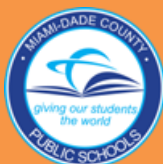


"Excellence in School Design & Construction"

PROCEDURES FOR THE SELECTION OF ARCHITECTS AND ENGINEERS



A/E SELECTION & NEGOTIATIONS
FACILITIES PLANNING, DESIGN AND SUSTAINABILITY
OFFICE OF SCHOOL FACILITIES
MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL BOARD POLICY 6330
DECEMBER 11, 2013, REVISED F-21
FORM NUMBERS UPDATED JULY 1, 2015
PILOT PROGRAM REVISION SEPTEMBER 3, 2015
PILOT PROGRAM 2ND REVISION SEPTEMBER 6, 2016

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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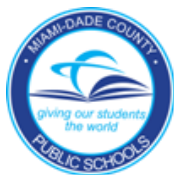


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SECTION I: GENERAL INFORMATION

A. PURPOSE

1. To identify steps to be taken in the selection and acquisition of professional services of Architects and Engineers required for the execution of the Miami-Dade County Public Schools (M-DCPS) Educational Facilities Work Plan.
2. To procure professional services in an efficient, cost effective and timely manner and in compliance with Florida Statute ([F.S. 287.055](#), Florida laws, rules, codes and School Board Policy [6330](#), as amended. The Board shall have the right to make exceptions to these procedures when valid public emergency conditions warrant. A valid public emergency is defined in Chapter [1013.46\(1\)\(b\) F.S.](#)
3. To encourage qualified design professionals to submit statements of qualifications and performance data when such services are advertised.

B. PLANNING

1. At least once each fiscal year, following approval of the Capital Outlay Budget by the School Board of Miami-Dade County, Florida (Board), the Chief Facilities Officer, or designee, will identify Capital Outlay Work to be completed in the coming year(s) within one or more categories:
 - New Construction;
 - Additions; and/or
 - Remodeling / Renovations
2. Projects in each category will be prioritized on the basis of the District's Educational Facilities Work Plan. Projects may be packaged as necessary to expedite the acquisition of professional services.

C. INTENT

1. A/E professional services will consist primarily of preparation of design and contract documents and construction administration for projects performed by traditional General Contractors or Construction Management at-Risk.
2. Selected firms will be required to use State Requirements for Educational Facilities, the Florida Building Code and M-DCPS design standards for assigned projects (unless otherwise instructed by M-DCPS).

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3. Each A/E team must consist of the following five professional disciplines, as a minimum, either in-house or as a prime with consultants:
 - Architecture
 - Structural Engineering
 - Civil Engineering
 - Electrical Engineering
 - Mechanical Engineering

Prime proposer and team members must be licensed to practice these five professional disciplines, as a minimum, as required by Florida Statutes. A Joint Venture firm must be duly licensed as a separate entity as required by Florida Statutes.

D. SELECTION PROCEDURES

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

- Advertisement
- Evaluation/Scoring & Final Ranking Process
- Initial Screening
- Final Evaluation
- Pre-Negotiations
- Negotiations
- Commissioning Recommendations to the Board

1. ADVERTISEMENT

Requests for Qualifications (RFQ) for professional services (which may include project(s), groups of projects, and/or other types of design-related services) shall be advertised as follows:

- a. An advertisement soliciting RFQ Responses from qualified proposers who wish to be considered for the advertised services will be prepared by the M-DCPS Department of Architect/Engineer (A/E) Selection & Negotiations (A/E Selection).
- b. The advertisement will run as a legal notice at least once in a newspaper or publication having general distribution in Miami-Dade County, and in publications having widespread distribution in the African-American, Hispanic and Haitian/Caribbean Communities. The advertisement may also be run in any additional publication(s) when such distribution is believed to be in the best interest of the Board and as directed by the

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Chief Facilities Officer and/or the Office of Economic Opportunity.

- c. A/E Selection will electronically post the full legal advertisement on the A/E Selection web page at: <http://ae-solicitations.dadeschools.net>

In addition to the legal advertisement, the A/E Selection web page will contain all the required RFQ documents, these selection procedures, any related documents and required forms.

