

The School District of Osceola County
Facilities and Maintenance Department

RFQ
Request for Qualifications

For

Additional Continuing Service Contract for
Civil Engineering Services

I. 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 of supporting office; recent, current, and projected workloads of the firm; and the volume of work previously awarded to each firm by the School District of Osceola County, Florida.

II. GENERAL REQUIREMENTS

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

Compliance with the specific requirements listed within this document 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 Respondent’s) or the selection rankings are scheduled for presentation to the School Board for approval. The goal of this committee is to assess the Respondent’s on an equitable basis. All contacts and/or communication shall be made in writing to Lisa Kesecker, CPPB – Purchasing Specialist. 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.

III. PROJECT DESCRIPTION

The purpose of this RFQ is to obtain additional services for Civil Engineering. If your firm is interested in submitting a proposal for the expanded Scope of Service, you are encouraged to do so.

IV. SCOPE OF SERVICES:

Anticipated services could include, but not be limited to the following:

1. Civil Engineering Services for construction projects estimated to be less than or equal to \$1,000,000.00.
2. Review and comment on Educational Specifications, and/or District Design Standards, design submittals, and construction documents prepared by other consultants.
3. Review, inspect, and report on specific areas of construction when requested.
4. Provide support with school site analysis, educational specification preparation, construction project budgeting, etc.
5. To investigate, identify, analyze and make recommendations with costs for specific school facility problems or needs assigned on a project-by-project basis.
6. Provide technical support by the use of other consultants when specialized areas of expertise are needed.
7. Provide technical support in Civil Engineering matters to Facilities and Maintenance Department.
8. Archeological Studies or site evaluations.
9. Geotechnical field exploration services.
10. Preparation and coordination of submittals that may be required for local governmental approval of educational facilities.
11. Street, site, parking, and athletic lighting design.
12. Structural design (bridges, etc.).
13. Signalization design or other traffic engineering services not specifically stated.
14. Planning, design, or permitting off-site improvements.
15. Plan review or permit application.
16. Permit modifications due to School District requested plant revisions.
17. Services required by additional governmental regulations that might be put into effect after the date of this agreement.
18. Observation of water and sanitary sewer construction.
19. Project Coordination- Coordinate efforts with the School District Representative and Contractor, as required by the scope of each assigned project.
20. Meetings and Coordination- Meeting attendance by the Project Engineer or appointed representative, as required by the School District Representative.
21. Site Civil Engineering- Prepare complete plans including, grading and horizontal control, drainage, utility and appropriate details for the School District of Osceola County, Florida site improvements.
22. Provide required detailed design and calculations for storm water permitting through Osceola County.
23. Attendance at fire hydrant testing.

24. Attendance at Development Review Committee (DRC) and other local governmental meetings, as necessary.
25. Environmental Services may be required to include phase I & II environmental assessments, wetlands delineation, and surveys for threatened and/or endangered species, permit and remediation/mitigation/relocation fees.
26. Final site design will include on-site improvements and may require off-site improvements based on project requirements.
27. Traffic Impact Analysis- Projects may require an additional Traffic Impact Analysis of intersections during the peak a.m. and p.m. hours.
28. Landscape and Irrigation Design- Prepare landscape plans for submittal to Osceola County Technical Review for Development Preliminary Review. Incorporate applicable review comments and submit the landscape and irrigation design with the Final Site Development Package as required.
29. Perform Construction Administration to include shop drawing review and answers to Requests for Information.
30. Attend pre-development and pre-construction conference and inspections, as required by permitting and local governmental agencies
31. Attend on-site construction coordination meetings with Contractor and the School District Representative.
32. Provide field review assessments at intervals appropriate to the progress of construction in sufficient frequencies to allow the engineer to document construction activities as required, or as directed by the School District Representative.
33. Revise construction plans to reflect record data based upon information provided by the site contractors and surveyors.
34. Prepare utility clearance for use documents.
35. Certify completion of construction based on Engineer's information, knowledge and belief resulting from the Scope of Services.
36. Provide professional surveying services to prepare topographic, tree, ALTA/ACSM boundary, and other land surveys and legal descriptions. This may be a sub-contracted service.
37. Other Civil Engineering Services as may be required by the scope of each project.

