are installed, calibrated, tested, and shown to perform according to the Board's Project Requirements (BPR), Basis of Design (BOD), and construction documents. The CxA works directly for the Board and is independent of design professionals, contractors, vendors and suppliers on the project.

The CxA is not responsible for design or construction scheduling, cost estimating, or construction management, but will assist with resolving deficiencies or non-conformances in the documents and during construction.

1. TYPES OF PROJECTS:

- (a) New Construction: In new construction, the CxA may be involved with some or all of the building systems, from pre-design through the warranty phase. Some of these projects may be attempting Leadership in Energy and Environmental Design (LEED) certification,

Collaborative for High Performance Schools (CHPS) or other high-performance green building rating systems as approved by the Florida Department of Management Services (*for purposes of simplicity, these standards are hereafter referred to as LEED*).

Where projects involve LEED certification, the Board will determine the minimum certification level required for the project. The CxA shall provide services in accordance with the requirements of LEED as described in the US Green Building Council's (USGBC) most current edition of the LEED for New Construction Reference Guide (and/or LEED for Schools Reference Guide) for the following:

- i. Energy & Atmosphere (EA) Prerequisite 1, Fundamental Commissioning in Building Energy Systems, or
 - ii. EA Credit 3, Enhanced Commissioning
- (b) Existing Facilities: in retro-commissioning projects, the CxA may be involved in addressing primarily energy-related systems in existing buildings.

2. SUMMARY OF CxA GENERAL DUTIES:

Direct the commissioning team and the related process in the completion of the commissioning requirements. Coordinate, oversee and perform the commissioning activities including testing, and reviewing the results of the system performance verification. Review operations and maintenance (O&M) manuals and participate in systems training (for new construction – that is provided by others). Provide reports conforming to at least the minimum standards established by the Building Commissioning Association (BCA), Associated Air Balance Council (AABC), or National Environmental Balancing Bureau (NEBB) and that comply with the requirements of ASHRAE. Support the District's sustainability goals and LEED guidelines and requirements.

3. BUILDING SYSTEMS TO BE COMMISSIONED:

The CxA responsibilities include, but are not limited to, the following systems:

- HVAC systems, including chillers, pumps, cooling towers, air distribution systems
- Energy Management Systems (EMS)
- Electrical power distribution systems, emergency power generators and automatic transfer switching, uninterruptible power supply systems, lighting control systems

- Fire protection (fire alarm systems, pumps & controls, water-based fire protection, automatic fire suppression systems, smoke & fire dampers, etc.)
- Telephone and intercommunications systems
- Renewable Energy Systems (wind, solar, etc.)
- Elevators
- Cable TV and CCTV systems
- Water intrusion envelope (roofing, windows, doors, etc.)
- Plumbing systems, water distribution, sanitary systems, domestic hot water, control valves, re-circulating pumps
- Irrigation systems
- System integration (between existing and new systems)
- Storm water collection and management systems
- Enhanced Hurricane Protection Area (EHPA) Systems

4. NEW CONSTRUCTION - services include, but are not limited to:

(a) Pre-Design Phase

Assemble the commissioning team, review the scope of equipment and systems and identify responsibilities. Prepare a Pre-design commissioning outline and submit it for Board approval. Prepare project-specific commissioning cost estimates including the cost of services to be provided, and Return on Investment (ROI) from energy and other savings.

(b) Design Phase

i. Review and confirm the BPR and the Professional's (A/E's) BOD as expressed in programming and design submittals. Review design to ensure it accommodates commissioning. Identify and report items that cause problems in obtaining the final operating conditions required by the design. Coordinate controls with the electrical and mechanical engineers.

ii. At each phase of design, review and write commentary on all documentation and other deliverables for compliance with the BOD, M-DCPS Design and Construction Standards, and the respective level of LEED Certification as required.

iii. The CxA shall write the General Commissioning Requirements Specification for inclusion in the Phase II and 100% Phase III Construction Documents, and the Commissioning Plan.

iv. The CxA shall develop and maintain a Commissioning Plan that is readily accessible to the Board (in electronic format compatible with District standards).

