



ORANGE COUNTY PUBLIC SCHOOLS

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REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT AT RISK FOR HUNGERFORD ELEMENTARY SCHOOL REPLACEMENT PROJECT

RFQ NO. 16CM 25

Sealed proposals addressed to the School Board of Orange County, Florida, Facilities & Construction Contracting, Bldg. 100B, Room 116, 6501 Magic Way, Orlando, Florida 32809 and marked, PROPOSAL FOR CONSTRUCTION MANAGEMENT AT RISK for Hungerford Elementary School Replacement Project, will be received until 2:00 p.m., September 21, 2016. Proposals received after the specified time will not be opened or considered. Complete requirements are attached. Note: A pre-submittal conference will be held at 10:00 a.m., August 29, 2016 in the large conference room of the Facility Services Building 100A, 6501 Magic Way, Orlando, Florida. The RFQ will be reviewed and questions will be addressed.

ORANGE COUNTY

FACILITIES AND CONSTRUCTION
CONTRACTING

RFQ 16CM25

Request for Qualifications Procedures
for

*Construction Management at Risk
Hungerford Elementary School
Replacement Project
Negotiated Fee/
Guaranteed Maximum Price*

THE SCHOOL BOARD
OF
ORANGE COUNTY, FLORIDA

*Request for Qualifications
and
Evaluation Procedures*

**Construction Management at Risk Services
*Negotiated Fee / Guaranteed Maximum Price***

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of Construction Management at Risk Services where the method of compensation is a Negotiated Fee on a Guaranteed Maximum for The School Board of Orange County pursuant to 235.211 F.S., 1994 Supplement, and the Florida Consultant's Competitive Negotiation Act, Section 287.055 F.S.

Procedures for Selection of Construction Manager at Risk

ORANGE COUNTY PUBLIC SCHOOLS

FACILITIES & CONSTRUCTION CONTRACTING

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REQUEST FOR CONSTRUCTION MANAGER QUALIFICATIONS

PROJECT NAME: Hungerford Elementary School Replacement Project

PROJECT LOCATION: 230 College Ave., Eatonville, FL, 32751

RFQ NUMBER: 16CM25

1.0 PROJECT DESCRIPTION

1.1 The School Board of Orange County, Florida is interested in entering into a contract with a qualified firm to provide Construction Management at Risk Services as outlined in the contract to be entered into, the form of said contract being attached hereto for Hungerford Elementary School Replacement Project, listed below in the Scope of Work. The CM is responsible for the successful, timely, and economical completion of the construction Project.

1.2 The Contract(s) shall be subject to the limitations and restrictions of Florida Statutes.

2.0 SCOPE OF SERVICES

HUNGERFORD ELEMENTARY SCHOOL REPLACEMENT

A replacement school project known as Hungerford Elementary School (Replacement), located at 230 College Avenue in Eatonville, Florida 32751.

This project consists of the reuse of a multi-story prototype elementary school on an existing 15-acre site to provide improved facilities, which meet Orange County Public School's Criteria, Design Guidelines and assigned educational program requirements. Major elements of the project include:

- A. Demolition of existing campus (Buildings 1 through 7, covered walkways and other miscellaneous storage and mechanical buildings).
- B. Construction of a new multi-story prototype school building, approximately 61,000 gross square feet, with the following spaces: classrooms, skills/resource labs, art, music, administration, kitchen, dining/multi-purpose room, media center, and support spaces.
- C. Replacement of existing PE Pavilion with new PE pavilion, PE office, toilets and storage.
- D. The new facility shall accommodate 500 student stations.
- E. General scope items within the site package include but aren't limited to: assessment and improvement and/or expansion of existing parking areas, parent loop, bus loop, athletic facilities, exterior walkways and canopies, underground utilities, storm water drainage system, landscaping, irrigation, and site lighting.

- F. Pre-Construction Phase Services shall include but are not limited to: attending any and all design and preconstruction conferences, assisting and cooperating with the Design Professional with respect to the design of the Project, reviewing and commenting on design documents, constructability review, advertising & conducting pre-bid conference, providing cost estimates & GMP development, preparing construction schedule and incorporating design schedule into a single project schedule, refining general requirements and general conditions, and documenting “as-is” conditions (including offsite utilities from which connections are to be made).
- G. Construction Phase Services include, but are not limited to, furnishing and paying for all management, supervision, financing, labor, materials, tools, fuel, supplies, utilities, equipment and services of every kind and type necessary to diligently, timely and fully perform and complete the construction of the entire Project in a good and workmanlike manner in accordance with the Construction Documents.
- H. The existing campus will be occupied during construction.

The estimated construction cost for the Hungerford Elementary School Replacement Project is not to exceed **\$12,500,000**. The Construction Management Firm is to provide all professional services to deliver to the owner a safe, finished, and fully functioning Elementary School Facility within the estimated construction budget.