- d. In accordance with Board Policies, a Code of Silence, Lobbyist requirements, Local Vendor Preference and protest procedures are activated at the time the legal advertisement is posted. These and all Board Policies can be accessed at: <http://www.neola.com/miamidade-fl/>
- e. In accordance with Board Policies and procedures, sub-consultant SMBE and/or M/WBE goals may be included in the legal advertisement.

2. EVALUATION / SCORING & FINAL RANKING PROCESS

The evaluation/scoring process will be conducted in two steps. First, staff will score all factors on the most current version of FORM 1 (Initial Screening), FM-3989. Next, a Selection Committee will evaluate and score factors contained in the most current version of FORM 2 (Final Evaluation), FM-3990. The Initial Screening and Final Evaluation forms will be scored in accordance with the Criteria for Evaluation/Scoring found under Section III.

- a. Vendor Preference - In accordance with the most current version of School Board Policy [6320.05](#), a local preference policy shall apply to the selection process for professional services. The local preference policy will apply at the initial screening phase. Only eligible local firms which have submitted an original, fully executed "Local Business Affidavit of Eligibility", FM-7138 (including their current Local Business Tax Receipt) with their RFQ Response will be considered for local preference.

Initial Screening: When a local firm that is not initially short-listed for interviews, and has a score within 5% of the lowest-ranked short-listed firm's score, it will be added to the short-list if the lowest-ranked short-listed firm is non-local.

- b. Failure to comply with any requirements in the advertisement and/or these procedures may disqualify RFQ Responses from consideration.

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3. INITIAL SCREENING

Proposers will be evaluated initially using the most current version of FM-3989 Certification/Qualification Form 1 (FORM 1) based on information presented in their RFQ Response, U.S. General Services Administration (GSA) Standard Form (SF) 330, M-DCPS Qualification Questionnaire forms, Project Reference Form (FM-7516) one (1) for each project submitted Staffing/Workload (FM-5232), Company Summary Form (FM-7416) and M-DCPS database(s) and information on file in A/E. No committee(s) will be involved in the initial evaluation process. Proposers will be ranked on the basis of FORM 1 total score. A staff established cut-off score will determine the short-list.

4. FINAL EVALUATION

An A/E Selection Committee (voting members) will be appointed for the final evaluation process based on discussions with proposers and/or presentations/ interviews. A/E Selection will act as facilitator.

- a. An A/E Selection Committee will consist of the following representatives identified for each solicitation:
 - one (1) from the Superintendent of Schools
 - three (3) technical (A/E) from the Office of School Facilities
 - one (1) from the Office of Economic Opportunity
 - one (1) community representative appointed by the Superintendent of Schools
 - Alternate(s) - if required
- b. The A/E Selection Committee will meet to evaluate the short-listed proposers.
- c. A representative from the Office of Management and Compliance Audits shall be invited to observe (as non-voting), and to act as resources to, the selection process.
- d. The A/E Selection Committee will review the RFQ Responses and conduct discussions with, and may require presentations by, the short-listed proposers in order to rank the firms. In either case, each A/E Selection Committee member will complete a Final Evaluation Form 2 FM-3990 (FORM 2) for each short-listed proposer.
- e. Short-listed firms are advised that any commitments/representations made during the interview presentations or questions & answers session are

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subject to incorporation into the agreement for services with the District and may be used in future evaluation of the selected firm's performance.

