

The School District of Osceola County
Facilities and Maintenance Department
Planning Division

RFQ
Request for Qualifications Procedures

for

Architectural/Engineering Design Services
For New Middle School Proto-type with K-8 Flexibility

The School District of Osceola County

Request for Qualifications

and

Evaluation Procedures

Architectural/Engineering Design Service

RFQ # SDOC-07-012-FPC

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

New Middle School Proto-type with K-8 Flexibility

1. 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 prototype design submitted including information related to materials used and types of construction and methodology used in constructing previously built prototypes from the proposed design being submitted, the historical cost data submitted showing the cost effectiveness of the prototype design being submitted, 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.

2. SCOPE OF SERVICES:

The School District of Osceola County is soliciting for professional services in the disciplines of Architectural/Engineering Design Services. The School District of Osceola County has identified the need for multiple new middle schools within its 10 year projected work plan. In addition, the District has identified a potential need to have a new District Middle School proto-type design which is able to be easily constructed and/or converted to a K-8 educational facility per educational specifications.

Currently, the District is requesting interested firms submit Proto-type Middle School Designs with K-8 flexibility for review and consideration by the District in sufficient quantity and detail to clearly delineate the essence of the design being offered. Scope of the services will include, but not be limited to the following:

- Represent the School District as the Architect of Record.
- Attend meetings scheduled by SDOC Facilities Department with SDOC Department Heads along with other consultants.
- Review and comment on Educational Specifications, design submittals, and construction documents prepared by other consultants.
- Review, inspect, and report on specific areas of construction when requested.
- Provide support with school site analysis, educational specification preparation, construction project budgeting, etc.

- Investigation, identification, analysis, and recommendation with costs for building systems and components, site locations, and other project related items.
- Provide technical support by the use of other consultants when specialized areas of expertise are needed.
- Work with Construction Management Firms Assigned by the District.

GENERAL REQUIREMENTS:

The date of submission is established by the invitation submit proposals. Submission later than 2:00 P.M. EST., on Wednesday, September 13, 2006, 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.

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, along with two (2) Electronic copies of your proposal saved in Adobe Acrobat PDF format to a Disk or CD (one disk/CD will be archived in the file, the other disk/CD will be available to Committee Members wishing to view the information via computers using the Electronic format. It is important that the proposal, whether in hard copy or electronic format be identical.) 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 (**non-scored requirement**)
State at heading the project(s) in which your firm has interest
2. GSA Standard Form 330; (must be signed) (**non-scored requirement**)

3. Competence (registration; firm/individual); **(10 points)**
State the size of staff, number of registered professionals, overall experience of staff, and experience of assigned staff for the particular project. Indicate firm individual or project lead members that will be responsible for the project. Indicate Principal contact for the firm with the District during the course of the work. Provide 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 and 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, lead drafts person and project directors and/or managers.
5. Financial responsibility; **(non-scored 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; **(non-scored requirement)**
Provide Professional liability insurance (provide certificate of insurance), with Minimum amounts as follows: 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 \$100,000.00 per claimant and \$300,000.00 per occurrence. Professional liability (errors and omissions) insurance shall be carried in an amount providing no less than \$1,000,000.00 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; (30 points)
Indicate Firm's experience with Proto-type design development, including past history of proposed proto-type being offered for consideration. Indicate firm's ability to observe and support the Owner's needs during the bid, construction, and warranty period of the project 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. Professional accomplishments; (10 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.
9. Proximity to District's central office or project locations if applicable; (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; (20 points)
Provide a brief discussion of the firm's approach and understanding of the project type(s). Indicate whether the design being provided is a new proto-type design or one that has been built previously. Provide detailed description of the Proto-type design being offered, including elements of the design layout which offer flexibility in use and function of the spaces provided. Provide historical cost information, based on CSI divisional cost format, in quantity and detail, so that Owner has sufficient information to understand project cost. Provide indication that the projects' previously constructed have met the student station cost requirements of state law/statute. Provide floor plans and elevations and other drawings of sufficient detail to allow the Owner to understand the design. Provide discussion on 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 Eight (8) years weighted as follows:

A.	Current and prior first year at 100%	\$ _____
B.	Prior 2 nd -3 rd years at 75% (fee x 0.75)	\$ _____
C.	Prior 4 th -5 th years at 50% (fee x 0.50)	\$ _____
D.	Prior 6 th -8 th years at 25% (fee x 0.25)	\$ _____
	Total adjusted volume	\$ _____

Fee Volume Scoring for Current and Past District work will be tabulated as follows:

1. Firm(s) with lowest fee or no fee volume amount will be given a 5.
2. All other Firms will be scored incrementally, with scores from 4 to 0, from the firm(s) that receive a score of 5. The firm(s) with the highest fee volume will receive the lowest score within this category of scoring.

PROJECT MILESTONE

August 04, 2006	Legal Advertisements
August 09, 2006	Legal Advertisement Orlando Sentinel
August 13, 2006	Legal Advertisement Orlando Sentinel
September 13, 2006	Responses to RFQ due 2:00 PM
	Location: The School District of Osceola County Purchasing Department 817 Bill Beck Boulevard, Bldg 2000 Kissimmee, Florida 34744-4495
September 13, 2006 - October 20, 2006	Review Submittals
October 25, 2006	Notification of Selected short Candidates
To be determined	Short List Oral Presentations and Interviews Presentations will be presented before the Selection Committee and possibly the School Board Location: The School District of Osceola County Facilities Conference Room 809 Bill Beck Boulevard Kissimmee, Florida 34744
To be determined	School Board Meeting; Ratification of Ranked Finalists