- v. Maintain an issues log, tracking all issues that arise throughout the length of the project, to ensure that they are resolved. This log must be maintained electronically and may be required to be web-based as directed by the Board.
- vi. Provide value engineering recommendations and review suggestions by other team members for improved functionality, efficiency, and cost savings. Provide specific input for a long-term facility management plan, including O&M information.
- vii. Review construction documents prior to bidding and participate in the pre-bid and bidding process to clarify CxA requirements.

(c) Construction Phase and Acceptance

- i. Organize and lead the commissioning team in compliance with the Commissioning Plan and itemize the systems reviewed. Attend at least one weekly jobsite meeting per month for discussion of CxA issues.
- ii. Update the Commissioning Plan with Pre-Functional Checklists, and Functional Performance Test procedures as well as changes made to systems and equipment.
- iii. Review contractor submittals.
- iv. Provide troubleshooting and diagnostic assistance to the contractor to optimize airside and waterside systems within variable-controlled HVAC schemes. Discuss deficiencies with the appropriate contractor's representative and report findings to the Board's representative.
- v. Update the electronic issues log or per project requirements (started during the design phase).
- vi. Provide field visits, inspections/reports, and oversight of the work and tests at specified frequencies.
- vii. Provide LEED support where required on a project-specific basis in accordance with the most recent edition of the USGBC LEED for Schools Rating System. Projects based on other green building rating systems must be supported in keeping with the respective standards.
- viii. Validate final contractor training plans, O&M manuals, T&B reports, IAQ tests, LEED certification documents, finalized products and

equipment spreadsheet, as-built drawings, and other closeout documents related to the systems being commissioned.

- ix. Produce and distribute the Draft Commissioning Report (at Substantial Completion); and consolidate and turnover commissioning documents, including field observation reports, Functional Performance Test (FPT) results, deficiency log(s), and training-related documents.
- x. Validate the O&M training protocol by the contractor for effective, ongoing operations and maintenance of all systems. Review videotaping of O&M staff training sessions by the contractor. Conduct training and orientation session(s) for M-DCPS staff after Substantial Completion to review all related issues, and lessons learned during the construction & acceptance phases of commissioning.

(d) Warranty Phase

Provide two semi-annual inspections and/or testing of commissioned building systems during the year following Substantial Completion, including but not limited to “off-season” performance tests of the HVAC system. Conduct analysis of building performance parameters and compare with energy model baseline and projections. Track warranty issues for all commissioned building systems at the 10-month milestone through resolution, interacting with O&M and Warranty staff. Produce and distribute the Final Commissioning Report at the conclusion of the warranty phase to document the results of Commissioning.

5. SUMMARY OF REQUIREMENTS FOR LEED FOR SCHOOLS:

The CxA shall have documented experience in the role of lead commissioning agent. In addition to services provided for new construction, the CxA shall provide services (when required) in accordance with requirements of the USGBC LEED for Schools Rating System.

6. RETRO-COMMISSIONING

The CxA shall develop a systematic process for investigating, analyzing, recommending, writing reports and optimizing the performance of existing building systems by improving their operation and maintenance to sustain their continued performance over time. The Retro-Commissioning (EbCx) Scope of Services includes, but is not limited to the following:

- (a) Planning Phase
 - i. Develop retro-commissioning objectives for approval by the Board. Review available documentation and obtain historical utility data and develop the Retro-Commissioning Plan
 - ii. Prepare Commissioning cost estimates for the specific project including the cost of services to be provided, and the expected ROI from energy and other savings
- (b) Investigation Phase
 - i. Perform site assessment, obtain or develop missing documentation
 - ii. Develop and execute functional test plans, analyze results and develop a Master List of deficiencies and improvements
 - iii. Recommend cost effective improvements for implementation, identify the scope of major repairs/installation to be performed by others
- (c) Implementation Phase
 - i. Implement minor repairs and improvements and conduct field visits, inspections, and oversight of tests (by others) to review work performed by others.
 - ii. Review Pre-functional and Functional Testing and the interoperability of systems and components (Performance Testing) to confirm compliance with the Retro-commissioning Plan.
 - iii. Retest and re-monitor for results, fine-tune improvements if needed. Revise estimated energy savings calculations.
- (d) Project Hand-Off and Integration Phase
 - i. Prepare and submit EbCx Final Report, compile or update an indexed Systems Manual with building documentation such as construction record documents, specifications, submittals, training materials, and ongoing optimization guidance.
 - ii. Develop and provide an O&M plan for the facility, including guidelines for implementing a new preventive maintenance plan.
 - iii. Develop and carry out a comprehensive training plan for O&M staff. Prepare a video recording of this training for future reference.
 - iv. Develop a plan for operational sustainability.

