

The School District of Osceola County
Facilities Planning and Construction

RFQ
Request for Qualifications Procedures

For

Architectural/Engineering Services
For The School District's K-Mart Conversion Project

The School District of Osceola County

Request for Qualifications

And

Evaluation Procedures

Architectural/Engineering Services

RFQ # SDOC-05-025-FPC

The School District of Osceola County is requiring Architectural/Engineering Services for the following:

K-Mart Conversion Project – SDOC-05-025-FPC
Overall Construction Budget - \$6,500,000.00

Project Description: Complete renovation of 84,000 sq. ft. of existing K-Mart Building located at 2110 East Irlo Bronson Memorial Highway, to house the following School Programs; Gateway High School's 9th Grade programs and Alternative Education programs.

Project Schedule:

- Board Approval of Project/Funding/Purchase 10/04/04
- A/E Contract 11/15//04
 - Design, Permit, Bid Document Prep
- A/E Program/Design/Permit Documents 01/25/05
- Board Approval of GMP for Project 02/01/05
- Substantial Completion / Certificate of Occupancy 07/01/05
- Owner Occupancy for 1st day of School 08/01/05

Submittals are due Monday, October 25, 2004 at 2:00 PM

Please address all submittals as follows:

RFQ # SDOC-05-025-FPC
The School District of Osceola County
Purchasing Department
Lisa Kesecker – Purchasing Specialist
817 Bill Beck Boulevard
Kissimmee, Florida 34744

RE: Architectural/Engineering Services
For the K-Mart Conversion Project

Please note that no additional information with regards to this request for qualification will be provided either in writing or by telephone.

PURPOSE:

The purpose of this supplement is to provide uniform guidelines and submission requirements in the acquisition of professional services. These guidelines are intended to comply with the Florida Statutes "Consultants' Competitive Negotiation Act", Chapter 287; Section 287.055.

In determining whether a firm is qualified, the School District of Osceola County, Florida shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent current workloads of the firms; and the volume of work previously awarded to each firm by the School District of Osceola County, Florida.

GENERAL REQUIREMENTS:

The date of submission is established by the invitation submit proposals. Submission later than 2:00 P.M. EST., on the established date, shall not be accepted.

Compliance with the specific requirements listed below is mandatory. The proposal shall contain the information required, in the order presented and described. Failure to provide the requested information may result in the proposal being deemed non-responsive. A non-responsive proposal shall not receive further consideration.

In the instance where a specific requirement(s) may not apply to the project in question, a statement must be inserted at the tab location stating the reason(s) of non-applicability.

Elaborate and verbose proposals are discouraged. Special and elaborate printing of proposals beyond that, which is normal for your profession, is discouraged. Information in addition to that specifically requested (i.e. videotapes, photographs, in-depth firm history, lengthy and repetitive resumes, etc.) is strongly discouraged. The information requested should be submitted in a concise, easy to read format.

In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, appointments will not be made public until interviews (with the Short Listed Applicants) or the selection rankings are scheduled for presentation to the School Board for approval. The goal of this committee is to assess the Applicants on an equitable basis. All contacts and/or communication shall be made in writing with Mr. Eric Houston, Director of Construction Services. All prospective companies are hereby cautioned not to contact any School Board Member of the School District of Osceola County or the Selection Committee Members, nor to attempt to persuade or promote through other channels.

SPECIFIC REQUIREMENTS:

Please submit Five (5) copies of your proposal in an 8 ½” x 11” edge bound format, (covers may be slightly larger) tabbed to correspond with the listed headings below. Contents shall be in general conformance with required criteria utilizing your firms phrasing to complete the requested listing. Failure to submit the information and format requested may result in the proposal being deemed non-responsive. A non-responsive proposal shall not receive further consideration.