Hungerford Schedule:

Design Notice to Proceed Date: July 2016

Phase III Submittal Date: December 2016

Main Package Construction NTP: June 2017

Phase 1 Substantial Completion Date: April 2018

Phase 2 Substantial Completion Date: September 2018

3.0 REQUIREMENTS OF CONSTRUCTION MANAGER (CM)

3.1 Firms must meet the following requirements:

3.1.1 Requirements of the Request for Qualifications (RFQ).

3.1.2 It is preferable that the CM has experience providing construction management at risk for K-12 public school programs.

3.1.3 CM's must be authorized to do business in the State of Florida and must possess professional service registrations, and construction licenses in accordance with applicable statutes, regulations, and rules.

3.1.4 CM's must be knowledgeable of the requirements of Florida Statutes.

3.1.5 CM's must be able to demonstrate financial strength appropriate to the scale of Project to be managed.

- 3.1.6 Statements of Qualifications must be submitted to the School District on or before the time and date and at the place indicated in the RFQ.
- 3.1.7 Statements of Qualifications should be mechanically bound and should be limited to not more than 30 (8.5 inch x 11 inch) pages printed on one side, not including covers and dividers, and excluding financial information. Oversize pages will be counted as two pages. Submissions in excess of 30 pages will not be disqualified; however, clarity, conciseness, and brevity of this document will be evaluation criteria.
- 3.1.8 **One original and eight copies** of the Statement of Qualifications must be submitted. In addition to the hard copies an electronic version of statements of qualification is to be submitted on a CD. The electronic acceptable formats are PDF, MS Power Point, and MS Word.
- 3.1.9 Statements of Qualification which have not been received by the School District on or before the scheduled receipt time as set forth in the RFQ will not be considered.
- 3.1.10 The selected Construction Manager and its sub consultants, will be required to meet the insurance requirements of the School District.
- 3.1.11 In accordance with Florida Statutes, the selected Construction Manager will be required to make sworn statements regarding Public Entity Crimes and Contingent Fees.
- 3.1.12 A pre-negotiation meeting and negotiation meeting will be conducted on the date and at the place to be specified at a later date. If agreement is not reached on this date, OCPS will terminate negotiations and proceed to the next highest ranked firm. We will proceed with the number two ranked firm in the event that negotiations are being terminated with the number one ranked firm. At the school district's sole option, the negotiation cutoff date may be extended.
- 3.1.13 Costs of participating in the selection process, including presentations to the Selection Committee or School Board, are solely those of the CM; OCPS will assume no responsibility for any costs.
- 3.1.14 OCPS reserves the right to waive informalities and to terminate the selection process.

4.0 STATEMENT OF QUALIFICATIONS

Required Information and Format

Statements of Qualifications must provide the required information in the following order and format:

- 4.1 Letter of introduction and interest signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for the project listed. Letter shall include name of entity submitting, contact name, phone number, e-mail address, fax number and address of firm submitting.

4.2 Table of Contents

4.3 Compliance Information

This is a compliance section and carries no evaluation points. Firms must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:

4.3.1 *The CM must be properly certified by the Florida Secretary of State to do business in Florida at the time of submission.*

4.3.1.1 State the legal name of the entity submitting and if CM submitting is a corporation, joint venture, or partnership. Note: It is understood that if selected for this project the stated entity name will be used in all legal contracting documents derived from this selection.

4.3.1.2 Provide a copy of certification for proper incorporation or registration from Florida Secretary of State. In the alternative, joint ventures and partnerships may provide, should provide a copy of their joint venture or partnership agreement and certification from the Florida Secretary of State establishing that each joint venture partner or partner is authorized to do business in Florida.

4.3.2 *The CM must be properly registered, licensed, and certified at the time of submission:*

4.3.2.1 Provide copy of current Florida Professional Registration Certificate for general contractor.

4.3.2.2 If CM is a joint venture, provide copy of the joint venture agreement and either:

- a. a copy of current Florida Professional Registration Certificate of the joint venture; or
- b. a copy of the current Florida Professional Registration Certificate of one of the joint venture partners and proof of compliance with Florida Administrative Code Rule 61G4-15.0022

4.3.3 *The CM must have been in continuous business for a minimum of five years. Note: If CM is a joint venture, at least one of the companies comprising the joint venture or partnership must have been in continuous business for a minimum of five years.*

4.3.3.1 State number of years in business. If the CM is a joint venture, state both the number of years that the joint venture has been in business, as well as the number of years that each joint venture partners has been in business

4.3.3.2 State the location, address, and telephone number of CM's offices. If the CM is a joint venture or partnership, identify the location, address, and telephone number of the principal place of business of the joint venture or partnership designated with the Florida Division of Corporations.