- f. The highest and lowest of the A/E Selection Committee's scores will be dropped, and an average will be taken of the remaining scores. Final overall score for each proposer will be the average FORM 2 score. Final ranking shall be determined by the final overall score.
5. PRE-NEGOTIATIONS
- A/E Selection will conduct the pre-negotiation meeting(s) and act as the chief negotiator on behalf of M-DCPS.
- a. A/E Selection will establish a maximum fee (or fee structure) for each project of each category after analyzing the services to be performed. A fixed fee shall be used for all projects, unless otherwise determined by A/E Selection.
 - b. An A/E Negotiating Committee consisting of the following representatives will be identified for each solicitation (two members constitute a quorum):
 - A/E Selection (as the A/E Contract Negotiator)
 - Designee(s) from the Office of School Facilities (preferably one or more of the A/E Selection Committee appointees)
 - Office of Economic Opportunity
 - c. A representative of the Office of Management and Compliance Audits shall be invited to observe (non-voting), and to act as a resource to the negotiation process.
 - d. Pre-negotiation Meeting - Prior to negotiations, the A/E Negotiating Committee will meet with each proposer under consideration, explain the extent of the services required, and present any applicable written documentation of the project(s) including, but not limited to:
 - Agreement Shell
 - Scope of Services
 - Pre-programming package (including items such as the project scope of work, project and construction budget, proposed project schedule, reports and/or studies as appropriate, facilities list – if required, etc.)
 - M-DCPS Design Standards
 - A/E SC-1 (Procedures Manual)
 - Project team information
 - Other related information deemed appropriate

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6. NEGOTIATIONS

A/E Selection will conduct the negotiation meeting(s) and act as the chief negotiator on behalf of M-DCPS.

- a. The A/E Negotiating Committee will negotiate with the highest-ranked firm for the highest priority project in each category first and, if negotiations are successful, that firm will be recommended for commissioning.
- b. The A/E Negotiating Committee may not exceed the established maximum fee(s) or fee structures.
- c. If applicable, negotiations for succeeding project(s)/professional services will be conducted in order of priority for the category and order of ranking for the Architect and/or Engineer.
- d. Negotiations will consist of an initial proposed fee; counter offer(s); and agreement, if possible, upon a fee within the maximum established. Each proposer will be required to present as part of the negotiation, including but not limited to, the following for review:
 - A proposal letter stating that the proposer has reviewed all the requirements, the agreement and related documents and fully understands the obligations and commitments required for successful completion of the project(s).
 - Detailed staffing analysis and staffing plan for the work/project(s) for all required services. This proposal shall include, but is not limited to tasks required to accomplish the program objectives, the hours and discipline of each individual for each task, a summation of the hours for each individual for each phase (schematic design phase, design development phase, etc.), and a summation of all personnel cost per phase. A spreadsheet format is required.
 - Cost of professional liability and errors and omissions insurance (if required).
- e. If, after initial negotiations, the A/E Negotiating Committee believes the maximum fee(s) or fee structure(s) to be unfeasible and/or inequitable, it may suspend negotiations and confer with the Chief Facilities Officer, or designee, regarding a revised maximum fee and/or fee structure. The Chief Facilities Officer, or designee, may increase the maximum fee(s) and/or fee structure(s) and negotiations may be resumed with the proposer.

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- f. Negotiations may be conducted on a single or multi-session basis. The A/E Negotiating Committee will continue to meet with the highest-ranked proposer until satisfactory agreement is reached, or until negotiations are considered by the A/E Negotiating Committee to be no longer productive.
 - g. If an agreement cannot be reached, the A/E Negotiating Committee will terminate negotiations with the proposer, advise the proposer of termination in writing, and proceed to negotiate with the next ranked proposer for the same project(s) and/or services. Negotiations with the next ranked proposer will be conducted on the same basis and with the same maximum fee(s) and fee structure(s) as with the previous proposer. If negotiations are unsuccessful, the proposer will be advised of termination and the process repeated with the next ranked firm, and so on.
 - h. The maximum fee(s) and/or fee structure(s) originally established may not be changed once negotiations with the highest-ranked proposer have been terminated.
 - i. If the A/E Negotiating Committee is unable to negotiate a satisfactory agreement (in the order of final ranking with any of the firms) then, professional services may be re-advertised, or an alternative delivery method may be used to accomplish all or part of the required services.
 - 1) When advertised as multiple, group or packages of projects, negotiations for succeeding projects will be conducted in order of priority for the category and order of ranking for the firms. If the Negotiating Committee is unable to negotiate a satisfactory Agreement with any of the selected firms, additional firms will be selected in the order of their competence and qualifications, and negotiations will continue in accordance with these procedures until an agreement is reached.
7. COMMISSIONING RECOMMENDATIONS TO THE BOARD:
- a. Once an agreement is reached, A/E Selection will submit a recommendation to the Board outlining negotiating points such as basic services fees and support services fees, hourly rates, payment schedule(s), scope of work, construction budget, any deviations from the standard agreement form, and whether the prime firm is SMBE and/or M/WBE, and a list of SMBE and M/WBE sub-consultants. If commissioning is approved by Board action, A/E Selection will process the formal agreement for professional services for execution.