1. Letter of Interest (Unscored requirement)
2. Standard Form 254 and 255 or new Standard Form 330; (must be signed) (Unscored requirement)
3. Competence (registration; firm/individual); (15 points)
State the size of staff, number of registered professionals, overall experience of staff, and experience of assigned staff for the particular project. Technical education of assigned individual(s) or staff. Provide indication of adequate equipment and facilities for project(s). Discuss the firm’s method of documents, quality control and the project management methods to be utilized. Indicate if firm is a certified minority business enterprise and insert a current certificate if applicable. Provide above information for consultants (if utilized).
4. Current projected work load; (10 points)
State the number and size of projects of the firm and assigned personnel; stage of completion of current projects; number of projects behind schedule or past completion date, also those ahead of schedule or completed early. Include both construction document and construction administration phases for this evaluation. Indicate in this section the total known or anticipated dollar volume of projects and divide this number by the firm total professional-technical employees shall include; graduate and/or licensed design professionals, designers and lead drafts person.
5. Financial responsibility; (Unscored requirement)
Capitalization of firm (latest fiscal year statement or similar); recent or foreseen merger, acquisitions; corporation partnership or joint venture description; number of years in business; professional liability insurance (provide certificate of insurance). Minimum amounts as follows:
6. **INSURANCE** (Unscored requirement)
The DESIGN PROFESSIONAL shall carry worker’s compensation insurance to comply with Florida Statutes, and comprehensive liability insurance and vehicle public liability and property damage in minimum amounts of \$500,000.00 per claimant and \$1,000,000.00 per occurrence. Professional liability (errors and omissions) insurance shall be carried in an amount providing no less than \$2,000,000.00 minimum coverage. Valuable paper coverage shall be provided.

All such insurance shall be obtained from an insurance company duly qualified, authorized, and in good standing to carry on its insurance business in the State of Florida. Certificates of insurance or other satisfactory proofs of insurance shall be furnished by the DESIGN PROFESSIONAL prior to the commencement of its services hereunder. The aforementioned insurance coverage shall be maintained and kept in full force and effect for the term of this Agreement and shall not be materially reduced, altered, amended, or canceled without at least thirty (30) day written notice thereof to the OWNER.

7. Experience and capability; (20 points)
Indicate firm's ability to observe and advise whether contractor is compiling with all plans and specifications. Experience of firm and assigned personnel in supervisory positions observing and monitoring construction projects. Current number of uncompleted projects. Where applicable, the experience of firm and assigned personnel in the review of plans and shop drawings. Indicate your contract construction administration process. Highlight quality control process, method of dealing with document conflicts and contractor(s) construction errors.
8. Past performance/community involvement; (20 points)
Current and past record of those projects successfully completed which are similar in scope to project(s) under consideration. List references for each project described, name(s) address and phone. List methods firm has taken to be involved in past support of the School District of Osceola County.
9. Proximity to project(s); (5 points)
Local office, nearest office or office where project will be based. Indicate travel and communications plans (if applicable).
10. Past record of performance with district; (10 points)
Number of projects with district, current or past. Indicate type of services provided; firm's ability to adhere to previous scope and schedule. Firm's additional services costs or past projects (provide breakdown). Construction Change Orders on past projects (provide breakdown listing percentage of construction cost and breakout for own requested vs. other costs).
11. Project(s) discussion; (15 points)
Provide a brief discussion of the firm's approach and understanding of the project type(s). The firm's method(s) of controlling cost in construction and life cycle analysis. Describe firm's method of working with governmental agencies. Discuss State Requirements for Educational Facilities and method of dealing with "Public Records Law" and "Government in the Sunshine".
12. Current Fee Volume; (5 points)
Indicate the volume of current and past work performed for the district. Utilize and indicate the following weighted amounts.

Fee for five (5) years weighted as follows:

- A. Current and prior first year at 100% \$ _____
- B. Prior second year at 75% (fee x 0.75) \$ _____
- C. Prior third year at 50% (fee x 0.50) \$ _____
- D. Prior fourth year at 25% (fee x 0.25) \$ _____

Total adjusted volume \$ _____

The District may opt to conduct interviews instead of having formal presentations with selected firms, should it be required or warranted. The option of doing interviews instead of the formal presentations is compliant with School Board Policy and F.S. 287.055. Discussions may be held between the Selection Committee and the Firms selected for interview based upon data submitted by each firm. Firms will be notified in writing as to whether or not they have been selected for this contract.

PROJECT MILESTONE

	Legal Advertisements
October 8, 2004	Legal Advertisement Orlando Sentinel
October 13, 2004	Legal Advertisement Orlando Sentinel
October 17, 2004	Legal Advertisement Orlando Sentinel
	Responses to RFQ due 2:00 PM
October 25, 2004	Location: The School District of Osceola County Purchasing Department 817 Bill Beck Boulevard, Bldg 2000 Kissimmee, Florida 34744-4495
October 25-27	Review Submittals
October 27, 2004	Notification of Selected Short List Candidates
October 29, 2004	Short List Oral Presentations and/or Interviews Presentations will be presented before the Selection Committee and possibly the School Board Location: The School District of Osceola County Facilities Planning & Construction 809 Bill Beck Boulevard Kissimmee, Florida 34744 Time 8:00 AM to 12:00 noon
November 1, 2004	School Board Meeting; Ratification of Ranked Finalists