4.3.3.3 Submit the names of owners, officers or principals in charge.

4.3.4 *The CM must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this selection. "Conflict" or "conflict of interest" means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.*

4.3.4.1 If any conflicts of interest issues are identified, provide a detailed plan of action on how any existing or potential conflicts of interest will be mitigated in the case your firm is recommended for this project. OCPS at its sole discretion shall determine the adequacy of the plan and whether the conflict will disqualify the firm from consideration for the RFQ. If OCPS determines that the firm will be disqualified due to the conflict, the firm's proposal will not be evaluated or considered by the Contractors Selection Committee

5.0 INITIAL SCREENING CRITERIA

5.1 Individual Review: Consultant or Contractor Selection Committee ("CSC") members shall use the Proposal Evaluation Form (Exhibit A) for the RFQ to document their review and evaluation of each Proposal in accordance with the criteria listed below, within their respective areas of experience and knowledge.

5.1.1 Successful Related Building Experience (35%):

Past experience, including examples of renovations, refurbishment, repairs and new construction projects completed by the firm. Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity. This will include evaluating the firm's performance and quality of work on previous projects.

5.1.1.1 List the projects which best illustrate the experience of the firm which utilized the current staff which is being assigned to this Project. (List no more than 10 projects and do not list projects which were not completed by your firm or completed more than ten years ago). Include the following for each project:

- a. Name and location of the project.
- b. The nature of the firm's responsibility on the project.
- c. Project owner's representative name, address, telephone and facsimile number.
- d. Project user's representative name, address and telephone number.
- e. Date project was completed. Provide comparison of original schedule completion to actual completion date.
- f. Size of project (construction gross square feet).
- g. Cost of project (construction cost). Provide comparison of original contract amount with final contract amount
- h. Work for which firm's staff was responsible.

- i. Firm's project manager and other key professionals involved on the project and who of that staff would be assigned to the Project covered by this RFQ.

5.1.2 Proposed Project Staff, their Functions, and Participation in the Florida Registered Apprenticeship Program (20%):

The quality, experience and quantity of staff and their functions will be evaluated by the Committee.

5.1.2.1 The firm shall name the actual staff to be assigned to this Project, describe their ability and experience, and indicate the function of each within their organization and their proposed role on this Project. It is the intent that the proposed staff shall be assigned to this Project unless otherwise approved by Owner. The staff shall be present at the time of interview.

5.1.2.2 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship.

5.1.2.3 Give brief resumes of key persons to be assigned to the Project including, but not limited to, the following:

- a. Name and title.
- b. Job assignment for other projects.
- c. How many years with this firm. For sub-consultants, list prior projects your firm has worked with sub-consultant.
- d. How many years with other firms.
- e. Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement.
- f. Education.
- g. Active registrations (if any).
- h. If submitting as a joint venture or partnership, include the assigned staff for the joint venture or partnership and indicate which of the joint ventures or partners employs the staff member.

5.1.2.4 Describe your efforts to participate in the Florida Registered Apprenticeship Program. The apprenticeship program includes a recommended ratio of 1:10 apprentice/pre apprentice to workers for specified trades.

5.1.2.5 Provide the location of the office(s) that will be providing the required services. Provide information on the staffing and resources of the main office providing the majority of services.

5.1.3 Financial Capabilities and Cost Control Measures (15%):

The Committee will evaluate whether the CM has sufficiently demonstrated they have the necessary financial resources to complete the project, their capabilities to control costs and their history of working proactively to avoid litigation with Owners

5.1.3.1 Financial Statement: For the CM and/or its equity participants, indicate Working Capital Ratio, Profitability, and Return on Assets Ratio. Include a copy of their most current audited financial statement. If the CM is a joint venture or partnership all firms comprising the submitting entity will be required to submit the previously requested documentation. **If you are submitting your financial statement under separate cover, two copies must be submitted.**

5.1.3.2 Bonding Capacity: Evidence of sufficient bonding capacity to bond **\$12,500,000**. The CM must submit a letter from their insurer stating their current bonding capacity for a single job and their aggregate capacity. (The firm will be required to bond on the guaranteed maximum price for the Project).

5.1.3.3 Litigation: Submit all litigation of any kind involving Construction Manager, its officers or directors with a project owner where the total amount in controversy exceeds \$100,000 within the last five years. If the CM is a joint venture or partnership submit litigation involving all firms comprising the submitting entity. State the court and location of the litigation.

5.1.3.4 Insurance Claims: State the number of claims, total worker's compensation dollars incurred for those claims, and loss cost per man hour for the last five projects your firm has completed. This information should include all claims including, but limited to, the firm's personnel, and sub-contractors and/or sub-consultants. In addition, firms shall include information about their safety programs.