- (e) Persistence Phase (Post Retro-Commissioning)
- i. If this support is required, the EBCx will be notified on a project-specific basis to implement systems and methods to maintain benefits and continuous performance improvement over time. It includes monitoring of energy use, trending key system parameters to detect problems early and assess system performance. Optional services may include the following:
- Follow-up as required
 - Re-inspection
 - Re-commissioning

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SECTION II

INSTRUCTIONS TO PROPOSERS

- A.** Responses must comply with the number of copies and format requirements stated in the legal advertisement. Responses must be submitted on or before the deadline (as, stipulated in the legal advertisement). Responses received after the scheduled receipt time shall not be considered. All costs associated with the preparation, and submittal, of responses to this RFQ are solely the responsibility of the proposer.
- B.** Proposals shall be signed by a duly authorized officer of the proposing entity.
- C.** Proposers must be authorized to do business in the State of Florida and must possess all required registration(s), certification(s), authorization(s) and license(s) in accordance with all applicable Florida statutes, ordinances, regulations, and/or Board rules. A joint venture, including a joint venture composed of qualified business organizations, is itself a separate and distinct organization that must be qualified in accordance with Board rules and Section 489.119(2)(c), F.S.
- D.** Proposers must have been in business for a period of no less than five years. In the event of a joint venture or a newly formed company, at least one of the principals must have been in business for a period of no less than five years. A “principal” of a firm shall be defined as the sole proprietor in the case of a sole proprietorship, all partners in the case of a partnership or joint venture, or all shareholders and officers in a corporation. When a joint venture or a partnership is formed by one or more corporations, each of the shareholders and officers of the corporation(s) shall be considered a principal.
- E.** Proposers responding to this RFQ must be available in person for presentation to a Selection Committee (at the place and time designated by M-DCPS). M-DCPS reserves the right to conduct discussions in lieu of oral interviews when it is deemed to be in the best interest of the Board.
- F.** The contents of the RFQ response (also referred to as proposal) submitted by the successful firm(s) shall become part of the contractual obligations.
- G.** Proposers must respond to each item noted in Sections I-IV of these procedures. Identify responses with the same paragraph notation as stipulated in these procedures. Section III, Submittal Requirements, outlines all submittal requirements and the order they must follow. Proposals that fail to respond to any of these items may not be considered.
- H.** Proposals must be typed or printed in English. No changes or corrections will be allowed after the proposals have been submitted.

- I. M-DCPS reserves the right to reject any or all proposals, to waive technicalities or to accept the proposal that, in its sole judgment, is deemed to be the most highly qualified to perform the required services.
- J. M-DCPS reserves the right to request clarification of information submitted and to request additional information of any proposer.
- K. Equal Employment Opportunity and M/WBE participation:

- 1. Equal Employment Opportunity:

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Inasmuch, please provide the company's equal employment policy and a completed Affirmative Action Employment Breakdown (Form FM-4859) detailing the ethnicity, gender and occupational categories of the company's work force (Exhibit "D").

<http://forms.dadeschools.net/webpdf/4859.pdf>

- 2. Minority/Women Business Enterprise (M/WBE) Participation:

The School Board has an active M/WBE program and in keeping with this policy, you are asked to identify each M/WBE or prospective M/WBE, and the type of service that it will provide during the work described, herein. Information that must be provided for each M/WBE or prospective M/WBE shall include each company's name, address, telephone and fax number. Please note that an M/WBE is an African American, Hispanic or Women-owned company, as certified by the District. Furthermore, be advised that the Division of Business Development and Assistance must certify all non-certified companies prior to contract award, and payments to M/WBE sub-consultants must be filed by the successful proposer, quarterly. The M/WBE Certification Application (Form FM-3920) and M/WBE Sub-contractor/Sub-consultant Quarterly Expenditure Report (Form FM-4831) may be accessed through the following respective internet links:

<http://forms.dadeschools.net/webpdf/3920.pdf>

<http://forms.dadeschools.net/webpdf/4831.pdf>

- L. Public Entity Crimes - Section 287.133(2)(a), Florida Statute:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a

contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of thirty-six months from the date of being placed on the convicted vendor list. See Section III.K.