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b. Indemnification/Insurance:

The selected firm(s) will be required to agree, without reservation, to the standard Board indemnification and insurance clauses that will be incorporated into the agreement. Proposers must have the proper insurance coverages for the required services, and submit proof of insurance coverages or letters of intent from their insurance company to cover all indemnification and insurance requirements. Certificates of insurance coverages may include, but are not limited to the following:

- 1) Professional Liability Insurance, \$1,000,000 minimum (refer to Legal ad for project specific requirements);
- 2) Workers' Compensation\Employers Liability Insurance (as required by Florida Statutes).
- 3) Comprehensive General Liability Insurance in an amount not less than \$500,000 single limit per occurrence for bodily injury and property damage.
- 4) Comprehensive Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the operations of the firm(s), in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

E. SUCCESSOR ARCHITECT AND/OR ENGINEER

1. In the event that the professional services of a commissioned A/E are terminated before completion of the design services for the project(s), the Board may:
 - a. Assign a new A/E to become the Successor A/E of Record in accordance with Florida Statutes. Staff shall negotiate with the Successor A/E of Record and recommend commissioning to the Board. To maximize opportunities for participation, to the extent possible, work will be assigned on a rotational basis by ranking. A firm's workload, qualifications for the task, and performance on previous assignments will also be considered;
 - b. Advertise and select a new A/E following these procedures;
 - c. Assign the project(s), negotiate with and recommend to the Board a new A/E, from a list of active experienced firms currently under contract with the Board. To maximize opportunities for participation, to the extent possible, work will be assigned on a rotational basis by ranking. The firm's workload, qualifications for the task, and performance on previous assignments will also be considered;

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- d. Elect to complete the remainder of the professional services with in-house staff; or
 - e. Any combination of a. through d., above.
2. The Board may, for projects where the design has been fully completed by the original A/E of Record, authorize staff to assign a Successor A/E to become the construction contract administrator without becoming the Successor A/E of Record.
 3. Procedures for a Successor registered Architect adopting the work of another registered Architect shall be in accordance with the Florida Administrative Code 61G1-18.002.
 4. Procedures for a Successor Professional Engineer adopting the work of another Professional Engineer shall be in accordance with the **Florida Administrative Code 61G15-27.001**.

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SECTION II: INSTRUCTIONS TO PROPOSERS

- A. All responses to the advertised RFQ must be submitted by the deadline stipulated in the advertisement. Responses received after the scheduled receipt time shall not be considered.
- B. An original and copies of the response (number of copies as stated in the advertisement) must be furnished by the deadline stipulated in the advertisement.
- C. RFQ Submittal Requirements:

RFQ Responses shall include, but are not limited to, the following and any other documents as may be required in the legal advertisement.

- Tab 1:** A brief Letter of Interest (LOI) signed by a principal of the firm:
- Commitment to SMBE sub-consultant participation goal percentage
 - Commitment to comply with all School Board Policies including, but not limited to, Policy 6320.02, 6320.05, 6325, 6465 & 8150
 - Statement attesting that the information provided in the RFQ Response is complete, current and factual
 - Signed by a Principal of the firm (see Section E, below)
 - Notarized

- Tab 2:** GSA SF 330 (see Section F, below)
Part I (Sections A – I)
- Section A
 - 1 list the advertised Facility Name/Project Title
 - 2 list the RFQ Response Due Date
 - 3 list the RFQ number
 - Section B
 - Section C
 - Section D
 - Section E
 - Section F:
 - Example Annual (Continuing/term) Contracts: If applicable, submit one (1) “Board-modified Section F” for each Continuing/Term Contract for A/E services (listing individual assignments).
 - Example Projects: Submit one (1) “Standard Section F” for each specific project for A/E services. Submit no more than 10 example projects which best illustrate proposed team’s qualifications for the advertised RFQ. List completed projects

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that are similar in size, scope and complexity to the projects advertised. List the substantial completion date month and year in block 22 (Year Completed). **Scope, size and construction cost shall be listed in Block 24 (Brief Description of Project and Relevance to this Contract).** Include color photos for each project with each Section F.