5.1.4 Workload (5%):

As part of the evaluation criteria, the Committee will review the firms and their sub-consultants current workload. If the submitting firm is a joint venture, the Committee will review the current workload of each of the firms comprising the submitting entity. A maximum of twenty points will be awarded based on an evaluation of the firm's total workload and capacity to perform the work.

5.1.4.1 Firms and their sub-consultant(s) shall provide a list of outstanding projects, client names, status of completion, anticipated completion date, and dollars committed on open project workload. Furthermore, if the submitting firm is a joint venture they shall also include projects for each firm comprising the joint venture.

Definition of sub-consultant as it relates to this selection process: An individual and/or firm contracted or to be contracted by the submitting entity to provide services related to or part of those which this will be required as part of this selection process.

5.1.5 Equitable Distribution (5%):

In an effort to consider the equitable distribution of work, the committee chairman shall evaluate data showing dollar amounts of projects awarded and/or contracted by OCPS to the submitting firm(s). The dollar amount of projects awarded will reflect the estimated construction value listed on the RFQ and/or The Invitation to Bid (ITB) awarded to each firm. The projects taken into account in the calculation will be those awarded by the School Board within two years from this RFQ bid opening. For those projects already under contract, the awarded amount will be replaced by the GMP and/or Bid amount(s) contracted, not including change orders. In the case of submittals received by joint ventures, the projects awarded to each of the firms comprising the joint venture will be included in the calculation of the projects awarded by OCPS. Furthermore, this calculation will include all projects awarded to the submitting firm, either as a joint venture or as a separate entity, whereby the submitting firm(s) was one of the entities included in the award and/or contract.

5.1.5.1 The below matrix will be used to award a maximum of 20 points based on the dollar amount of projects awarded or contracted by OCPS. This single score will be allocated to each firm by the committee chairman and added to the cumulative score of the committee members.

Dollars	Point Value
0 to \$5,000,000	20
\$5,000,001 to \$10,000,000	16
\$10,000,001 to \$20,000,000	12
\$20,000,001 to \$30,000,000	8
\$30,000,001 to \$50,000,000	4
Greater than \$50,000,000	0

5.1.6 Minority/Woman-owned, Local Developing, and Veteran-owned Business History: (10%)

5.1.6.1 The Committee will evaluate whether a firm is a certified minority/women owned business (M/WBE) and/or a local developing business (LDB) and/or veteran business enterprise (VBE) as well as their history in actual achievement of participation levels established by OCPS or other entities.

- A. Indicate if firm is minority/woman owned business and provide copy of appropriate State of Florida, National/Florida Minority Supplier Development Council, Orange County, or City of Orlando certification.
- B. Indicate if firm is a local developing business and provide a copy of OCPS or the Greater Orlando Aviation Authority certification.
- C. Indicate if firm is veteran-owned and provide a copy certification from the State of Florida or the Center for Verification and Evaluation (CVE).
- D. If the firm is a joint venture or partnership with an MWBE, LDB, VBE firm, provide the following:
 - 1. Profit and loss sharing agreement.
 - 2. Capital contributions, including equipment.
 - 3. Bonding contributions.
 - 4. Other applicable ownership interests.
 - 5. Describe the role of the MWBE, LDB, or VBE firm in the joint venture or partnership and indicate how the work shall be distributed between the associated firms and how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

5.1.6.2 Name firm's minority/women owned business associate(s) and provide copies of appropriate State of Florida, National Minority Supplier Development Council, Greater Orlando Aviation Authority, Orange County, or City of Orlando certification. Include description of proposed services and planned percentage of dollars work for this project in a table format as illustrated below.

Description of proposed Services	MWBE/LDB/VBE	Planned Percentage of Dollars

5.1.6.3 Indicate firm's past experience in meeting goals for MWBE, LDB, and VBE participation on the five (5) most recent projects in a table format as illustrated below. The OCPS MWBE participation goal for this project is **23%**. The OCPS LDB participation goal for this project is **10%**.

The OCPS VBE goal is **3%**. In addition to the information provided for this requirement, additional data related to goal achievement on OCPS and non-OCPS projects may be provided to the Committee for evaluation purposes.

MWBE Participation History

Projects	MWBE Firm(s)	Description of Services	Contract Value	Amount spent with MWBE	Percentage

LDB Participation History

Projects	LDB Firm(s)	Description of Services	Contract Value	Amount spent with LDB	Percentage

VBE Participation History

Projects	VBE Firm(s)	Description of Services	Contract Value	Amount spent with VBE	Percentage

5.1.7 Local Preference Policy Score: (10%)

Per policy DJGB (Attachment D) firms with an established office in the Standard Metropolitan Statistical Area (SMSA) five (5) years prior to the RFQ submittal date will be assigned a single score of twenty (20) with a weighted value of 10% . Firms that do not qualify as having an established office in SMSA five (5) years prior to the RFQ submittal date will receive zero (0) points. This single score will be allocated to each firm by the committee chairman and added to the cumulative score of the committee members. If the firm is submitting as a joint venture and if only one of the parties of the joint venture meets the criteria, the joint venture will receive a percentage of the points based on the percentage of the profits due to the qualifying firm as specified in their joint venture agreement.