- M.** Pursuant to School Board Rule 6Gx13- 3F-1.023, Contractor Debarment Procedures, debarred contractors are excluded from conducting business with the Board as agents, representatives, partners and associates of other contractors, subcontractors or individual sureties.
- N.** Cone of Silence - Pursuant to School Board Rule 6Gx13- 8C-1.212, a cone of silence is enacted for all RFQs beginning with issuance of the legal advertisement and ending when the Superintendent of Schools submits a written recommendation to the Board. Any violation of the cone of silence may be punishable as provided for under the referenced School Board rule, in addition to any other penalty provided by law.
- O.** Conflict of Interest - The CxA is subject to all applicable provisions of the Florida statutes. All proposers must disclose in their proposal the name of any officer, director or agent who is an employee of M-DCPS. Further, all proposers must disclose the name of any M-DCPS employee who owns, directly or indirectly, any interest in, or is in any way employed by, the proposer's firm or any of its branches or affiliates. See Section III.K.
- P.** Failure to file a protest within the time prescribed in 120.57(3), Florida Statutes, shall constitute a waiver of proceedings.
- Q.** School Board rules can be viewed and downloaded from the M-DCPS website at www.dadeschools.net/board/rules/.
- R.** Failure to comply with any requirements in these procedures may disqualify proposals from consideration.
- S.** Questions:
 - 1. Any questions must be in written form. Written questions and correspondence must be submitted to the address listed in the legal advertisement (Page 1) and copies must be filed with:

The Clerk of The School Board
1450 N.E. 2nd Avenue, Suite 268
Miami, Florida 33132

E-mail address: Martinez@dadeschools.net

2. The Department of A/E Selection, Negotiations & Design Management are the only authorized source of information and/or interpretations with regard to this RFQ and the selection process.

SECTION III SUBMITTAL REQUIREMENTS

Proposers are required to submit proposal packages in response to this RFQ using the format in this section. Proposals submitted in any other format or with any other forms may not be considered under this solicitation. Refer to Section IV for the Criteria for Scoring/Evaluation.

Written proposals shall be prepared, tabbed, and submitted in the following order:

- A. Letter of Interest** - Signed by a duly authorized officer of the proposer. This letter shall be brief, indicating the location and telephone number of the office from which the services will be conducted, coordinated and generated. Only one submittal will be accepted per proposer, either as a single prime firm or as a part of a joint venture (refer to Section III.I.).
- B. Proposer's Profile** - Describe the type of business structure, total number of years in business, total staff, and percentage of business dedicated to building commissioning. Provide an organizational chart. This chart shall clearly show proposed staff for the required services (i.e.: name, position, responsibilities, etc.) and any consultants (i.e.: firm name, proposed staff, position and responsibilities).
- C. Related Experience:**
1. At a minimum, the CxA's qualifications and experience shall include the following:
 - Documented experience with primary responsibility for commissioning at least two institutional or commercial projects totaling at least 100,000 gross square feet. This experience must include writing functional performance test plans and assembling a complete Commissioning Plan.
 - At least three (3) years of documented experience with new construction and retro-commissioning projects.
 2. Proposers shall list up to five comparable projects, completed within the last five years, that best illustrate experience in each of the following categories:
 - Category 3A Florida Public Educational Systems
 - Category 3B Other Governmental Agencies
 - Category 3C Private Sector

Projects listed may not be considered for more than one category (refer to Section IV). List projects that best represent the proposer's ability to perform the required services under this RFQ. Submit separate "Related Experience Form" for each project and category (use Exhibit "C").