V. RESTRICTED DISCUSSIONS

1. From the date of issuance of the RFQ until final School District action, the Respondent shall not discuss the RFQ or any part thereof with any employee, agent, or representative of the School District except as expressly authorized by the School District point of contact identified below for this solicitation. Violation of this restriction will result in REJECTION of the Respondent's qualifications package.
2. All prospective professionals are hereby cautioned not to contact any Board Member of The School District of Osceola County after submittals are received nor to attempt to persuade or promote through other channels. After submittals are received all contacts must be channeled through the School District's sole point of contact listed below.

Failure to comply with these procedures shall be cause for disqualification of the firm's expression of interest.

3. No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any School District employee. Only those communications that are in writing from the authorized School District's sole point of contact identified below shall be considered pertinent to this RFQ. Only communications from the Respondent that are signed and in writing will be recognized by the School District as duly authorized expressions on behalf of the Respondent.

VI. ECONOMY OF PRESENTATION

Each qualifications package shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to satisfy the conditions and requirements of this RFQ. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is **mandatory** that Respondent's follow the format and instructions contained herein. The School District is not liable or responsible for any costs incurred by any Respondent in responding to this RFQ including, without limitation, costs for presentations and/or demonstrations if requested. Applications that do not comply with the instructions including Selection Criteria will not be considered. All information received will be maintained with the project file and cannot be returned.

VII. QUALIFICATIONS PACKAGE GUIDELINES

1. To facilitate analysis of its qualifications package, the Respondent shall prepare its qualifications package in accordance with the instructions outlined in this section. If the Respondent's qualifications package deviates from these instructions, such qualifications package may, in the School District's sole discretion, be rejected.
2. The School District **EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.**
3. Cross Referencing - To the greatest extent possible, each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.
4. Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. If no abbreviations and/or acronyms are used, then a glossary is not required.

5. Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.
6. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; and not for pages of text.
7. Binding and Labeling - All sections of the qualifications package should be spiral bound, with section tabs, which shall permit the qualifications package to lie flat when opened. Staples shall not be used.
8. **Please submit five (5) copies of your proposal** with your letter of interest in an 8 1/2" x 11" edge bound format, (covers may be slightly larger) tabbed to correspond with the listed **Qualifications Package Guidelines** noted below, along with two (2) Electronic copies of your proposal saved in Adobe Acrobat PDF format to a CD or DVD (CD/DVD) which will be archived in the master file, the other CD/DVD will be made available to Committee members wishing to view the information via computers using the Electronic format. It is important that the proposals, 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 your proposal being deemed non-responsive. A non-responsive proposal shall receive no further consideration.

VIII. QUALIFICATIONS PACKAGE GUIDELINES - TABBED SECTIONS

Tab A Letter of Introduction: Provide a brief introductory narrative highlighting the overall qualifications contained in your submittal, maximum one page.

Tab B Table of Contents

Tab C Standard Form 330: Submit a completed and signed copy of the U.S. Government Architect-Engineer Standard Form 330.

Tab D Financial responsibility: All Respondents shall certify and provide a statement that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required by the School District of Osceola County. 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).

Tab E Certificates, Registrations and Insurance: Submit a copy of the firm's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered and insured at the time of its application to practice their profession in the State of Florida. If the applicant is a corporation, it must be properly chartered with the Florida Department of State to operate in Florida and provide a copy of its Corporate Charter Registration with the Department of State to operate in Florida. Firm's shall submit a copy of their Professional Liability (errors and omissions) Insurance with a minimum of \$2,000,000 in coverage. The Respondent 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. 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 Respondent prior to the commencement of its services herein. The aforementioned insurance coverage shall be maintained and kept in full force and effect for the term of this Contract and shall not be materially reduced, altered, amended, or canceled without at least thirty (30) day written notice thereof to the Owner.