- Section G
- Section H
- Section I (see paragraph E, below)

Part II (Blocks 1 – 12)

- Submit one (1) Part II for each of the following disciplines which are to be part of the team proposed for the advertised project(s) (including “in-house” disciplines):
 - Architecture
 - Electrical engineering
 - Mechanical engineering
 - Structural engineering
 - Civil engineering

Block 12 - Authorized Representative for each discipline (see paragraph E, below)

If a firm has branch offices, submit a separate Part II for each branch office which has a key role on the team.

Tab 3: M-DCPS Qualification Questionnaire: Related Experience (FM-5231)

Tab 4: Project Reference Form (FM-7516) for each project submitted under Tab 2. Proposers are required to submit Project Reference Forms through the M-DCPS web-based “Project References System”. Include email confirmation attachments in the RFQ Response (refer to Section IV - B for general instructions).

Tab 5: Staffing/Workload (FM-5232) - Proposers shall list all projects yet to be completed that the proposer is currently undertaking, provide the status of each, provide staff utilization projection for the completion of these projects and technical staff availability for advertised project(s)/contract(s).

Tab 6: Company Summary Form (FM-7416)

Tab 7: A list of SMBE and M/WBE sub-consultants, participants or team members clearly stating their role(s) and responsibilities with copies of current M-DCPS certificates (FM-7550).

- SMBE – FM-7550 (one for each advertised project)

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- SMBE and M/WBE Certificates (for prime and sub-consultants)

Tab 8: A copy of Memorandum of Understanding (MOU) for each sub-consultant listing the sub-consultant's name, role(s) and responsibilities for each advertised project. Each MOU must include the following:

- On prime proposer's letterhead
- Sub-consultant's role(s) and responsibilities
- SMBE percentage of participation
- Signed by a principal of the firm (both prime and sub-consultant)
- Both signatures notarized

Tab 9: Local Business Affidavit of Eligibility (FM-7138) - If applicable, submit Local Business Affidavit of Eligibility form with the proposer's current Local Business Tax Receipt(s).

Tab 10: Joint Venture Agreement (if applicable)

Tab 11: Supporting Documents - Submit pertinent data deemed relevant to the evaluation of the proposer's qualifications or as may be required in the legal advertisement and/or in the RFQ. At a minimum, submit:

- Prime's Business License
- Prime's Professional License(s)
- Prime's Business Tax Receipt(s)
- Prime's Insurance Certificates
- Sub-consultants' Professional Licenses

D. Any and all costs associated with the preparation and submittal of responses to the advertised RFQ are solely the responsibility of the proposer.

E. RFQ Responses shall be signed by a principal of the proposing entity. The authorized representative signing the LOI, GSA SF 330 Part I (Section I) & GSA SF 330 Part II for each discipline (including in-house disciplines), must be a Principal of the firm who is also a registered Architect or Engineer (qualifier).

F. A pre-proposal conference may be held as stated in the advertisement. Attendance is highly encouraged for a non-mandatory pre-proposal conference. However, RFQ Responses submitted by firms not represented at a Mandatory Pre-proposal Conference will not be considered. This will be the only opportunity to present questions regarding the advertised RFQ. Written questions may be forwarded to the department director/supervisor, at the address noted in the advertisement, and said questions will be answered at the pre-proposal conference. Questions and answers will be posted online. Only interpretation given by A/E Selection, in writing, shall be binding. Prospective proposers are advised that no other source is authorized to give information concerning, or to