3. Proposer shall list all term contracts for public agencies the firm has been awarded within the past 10 years up to a maximum of 10 term contracts. Each term contract listed shall be for a comparable scope of services as listed in this RFQ. Term contracts listed under “Related Experience” may also be listed under this criterion. Proposer shall include the following information for each term contract listed:
 - (a) Agency’s name, current address, contact name, e-mail & phone number
 - (b) Term contract title
 - (c) Start date and end date of each term of the contract (month/year)
 - (d) Brief list of services provided
 - (e) Number of assignments issued to the firm during each year of each term

D. Capabilities - Professional/Technical Staff

1. The CxA shall identify a qualified Commissioning Professional (CP) that will represent the firm on MDCPS projects. A Florida-registered architect, engineer or a Florida-licensed mechanical or electrical contractor is desired, however, other technical training, past commissioning and field experience will be considered

The CP who serves in a lead role in commissioning projects must have at least three years of experience as a commissioning provider in a lead role. Accreditation by the Building Commissioning Certification Board (BCCB) or nationally recognized equivalent is desired.

The lead CP must have completed, as lead commissioning provider (from project design through the end of construction), two or more commissioning projects totaling at least 100,000 gsf. These projects should preferably have been with institutions such as schools, universities, or hospitals.

Personnel performing fieldwork in commissioning for HVAC, HVAC control systems, energy management systems, electrical systems, plumbing, or other building systems should have industry-accepted trade licensing or certification in their respective fields.

2. Firms must list the proposer’s professional/technical office and field staff, their overall experience (including their specific experience with the type of advertised services) and level of education/licenses (use Exhibit “D”). Do not include clerical support personnel or part-time employees. Consultants’ staff may be used.

E. Not Used

- F. Equal Employment Opportunity and M/WBE Participation** - Describe the proposer's equal employment opportunity policy, provide a detailed breakdown of its workforce (use Exhibit "E") and indicate whether the proposer intends to utilize M/WBEs that are Woman or African-American owned and operated for this contract. Refer to Section II.K, for further information.
- G. Insurance Requirements** – Proposers must submit proof of current insurance coverages from their insurance company to cover all indemnification/insurance requirements. Submit evidence of compliance with the requisite insurance requirements as outlined under Section I.G.3.(a) – (d).
- H. Florida State Licenses/Registrations** - Proposer shall include the following valid licenses as applicable:
1. License as a business entity in the State of Florida including documentation showing agent and officers for the entity. Include licenses of joint venture entities if applicable.
 2. Professional licenses including documentation of initial licensure date.
 3. Construction licenses including documentation of initial licensure date.
 4. Local Business Tax Receipt for the office and type of business providing the services.
 5. Individual LEED accreditation (or nationally recognized equivalent)
 6. Other licenses/certificates noted under Section III.D.
- I. Joint Venture Agreement** - Joint venture proposers shall provide a fully executed joint venture agreement (submit American Institute of Architect's AIA Document C801 or similar).
- J. References** - List up to 10 projects references from the "Related Experience Forms" category 3A, 3B and 3C projects.
- K. Other** - Submit other pertinent data deemed relevant to the evaluation of the proposer's qualifications or as may be required in the legal advertisement and/or in the RFQ.
- L. Sample Commissioning Plan** - Submit a final/approved Commissioning Plan (including all project data) for one of the projects listed under "Related Experience" category 3A, 3B or 3C that best illustrates the proposer's expertise and project specific performance objectives. The compact disk (CD) submittal must comply with the quantity and format requirements stated in the legal; advertisement. Submit clearly marked CDs with the following information:
1. List team members that wrote the commissioning plan.
 2. Commissioning Plan that was executed (the process part of the plan).
 3. Commissioning specifications
 4. Actual executed functional tests

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SECTION IV CRITERIA FOR SCORING/EVALUATION (FORM-1 AND FORM-2)

Each proposer will be evaluated on the factors listed below. The actual score will be based on the data submitted by the proposer (also referred to as the applicant), as well as a review of any additional information provided by the proposer and/or otherwise obtained by M-DCPS. Factors are specific and the score will be based solely on the data evaluated by M-DCPS. In the event of a joint venture, the initial screening scores will be prorated for the joint venture parties based on the percentage participation of each party (refer to Section III.I.).