SELECTION CRITERIA:

Provide sufficient information to describe each Selection Criteria and include that information in the Selection Criteria section of the required binders. Firms will be evaluated in the following areas:

Tab F Current Workload: (20 Points) List each project and fee amount currently under contract including contracts as consultant to another firm. Describe how you will meet your current contract obligations and our project(s) contract if selected.

Tab G Experience with Similar Work/Past Performance: (35 Points) Respondents shall list all projects for which a continuing services contract was signed for professional services in the past five (5) years. Provide the project name, the Owner, and the name and telephone number of the owner's representative. List experience as being the lead consultant and having other consultants performing work under your contract.

Tab H Firm Location: (10 Points) Due to the nature of the contract, the Respondents physical distance to the School District will have bearing on the selection. Location relates to response, reviews, coordination, and communication.

Tab I Ability to Provide Service/ Proposed Personnel: (35 Points) Respondents shall detail its ability to provide services described in the Scope of Work. Respondents shall provide an organization chart and resumes of the key personnel assigned to support the School District's needs in a timely manner. Respondents cost estimating capabilities and methods used to control cost during design and construction of a

project. Applications method used in project administration to insure the School District's goals and objectives are obtained in design and construction.

Tab J Respondent's may submit any additional information that may be beneficial for consideration in the selection process. Representative samples of related work may be submitted at the Respondent's option. Respondent's may list any and all examples of other local community involvement or support of the School District of Osceola County, Florida, undertaken by the firm and its employees in the past twelve (12) calendar months from the date of issuance of this RFQ. Examples of such involvement or support may include, but are not limited to, participation in the Academy of Construction Technology (ACT) program or Teacher Free Store (Gift for Teaching).

Applications that do not comply with the above instructions including Selection Criteria will not be considered. All information received will be maintained with the project file and cannot be returned.

IX. INTERVIEWS/ORAL PRESENTATIONS

In addition to the materials provided in the written responses to this RFQ, the School District may request additional material, information, references, interviews or presentations from the Respondent(s) submitting qualifications packages. The District may opt to conduct interviews instead of having formal presentations with selected firms, should it be required or warranted. The option of conducting interviews in lieu of 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.

The School District, at its sole discretion, may ask any Respondent to make an oral presentation and/or demonstration without charge to the School District. The School District reserves the right to require any Respondent to demonstrate to the satisfaction of the School District that the Respondent has the fiscal and technical ability to furnish the service(s) or product(s) as proposed. The demonstration must satisfy the School District, and the School District shall be the sole judge of compliance.

The School District reserves the right to conduct discussions with any Respondent(s) who has (have) a realistic possibility of Contract award.

Respondents are cautioned not to assume that they will be asked to make a presentation and should include all pertinent and required information in their original qualifications package.

If the Selection Committee requires oral presentations, each firm will be allocated 30 minutes for a formal presentation, 15 minutes for questions and answers, and 5 minutes setup and breakdown. Interview agendas will be entirely at the discretion of the prospective firm;

however, the following subjects must be addressed:

1. **Qualifications of Prospective Firms to Provide Required Services-** Relevant experience in related experience for K12 public and private school capital facility programs that have contracted with the prospective firm directly or that the prospective firm has worked on through a sub-contract in the last five years. Provide contact name, address, phone number and fax number.

The Architectural/Engineering Firm must demonstrate a positive relationship with prior clients on similar projects.

The firm shall submit written recommendations from previous owners and discuss their strategy to provide a positive working relationship with the School District of Osceola County. This strategy must include actual examples of how the firm has demonstrated their cooperation with other owners. The School District of Osceola County reserves the option of contacting any of the references provided to confirm information provided.

School District of Osceola County staff will provide input on a firm's past work performance and information from District Project Manager's if available.

2. **Overall Design Concept Approach and Methodology**

The firms should demonstrate verbally and/or graphically, their plan for performing this project, documenting the services to be provided and showing the interrelationship of all parties.