5.1.7.1 The score will be determined by reviewing the self-certification form (Attachment A) to be submitted by all firms. Firms will be required to certify if they have an established office in the SMSA area which includes the following Florida counties: Orange, Osceola, Lake, and Seminole. They will also need to certify the number of years the office has been

established in SMSA and that it is able to provide services for the designated project.

5.2 Group Review. At a scheduled and publicly noticed meeting, CSC members shall meet and discuss the Proposals. The goal of this review is to allow each CSC member the opportunity to fully discuss the Proposals and to identify any information in the proposals deemed by the CSC member to be significant to the evaluation. At the conclusion of this meeting, each CSC member shall render his or her final scores for each proposal and submit his or her Proposal Evaluation Form to the Selection Process Administrator.

5.2.1 The Selection Process Administrator shall combine the evaluation scores submitted by all CSC members and shall determine the five (5) highest scoring firms (unless otherwise determined) based on the total evaluation scores received. In the event of a tied score for fifth place, all such tied firms shall be included in the short list.

5.2.2 Short List Recommendation. The Selection Process Administrator shall forward the CSC's short list recommendation to the Chief Facility Officer ("the CFO"). The CFO, in his or her sole discretion, can either accept the short list recommendation and forward it on to the Superintendent or reject the short list recommendation. If the CFO accepts the recommendation, the selection process proceeds as noted below. If the CFO rejects the short list recommendation, he or she, in his or her sole discretion, can proceed in any of the following methods: directing the CSC Process Administrator to recommence the selection process at whatever stage the CFO deems appropriate (including the Individual Review stage or the Group Review stage); pursuing the project by any other alternative method permitted under Florida law; or abandoning the project all together. If the CFO elects to pursue the project by an alternative method or abandon the project, OCPS shall provide public notice of this decision.

5.2.3 Notice of Short List. Once the CSC's short list recommendation has been accepted by the CFO, the Selection Process Administrator will notify all submitting firms of whether or not they appear on the short list and shall provide public notice of the short listed firms.

5.2.4 The short listed firms shall then be invited for interviews before the CSC, which will be scheduled at the CSC's convenience.

6.0 INTERVIEWS AND PRESENTATION

6.1 At the time of its scheduled interview, each short listed firm shall provide additional information about its firm and operations as may be required by OCPS. This additional information shall include, but is not limited to, the following:

6.1.1. References (10 %):

The CM must demonstrate a positive relationship with prior clients on similar projects.

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

6.1.1.2 OCPS staff will provide input on a firm's past work performance, this information includes but is not limited to the number of warranty requests and responsiveness, contract and process compliance, and information from the OCPS contractor evaluation process if available.

6.1.2 Overall Approach, Methodology and Knowledge of the Site (30%):

6.1.2.1 The firm shall provide information regarding its knowledge of working on active school campuses, local codes and ordinances, local subcontractors and suppliers as an indication of its ability to deliver quality workmanship in an effective and timely manner.

6.1.2.2 The firm shall demonstrate verbally and graphically its plan for performing the Project, documenting the services to be provided and showing the interrelationship of all parties. As part of its services, the firm shall indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendation of materials to create an optimum value in meeting the design and budget requirements.

Note: The services to be provided on the Project will include, but they are not limited to, the Pre-construction, Construction, and Post Construction Phases.

6.1.3 Project Team (10%):

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

6.1.3.1 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. It shall be understood that it is the intent of the District to insist that those key personnel indicated as the project team in this RFQ response actually executes the Project.

6.1.3.2 If a joint venture, or prime subcontractor arrangement of two (or more) firms, 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.

6.1.4 Cost Control (20%):

6.1.4.1 Describe how you develop cost estimates, and how they are updated, providing specific examples of successful recommendations implemented and cost containment strategies utilized to maintain project budgets without sacrificing quality. Describe your preconstruction bidding process and explain the benefits to the Owner.

6.1.4.2 The firm shall provide a comparison of any representative current projects demonstrating their ability to hold to original budgets.

6.1.4.3 Provide a list of onsite staff that you propose for this project and the number of hours that each staff member will work on the project during the construction phase.

6.1.5 Project Scheduling (20%):

6.1.5.1 As part of the project approach, the firm shall propose a process for scheduling multiple projects and effectively managing and executing the work in the optimum time. Provide a sample schedule and describe any major milestones for achieving the schedule and any other recommendations that may directly impact the schedule.

6.1.5.2 The firm shall describe any representative current projects and the projected versus the actual schedule for each.