A. QUALIFICATIONS FORM 1 - INITIAL SCREENING (MAX. 140 PTS TOTAL):
Using the proposer's response to the RFQ, M-DCPS staff will review and score their qualifications according to the criteria listed below.

1. LOCATION OF EXISTING OFFICE (MAX. 5 POINTS)

The location of the proposer's main office or nearest established, fully staffed branch office in which all work will be performed will be scored. Branch office must be in operation for at least three years of continuous full operation immediately preceding application for work with M-DCPS.

Miami-Dade, Broward, Palm Beach or Monroe Counties	= 5 points
State of Florida (other than local counties)	= 3 points

2. YEARS ESTABLISHED (MAX. 10 POINTS)

One point for each year the principal with the greatest amount of experience has been established, as a principal, with the current firm, or other related firms, up to a maximum of 10 points.

3. RELATED EXPERIENCE (MAX. 55 POINTS)

(a) Projects submitted under Section III.C. will be evaluated based on the number of relevant projects as a comparison among all the proposers' submittals. This will result in a maximum numerical score each of the categories listed below:

- Category 3A - Florida Public Educational Systems (20 points)
- Category 3B - Other Governmental Agencies (10 points)
- Category 3C - Private Sector (10 points)

(b) One (1) point will be assigned for each completed year of applicable term contracts listed under Section III.C.3, up to maximum of ten points.

- Category 3D - Annual Term Contracts (10 points)

(c) The Commissioning Plan submitted under Section III.L will be evaluated and compared with other Commissioning Plans submitted.

- Category 3E – Commissioning Plan/Specifications (5 points)

4. **CAPABILITIES (MAX. 45 POINTS)**

Proposed staff (and/or subconsultants) submitted under Section III.D. will be evaluated based on the qualifications, as follows:

- (a) Registered Professionals: Four (4) points for each qualified Florida registered architect or professional engineer, up to a maximum of twelve (12) points.
- (b) Licensed Mechanical and/or Electrical Contractor: three (3) points for each licensed contractor, up to a maximum of six (6) points.
- (c) Technical Personnel: Two points for each field technician, up to a maximum of 12 points.
- (d) LEED AP: Two points for each LEED Accredited Professional (or nationally recognized equivalent) up to a maximum of ten (10) points.
- (e) BCCB Accreditation: One point for each BCCB Accredited proposed staff member (or nationally recognized equivalent) up to a maximum of five points.

5. **PREVIOUS PERFORMANCE (MAX. 15 POINTS)**

This factor will be scored based on M-DCPS performance evaluation data (scale of 1 to 5 with a multiplier of 3). If no data is available, a score of 9 will be assigned.

6. **REFERENCES (MAX. 10 POINTS)**

Only references from eligible projects listed in Section III.K. from Related Experience will be considered. Emphasis will be placed on the quality of the responses received. At least two (2) references will be counted. Points will be assigned as follows:

Good Evaluation	= 5 pts./ project
Fair Evaluation	= 3 pts./ project
Poor Evaluation	= 0 pts./ project

B. SELECTION FORM 2 - INTERVIEW (MAX. 180 POINTS TOTAL):

Upon conclusion of the Initial Screening, each firm will be notified of their initial score. Only short-listed firms will be invited to make a presentation to the Selection Committee. The committee members will have the opportunity to ask questions and/or make comments after each presentation. Proposers will be expected to address factors as listed on Exhibit “B” during their presentation in the same chronological order. The maximum scoring for each factor is indicated on Exhibit “B”.

During the presentation, firms will be expected to discuss their proposed approach to managing multiple project(s) expertly and efficiently, including distribution of tasks, and staff responsibilities during design and construction, etc.