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- explain or interpret, the RFQ and the selection process. Any such interpretations and supplemental instructions shall be made in writing by A/E Selection.
- G.** Proposers must be authorized to do business in the State of Florida and must possess all required registration(s), certification(s) and license(s) in accordance with all applicable Florida Statutes, ordinances, regulations, and/or Board Policies. The practice of architecture and engineering shall be governed by the State of Florida Regulation of Professions & Occupations. **All required business-related documents shall be included under Tab 11.**
 - H.** A joint venture (composed of qualified business organizations), is itself a separate and distinct organization that must be qualified in accordance with Board Policies and Section 489.119(2)(e), F.S. If the proposer is a joint venture, a copy of the fully executed joint venture agreement must be submitted with the RFQ Response. Only Architectural, Electrical, Mechanical, Structural and Civil Engineering firms will be considered as acceptable partners in a joint venture.
 - I.** If the proposer is a newly formed firm/company, or joint venture, at least one principal must have been a principal of a firm(s) for a period of no less than five (5) years.
 - J.** A proposer currently commissioned for their first new facility may not be eligible to receive another new facility until completion (substantial completion) of the current project.
 - K.** Proposers responding to a RFQ must be available in person for presentations/interview (if applicable) to the A/E Selection Committee, at the place and time designated by M-DCPS.
 - L.** The contents of the RFQ Response submitted by the successful firm(s) may become part of the contractual obligations.
 - M.** RFQ Responses must be typed or printed in English. **No changes or corrections will be allowed after the RFQ Response submittal deadline.**
 - N.** M-DCPS reserves the right to reject any or all RFQ Responses, to waive technicalities, or to accept the RFQ Response that, in its sole judgment, is deemed to be the most highly qualified to perform the required services.
 - O.** M-DCPS reserves the right to request clarification of information submitted and to request additional information of one or more proposers.

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- P. M-DCPS reserves the right to utilize an alternative delivery method for any advertised project(s)/professional services.
- Q. M-DCPS may conduct discussions in lieu of presentations/interviews when it is deemed to be in the best interest of the Board.
- R. Commercial Nondiscrimination Program
1. It is the policy of the Board to promote full and equal business opportunities for all persons doing business with the District by increasing the purchase of goods and services from small businesses within the area of Miami-Dade County.
 2. Discrimination against businesses based on sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis, is strictly prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis, in connection with the award and/or performance of contracts or modification of a contract between a vendor or contractor and the Board which contract is paid for, in whole or in part, with monetary appropriations by the Board.
 3. The objective of the Commercial Nondiscrimination Program is to promote and encourage full and open competition in the District, procurement and purchasing; encourage all District personnel involved with procurement and contracting activities to maintain good faith efforts and appropriate purchasing procedures; to protect the Board from becoming a passive participant in any unlawful discrimination; and to otherwise spur economic development in the public and private sectors of the local economy.
 4. Small and Micro Business Enterprise (SMBE) Participation:

It is the policy of the School Board of Miami-Dade County, Florida that Small and Micro Business Enterprises (SMBEs) have the maximum practical opportunity to participate in the contracting opportunities provided by the District. In keeping with this policy, each proposer is required to state whether it will utilize SMBEs that are eligible for assistance to perform work on the project(s) being advertised (submit requested statement in **Tab 7**). This information must include the SMBE's and staff's experience in providing

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this type of service. For firms not yet certified by M-DCPS, a SMBE Application may be submitted directly to the M-DCPS Office of Economic Opportunity. Applications can be downloaded from the M-DCPS website at <http://oeo.dadeschools.net>. To be considered as an SMBE, a proposer must have a current M-DCPS SMBE certificate at the time of the RFQ Response submittal due date.

5. Each firm will be required to state its SMBE and M/WBE utilization. All SMBE and M/WBE firms must be certified by the Office of Economic Opportunity, prior to the RFQ Response submittal deadline.
 6. A **monthly** report documenting efforts undertaken by the proposer, if any, regarding SMBE and M/WBE participation will be required during the term of the solicited project(s), and must be submitted to the Office of Economic Opportunity. The report shall include the name of firms, contact persons, and expenditures paid to date.
 7. The information collected by the OEO shall be reflected in the firm's Performance Evaluation Form (FM-3991).
- S.** Pursuant to Section [287.133\(2\)\(a\)](#), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section [287.017](#) for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- T.** Pursuant to School Board Policy, Contractor Debarment Procedures, debarred contractors are excluded from conducting business with the Board as agents, representatives, partners and associates of other contractors, subcontractors or individual sureties.
- U.** Any firm or individual whose contract/agreement has been terminated by the Board within three (3) years of the RFQ Response due date, with cause, will not be considered under this RFQ.
- V.** Failure to file a protest within the time prescribed and in the manner specified in School Board Policy or in accordance with Section [120.57\(3\)](#), F.S. shall

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constitute a waiver of proceedings under Chapter [120](#), F.S.