6.1.6 MWBE and LDB Implementation Plan (10%):

6.1.6.1 The firm shall propose their plan to achieve the MWBE and LDB goals. Discuss areas of opportunities for MWBE and LDB participation, programs utilized to encourage participation and any other pertinent information related to this area to demonstrate commitment to a successful program.

6.1.6.2 If a joint venture or partnership with a MWBE or LDB firm, discuss the MWBE and/or LDB firm participation in the project, including risk.

6.2 Interview

6.2.1 The short-listed firms shall be invited for interviews before the CSC. At the time of its scheduled interview, each short-listed firm shall

provide additional information about its firm and operations as may be required by OCPS. This additional information shall be identified in the RFQ.

6.2.2 The Superintendent, or his designee, shall approve a Presentation Evaluation Form for each RFP or RFQ issued which form shall be attached to and incorporated into the RFP or RFQ.

6.2.3 The CSC shall schedule a separate interview for each short-listed firm. As part of its interview, and at the Selection Process Administrator's discretion, each firm shall make a short oral presentation.

6.2.4 After the CSC has interviewed all the short-listed firms, the CSC shall reconvene for the CSC members to discuss the interviews and review each presentation. At the end of this discussion, CSC members shall use the Presentation Evaluation Forms to record their evaluation of each short listed firm, and then submit the Presentation Evaluation Forms to the Process Administrator.

6.2.5 The Selection Process Administrator shall combine the evaluation scores submitted by all CSC members and determine the CSC's ranking of the short-listed firms based upon the total scores assigned to each firm for the presentation stage. If the ranking results in a tied score for the number one or number two ranked firms, additional information shall be requested from the tied firms and presented to the committee. The committee will score the firms based on the responses to the additional information

6.3 Submittal of recommended highest ranked firm. The Selection Process Administrator shall submit the highest ranked firm recommended by the CSC to the CFO for approval. The CFO, in his or her sole discretion, shall either accept the results of the CSC's ranking recommendation and forward it on to the Superintendent or reject the results of the ranking recommendation. If the CFO accepts the ranking recommendation, the approval and negotiation process continues as noted below. If the CFO rejects the results of the ranking recommendation, he or she, in his or her sole discretion, shall proceed with any of the following methods: directing the CSC Process Administrator to recommence the selection and ranking process at whatever stage the CFO deems appropriate (including the Individual Review stage, the Group Review stage, or the Interview process); pursuing the project by any other alternative method permitted under Florida law; or abandoning the project all together. If the CFO elects to pursue the project through an alternative method or abandon the project all together, OCPS shall provide public notice of that decision.

6.4 Submittal Approval by the Superintendent. The Superintendent shall either reject or accept the CSC's recommendations. If in his or her discretion recommendations are rejected by the Superintendent, either the subject project shall be terminated or OCSB shall issue a new RFP or RFQ for the project, which decision shall be publicly noticed. Upon the Superintendent's approval of the CSC's recommendation, notice of the ranking of short-listed firms shall be publicly noticed and a School Board

resolution shall be prepared and put on an agenda for School Board review and approval.

7.0 SELECTION PROCESS:

- 7.1 A Consultant or Contractor Selection Committee (“CSC”) shall be established by the Superintendent. The Superintendent, or his designee, shall approve the members of the CSC, to include the following:
- 7.1.1 At least four (4) OCPS staff persons with expertise in facilities design, construction, operation, and/or maintenance, property, surveying and environmental, as recommended by the Chief Facilities Officer and Chief Operations Officer from their respective divisions, for the purpose of evaluating and scoring only those elements of the responses that relate to facilities design, construction, operation, and maintenance proposals, and on an as needed basis, those that include property, surveying and environmental.
 - 7.1.2 At least one (1) OCPS staff person with expertise in business and/or finance for the purpose of evaluating and scoring only those elements of the responses that relate to business and finance as recommended by the Chief Financial Officer.
 - 7.1.3 At least one (1) OCPS staff person with expertise in Minority/Woman-owned Business Enterprise goals as recommended by the Chief Operations Officer for the purpose of evaluating and scoring only those elements of the responses that relate to Minority/Woman-owned Business.
 - 7.1.4 Such other staff person(s) as deemed appropriate by the Superintendent, or his designee, in order to ensure that the CSC includes persons with experience and knowledge in the contractual services being sought, for the purpose of evaluating and scoring only those elements of the responses that relate to the person(s)’ area of experience and knowledge.
 - 7.1.5 Membership of the CSC may include representation from other public or private entities or others deemed appropriate as recommended by the Chief Operations Officer. The recommendation may be based on project complexity, project cost and staff capacity.
 - 7.1.6 Once the Superintendent, or his designee, has approved the list of members, the Chief Operations Officer shall select members from the preapproved list for each project. Committee members will be notified by the process administrator. Committee members will not disclose membership to anyone other than their direct supervisor.
 - 7.1.7 All voting members of the CSC are required to comply with the provisions of Florida Statutes Sections 112.312, 112.313,

112.3148, 112.3185 (2005) and the provisions of the Code of Ethics for Public Officers and Employees. No member shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the member would be influenced thereby.