3. **Experience and Qualifications or Personnel**

The firm shall express the general and specific project related experience and capability of in-house staff and sub-consultants and their functions as it relates to this project.

The firms should name the actual staff to be assigned to this project, describe their ability and experience, and portray the function of each within their organization and their proposed role on this project. Proposed project staff should be present for oral presentations and/or interview.

If a joint venture, or prime subcontractor arrangement of two (or more) firms, the Respondent must indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

4. **Cost Control/Value Engineering/Constructability**

As part of its services, the firm shall indicate knowledge and experience and its value engineering procedures in the evaluation of building systems, construction techniques and materials to create an optimum value in meeting the design and budget requirements. Present documented evidence of cost savings achieved through "true" value engineering.

5. Project Scheduling

As a part of the project approach, the Respondent's should propose a scheduling methodology for effectively managing and executing the work within the optimum timeframe. The Respondent's should indicate their procedure for scheduling and for compliance controls. The Respondent's should describe any representative current projects and the projected, versus the actual, schedule of each. The Respondent's response must address the feasibility of its firm to complete the project within the timeframe defined herein.

Following the interviews the Firms will be evaluated, based on their submission, references, and presentation. The final ranking of firms will be determined based on their interview or presentation.

X. TERMS AND CONDITIONS

1. The School District has the sole discretion and reserves the right to cancel this RFQ, to reject any and all submittals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the School District to do so.
2. The School District reserves the right to make award to the response deemed to be most advantageous to the School District.
3. The School District reserves the right to award the Contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed fifteen (15) days or if an acceptable fee can not be negotiated.
4. The successful firm shall not discriminate against any person in accordance with federal, state, or local law.
5. The School District reserves the right to award the Contract to a single Vendor or make multiple awards to multiple Vendors.
6. Firms will be notified in writing as to whether or not they have been selected for this Contract.

XI. SELECTION PROCESS

1. 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) are imminent. The goal of the Selection Committee is to assess the Respondent's on an equitable basis. All contacts and/or communication shall be handled by email through Lisa Kesecker, Purchasing Specialist at keseckel@osceola.k12.fl.us. All prospective companies are hereby cautioned not to

contact any School Board Member of the School District of Osceola County, nor to attempt to persuade or promote through other channels.

2. The Selection Committee will review all proposals received on time, and choose the firms with the highest score using the selection criteria established for the project.
3. The Selection Committee may require oral presentations or conduct informal interviews of the highest scoring firms (minimum of three). The Selection Committee will establish ratings for each firm in accordance with the scoring criteria established for this project.
4. Once the Selection Committee has ratified the final rankings, the School Board shall engage, or authorize one or more persons to engage, the highest ranked Finalist, or Designated Finalist as the case may be, in negotiations for purposes of executing a Contract. In doing so, the School Board or its designee shall determine and negotiate compensation that is fair, competitive, and reasonable for the services to be supplied.

Should the School Board or its designee be unable to negotiate a satisfactory Contract with the highest ranked Finalist, or Designated Finalist as the case may be, at a price the School Board or its designee determines to be fair, competitive and reasonable, the School Board or its designee shall formally terminate negotiations and then undertake negotiations with the next highest ranked Finalist, or Designated Finalist as the case may be. Failing accord with the second most qualified firm, the School Board or its designee shall formally terminate negotiations with such firm and then undertake negotiations with the next highest ranked Finalist.

5. Each professional service contract entered into, the School Board shall include a prohibition against contingent fees as follows: “The Firm warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Firm to solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.” For the breach or violation of this provision, the School District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

XII. QUESTIONS CONCERNING RFQ

1. Binding and Labeling - All sections of the qualifications package should be spiral bound, with section tabs, which shall permit the qualifications package to lie flat when opened. Staples shall not be used.
2. Lisa Kesecker, CPPB, Purchasing Specialist will be responsible for the selection process and will be the sole point of contact for all Respondents. Questions concerning any

portion of this RFQ shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this RFQ. Questions should be submitted at least seven (7) days before the closing date.