The following format should be utilized:

Describe the approach to integrate commissioning with the normal design and construction process in order to minimize potential time delays. Explain what the firm will do to foster teamwork and cooperation among contractors and the design team. Describe knowledge and experience in energy-efficient equipment design and control strategy optimization, project and construction management, system design (specify disciplines), system troubleshooting, O&M training, and environmental sustainable design. Include relevant experience and involvement of key team members in the following areas:

1. Specific capabilities of the team
2. Experience of the team
3. Professional Attitude of the team
4. Approach to the contract
5. Staffing / Workload

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Miami-Dade County Public Schools
CxA SERVICES SELECTION
QUALIFICATIONS FORM - 1
(Initial Screening)

PROPOSER / APPLICANT:				J.V.:	DATE:
ADVERTISEMENT: CxA SERVICES (4-YR. TERM)					
DISCIPLINE	APPL	JV	CONSULT	NAME OF CONSULTANT	
FACTORS	MAX	SCORE	COMMENTS		
1. LOCATION OF OFFICE	5				
2. YEARS ESTABLISHED (1point/year)	10				
3. RELATED EXPERIENCE					
A. Florida Public Educational System	20				
B. Other Governmental Agencies	10				
C. Private Sector	10				
D. Annual Term Contracts for Public Agencies	10				
E. Commissioning Plan Specifications	5				
4. CAPABILITIES					
A. Registered Professionals	12				
B. Licensed Mech/Elect Contractors	6				
C. Field Technicians	12				
D. LEED AP (or equivalent)	10				
E. BCCB Accredited (or equivalent)	5				
5. PREVIOUS PERFORMANCE	15				
6. REFERENCES	10				
TOTAL SCORE	140				
ADDITIONAL COMMENTS:					
Evaluator (print name):			Signature:		Date:
Checked By (print name):			Signature:		Date:

Exhibit "A"

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Miami-Dade County Public Schools
CxA SERVICES SELECTION
SELECTION FORM - 2
(Interview)

PROPOSER / APPLICANT:				J.V.:	DATE:
ADVERTISEMENT: CxA SERVICES (4-YR. TERM)					
DISCIPLINE	APPL	JV	CONSULT	NAME OF CONSULTANT	
FACTORS		MAX	SCORE	COMMENTS	
1. SPECIFIC CAPABILITIES OF TEAM					
A. Proposed management Team		20			
B. Quality Control		10			
C. Document Review Capabilities		10			
D. Commissioning		40			
2. EXPERIENCE OF TEAM					
A. Florida Public Educational System		20			
B. Other Governmental Agency Projects		10			
C. Private Sector Projects		10			
3. PROFESSIONAL ATTITUDE OF TEAM		20			
4. APPROACH TO CONTRACT					
A. Initiative		20			
B. Understanding of Contract & type of Projects		10			
C. Applicability of Presentation		10			
5. STAFFING / WORKLOAD		20			
TOTAL SCORE		200			
ADDITIONAL COMMENTS:					
Evaluator (<i>print name</i>):			Signature:		Date:
Checked By (<i>print name</i>):			Signature:		Date:

Exhibit "B"

FM-7255 (10-08)

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Miami-Dade County Public Schools
CxA Services
PROPOSED STAFF FORM
(Submit one form for each employee)

M-DCPS CONTRACT TITLE: CxA Services	TERM CONTRACT #:
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PROPOSER NAME:	Proposal Date: _____ Joint Venture: “
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EMPLOYEE NAME: “ Works for Subconsultant _____	TITLE:	CHECK ONLY ONE: “ 4A Registered Professionals “ 4B Licensed Contractor “ 4C Technical Personnel
% of time to be assigned to the proposed contract:	Years with firm:	Years with other firms:

PROJECT TYPE	<u>Project Type:</u> A. Florida Public Educational System, B. Governmental Agency, C. Private Sector, D. Term Contracts	
	PROJECT TITLE (list up to 5 related projects)	EMPLOYEE'S INVOLVEMENT

EDUCATION: *(highest level achieved, degree earned, school & year)*

REGISTRATION(S) & LICENSE(S):

OTHER QUALIFICATIONS:

EMPLOYEE'S EXPERIENCE <i>(check all that apply):</i>	“ Design Review “ Cx Plan “ Functional Test Supervision “ Elect. System Commissioning “ Other: _____	“ HVAC/Syst. Commissioning “ Major Performance Analysis “ Trouble Shooting “ Corrective Action Reports “ Other: _____	“ LEED AP <i>(or equivalent)</i> _____ “ BCCB Accredited <i>(or equivalent)</i> _____
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EXHIBIT “D”

FM-7257 (10-08)

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The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

Revised 5/9/03