- 7.2 The Chief Operations Officer, or his designee, shall select a Procurement representative who shall serve as the Selection Process Administrator to monitor the selection process, ensure compliance with all applicable procedural requirements, limiting discussion which facilitates the procurement process, the facts of the procurement and documentation on file, and will maintain objectivity at all times.
- 7.3 The Chairman of CSC shall be the non-voting Selection Process Administrator who shall be responsible for ensuring that each member is provided information on the project, directs discussion as necessary and determines when the committee may need to vote on any compliance related issues.
- 7.4 The final rankings as approved by the School Board will rank all proposers from highest to lowest scores based on the selection criteria described in the RFQ.

8.0 SCHEDULE

- 8.1 Pre-submittal conference attendance (not mandatory).
It is the firm's responsibility to become fully informed as to the nature and extent of the services required. The pre-submittal conference will be held at 10:00 a.m., August 29, 2016 in the large conference room of Facility Services Building 100A, 6501 Magic Way, Orlando, Florida. The RFQ will be reviewed and questions will be addressed.
- 8.2 Statements of Qualifications are due in the Facilities & Construction Contracting Office and directed to Ed Ames, Senior Manager, Facilities & Construction Contracting, Facilities Services, Building 100B, 6501 Magic Way, Orlando, Florida 32809 by 2:00 p.m. September 21, 2016.

The Selection Committee will convene on October 5, 2016, at 8:00 a.m. to review and score all submittals. Based on evaluations of Statements of Qualification, a minimum of five firms may be interviewed, at times and location to be determined at a later time. The order of presentation will be determined at OCP's sole discretion and the firms so notified. The presentations and/or interviews meetings are cover under the public exemption.
- 8.3 The above dates and times are subject to change. All changes will be posted to the Facilities & Construction Contracting website as it becomes available for all phases of this project.

9.0 GENERAL INSTRUCTIONS

- 9.1 Submit in a sealed envelope in accordance with the requirements contained in the Request for Qualifications (RFQ). Submittals are to be clearly marked with

the RFQ number and the firm's name and address on the outside of the sealed envelope.

- 9.2 Furnish the number of copies as instructed in the RFQ.
- 9.3 The response shall contain manual signature of an authorized representative of the responding firm.
- 9.4 Responses received after the receipt time noted in the RFQ will be returned unopened to the proposer.
- 9.5 Firms responding to the RFQ shall be available for presentations and interviews to the OCPS CRC Selection Committee.
- 9.6 The contents of the proposal of a successful firm may become part of its contractual obligations.
- 9.7 Proposals shall respond to each item noted in sections 4.3 and 5.0 in the order noted. Identify responses with the same paragraph notation as contained in this RFQ.
- 9.8 Proposals shall be typed. All corrections made by the proposer prior to the opening shall be initialed and dated by the proposer. No changes or corrections will be allowed after proposals have been opened.
- 9.9 Questions: Any questions concerning the RFQ should be directed in writing to the Facilities & Construction Contracting Section, Orange County Public Schools. All requests for information shall be submitted no later than seven (7) days prior to the RFQ receipt date in writing to Ed Ames, Senior Manager, Facilities & Construction Contracting. Fax number (407) 317-3752. Only the interpretation or correction so given by the Contract Administrator, in writing, shall be binding and prospective firms are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ and the selection process. All such interpretations and supplemental instructions will be in the form of written Addenda to the RFQ.
 - 9.9.1 Selection committee members, school board members and school board personnel (except the Contract Administrator) are not to be contacted prior to the School Board's decision to approve or reject the final recommendation presented to it by the Superintendent. At the discretion of OCPS, failure to comply with this requirement will be grounds for disqualification.
 - 9.9.2 Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Qualifications and continue through and include the date the Orange County School Board makes its determination to approve or reject the final recommendations.
- 9.10. Failure to meet any of these requirements may disqualify your firm from consideration.