3. Mark subject line or cover page or envelope “Questions on RFQ # and title”.
4. Submit questions to: Lisa Kesecker, CPPB – Purchasing Specialist
Purchasing Department
Email: keseckel@osceola.k12.fl.us
Fax #407-870-4618
5. Failure by a potential Respondent to ask questions or request changes by the dates indicated shall constitute the Respondent's acceptance of the requirements set forth in this RFQ.
6. No answers given in response to questions submitted shall be binding upon this RFQ unless released in writing as an addendum to the RFQ by the Purchasing Specialist.

XIII. RECEIPT OF SUBMITTALS

Submittals must be received by the Purchasing Department at 817 Bill Beck Boulevard, Building 2000, Kissimmee, Florida 34744, Attn: Lisa Kesecker, CPPB – Purchasing Specialist before 2:00 PM on Monday, May 7, 2007.

Please address all submittals as follows:

**RFQ # SDOC-07-093-FPC
The School District of Osceola County
Purchasing Department
Lisa Kesecker – Purchasing Specialist
817 Bill Beck Boulevard
Kissimmee, Florida 34744**

RE: Additional Continuing Services Civil Engineering

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

XIV. DEFINITIONS

Consultant - Independent contractors who are considered to have education, specialized knowledge, experience or abilities not generally available within the School District. This includes but is not limited to: accountants, actuarials, appraisers, architects, artists, auditors, counselors, designers, economists, educators, engineers, financial analysts, lobbyists, management and systems analysts, medical practitioners, planners, promoters, researchers, scientists, sociologists, surveyors, trainers, and other professionals as designated by the Purchasing Director.

Contract – Agreement between the Respondent and the School District of Osceola County for services as defined in the Scope of Services.

Florida Statute 2006- A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections. The Florida Statutes are updated annually by laws that create, amend, or repeal statutory material.

Owner- The School District, School Board, and or designated representative(s).

Project Architect- The Project Architect role usually indicates the individual who is responsible for overseeing the Architectural aspects of the development of the design and production of the construction documents ("plans") and specifications. The position generally involves coordinating the needs of the School District, designer and technical staff, and outside consultants such as structural engineers, Mechanical Engineers, Civil Engineers, and Landscape architects.

Respondent- The person, firm, or corporation who submits a response.

School Board- The Osceola County Schools Board Members

School District- The School District's Facilities and Maintenance Department's Project Manager, and/or the School Board of Osceola County, or their designee.

School District Representative- May include the School District Project Manager and/or the Construction Manager (CM) for the project.

Scope of Services- The complete details of the services involved in the design, fabrication, and assembly of the components of a project's deliverables into a working product.

State Requirements For Educational Facilities (SREF)- The SREF is generally organized by sequence of steps required in the facilities procurement process and covers general definitions, property acquisition/disposal, finance, lease and lease-purchase, historic buildings, program development, professional services, inspection services, design standards, and inspection standards.

Vendor- Any business firm that will be or has been awarded a contract by the School District.

XV. REFERENCES

Florida Board of Professional Engineers- <http://www.fbpe.org/>

Florida Building Code- <http://www.floridabuilding.org>

Florida Department of Education (FDOE) - <http://www.fldoe.org>

Florida Statute 2006- <http://www.flsenate.gov/Statutes/index.cfm>

Osceola County Educational or Ancillary Specifications

State Requirements For Educational Facilities (SREF) -
<http://www.firn.edu/doe/rules/begin.htm>

PROJECT MILESTONE

April 20, 2007	Legal Advertisements
April 25, 2007	Legal Advertisement Orlando Sentinel
April 29, 2007	Legal Advertisement Orlando Sentinel
May 7, 2007	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
May 7, 2007 to May 18, 2007	Review Submittals
TBD	Notification of Selected Short List Candidates
TBD	Short List Oral Presentations and/or Interviews
	Presentations may 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
TBD	School Board Meeting; Ratification of Ranked Finalists