10.0 TERMS AND CONDITIONS:

- 10.1. OCPS reserves the right to accept or reject any or all proposals in the best interest of OCPS. The School Board of Orange County, Florida reserves the right to waive any formalities in the selection process.
- 10.2. It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by Owner and that Owner does not represent or guarantee unto firm that any specific amount of services will be requested or required of firm pursuant to this RFQ.
- 10.3. Proposals which do not comply with these instructions or that do not include the requested data may not be considered.
- 10.4. The successful firm shall not discriminate against any person in accordance with Federal, State or Local law.
- 10.5. It is the sole responsibility of the submitting firm to ensure proposals are received at the proper place on or before the time and date required, and in the format stated.
- 10.6. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to 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 36 months from the date of being placed on the convicted vendor list.
- 10.7. The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: ADA Coordinator & Equal Employment Opportunity (EEO) Supervisor: Carianne Reggio; Section 504 Coordinator: Latonia Green; Title IX Coordinator: Matthew Fitzpatrick. (407.317.3200).
- 10.8. Any person who is adversely affected by a decision of the Orange County School District concerning this procurement, shall file a Notice of Intent to Protest in writing within 72 hours after the notice of decision is posted, excluding Saturdays, Sundays, and legal holidays. A formal written protest shall be filed no later than 10 days after the notice of intent to protest is filed. The formal written protest must be accompanied by a bid protest bond in the amount of \$25,000 or 2% of the lowest accepted proposal, whichever is greater.

Any person who is adversely affected by the terms, conditions, or specifications set forth in this Request for Qualifications shall file a notice of

intent to protest, in writing within 72 hours after the solicitation document [RFQ] is posted, excluding Saturdays, Sundays, and legal holidays. A formal written protest shall be filed no later than 10 days after the notice of intent to protest is filed. The formal written protest must be accompanied by a bid protest bond in the amount of \$25,000.

The Notice of Intent to Protest and formal written protest shall be filed with Roberto Pacheco, Senior Director, Procurement Services, 6501 Magic Way, Orlando, FL 32809. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Failure to file a protest or failure to post the bond or other security within the time frames or in the manner described above, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

- 10.9 By making a submission, it is understood and agreed that the submitting entity consents to OCPS contacting any parties referenced in the entities response including, but not limited to, all project owners and references herein.
- 10.10 Submitters acknowledge and agree that the contracting entity will be the CM name identified in the response to 4.3.1.1
- 10.11 Attached as attachment B, is the most current version of OCPS' standard contract form for Construction Management Services. By submitting a response to this RFQ, submitters acknowledge and agree that they have reviewed this standard form and have no objection to it. Further, if selected by OCPS, Submitters acknowledge and agree that they will execute this standard form contract, subject to OCPS' right to make revisions and modifications thereto prior to execution, where OCPS has determined, in its sole discretion that such revisions or modifications are in OCPS' best interest.
- 10.12 Attached as attachment C, is the OCPS Ethics & Lobbying Policy KCE. The purpose of this policy is to create a culture that fosters public trust and confidence in government in general and more specifically in the elected officials, the employees and those that contract and provide goods and services to Orange County Public Schools. By submitting a response to this RFQ, the respondent acknowledges and certifies that it is in receipt of, has reviewed and is in agreement with all provisions of the Ethics and Lobbying Board Policy KCE, including without limitation, all penalties for violation of said policy.

END OF RFQ

NOTICE
CONSTRUCTION MANAGEMENT AT RISK
FOR HUNGERFORD ELEMENTARY SCHOOL REPLACEMENT PROJECT
PUBLIC ANNOUNCEMENT FOR PROFESSIONAL SERVICES

The School Board of Orange County, Florida announces that Construction Management at Risk Services are required for the project listed below.

PROJECT AND NUMBER: Construction Management at Risk Services for
Hungerford ES Replacement Project,
RFQ #16CM 25.

SERVICES TO BE PROVIDED: Construction Management at Risk Services for
Hungerford ES Replacement Project.

PRE-SUBMITTAL MEETING: August 29, 2016, 10:00 a.m., 6501 Magic Way,
Orlando, FL, Building100A. Attendance is not
mandatory.

OCPS CONTACT: Ed Ames, Senior Manager
PROPOSALS ARE TO BE SENT TO: Orange County Public Schools
Facilities & Construction Contracting
6501 Magic Way, Bldg. 100 B
Orlando, FL 32809

PROPOSAL DUE DATE: September 21, 2016, 2:00 p.m.

Requirements: Interested firms are required to comply with all requirements of the Request for Qualification (RFQ). A copy of the RFQ and any and all clarifications issued shall be obtained from our web site <http://www.ocps.net/op/contract/>. Copies of the RFQ may also be picked up at the above address (during the hours of 8:00 a.m. to 11:30 a.m.) or upon written request will be mailed to interested firms. Written requests for a copy of the RFQ must be faxed to (407) 317-3752. Furthermore, all Notices concerning this solicitation and award shall be posted to the aforementioned web site. These Notices shall include, but are not limited to short list meeting dates and times, presentation meeting dates and times, intended decision and decision information.

Equal Employment Opportunity: The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: ADA Coordinator & Equal Employment Opportunity (EEO) Supervisor: Carianne Reggio; Section 504 Coordinator: Latonia Green; Title IX Coordinator: Matthew Fitzpatrick. (407.317.3200).

End of RFQ Document Consisting of 23 Pages Followed by a Sample Contract with 95 Pages