- W.** The successful proposer(s) shall fully comply with the State of Florida's House Bill 1877 "Jessica Lunsford Act" (JLA); F.S. [1012.465](#), [1012.32](#), [1012.467](#) & [1012.468](#) and Board Policies, including but not limited to:
- [4121.01](#) Employment Standards and Fingerprinting of all Employees (also refer to School Board Policy [8475](#))
 - [6320.02](#) Small/Micro Business Enterprise Program and Minority/Women Business Enterprise Certification
 - [6460](#) Business Code of Ethics
 - [6465](#) Commercial Anti-discrimination in Business Operations and Practices
 - [8150](#) Lobbyist
 - [8700](#) Anti-Fraud
 - All other related Board policies and procedures (as amended and applicable)
- X.** Failure to comply with the advertisement and/or any requirements in these procedures may disqualify RFQ Responses from consideration.

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

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PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

SECTION III: CERTIFICATION / QUALIFICATION - FORM 1 (FM-3989)

CRITERIA FOR EVALUATION/SCORING

- A. All FORM 1 factors will be evaluated based on the information submitted by the proposer in their RFQ Response (including GSA SF 330 and M-DCPS Qualification Questionnaire forms), other forms as may be developed/required by M-DCPS, information in M-DCPS database(s) and/or on file with A/E Selection and review / verification of submitted information.
- B. All factor ratings will be on a scale of 0-10 unless otherwise noted. The score for each factor will be the rating subject to the multiplier.
- C. Factors 2, 3 and 4 shall be scored based on the principal(s), regardless of the name of the firm. Principals of new firms (in existence less than five (5) years) shall list their previous projects as Individual Experience "IE" under GSA SF 330, Section "E" block 19 (3).

"Principal" of a firm shall be defined as the sole proprietor in the case of a sole proprietorship, all partners in the case of a partnership or joint venture, or all shareholders and officers in a corporation. When a joint venture or a partnership is formed by one or more corporations, each of the shareholders and officers of the corporation(s) shall be considered a principal. A principal must be a State of Florida licensed architect or engineer. One or more of the principal officers of a corporation or limited liability company, or one or more partners of the partnership, and all personnel of the corporation, limited liability company, or partnership who act in its behalf in this state, as architects, must be licensed.

- D. In the case of a Joint Venture (JV) proposer, points will be prorated for each party of the JV based on the percentage participation in the JV agreement.
- E. A short-list will be developed based on the top-ranked proposers (using a staff-established cut-off score).

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

FACTOR 1 LOCATION OF OFFICE (Rating Max. 10 pts.)

Identify the location of the proposer's office that will have direct responsibility for the proposed project(s). Include a copy of the Local Business Tax Receipt(s) (in **Tab 9**) for the office that will provide the required professional services. This office must be fully staffed and fully operational prior to the RFQ Response submittal due date.

RATING:

Points will be based on the location the proposer's office which will be providing the requisite services as follows:

Miami-Dade County	= 10 points
Broward, Monroe & Palm Beach County	= 8 points
State of Florida	= 4 points
Outside of State	= 2 points

FACTOR 2 YEARS ESTABLISHED (Rating Max. 10 pts.)

One point for each year the principal of the prime firm has been a principal with the same or different firm(s), up to a maximum of 10 points.

In the case of a firm with more than one principal, the score shall be based on the principal with the greatest number of years of experience.

FACTOR 3 RELATED EXPERIENCE

Use Qualification/Questionnaire Form **3A & 3B** (FM-5231) when addressing Factors 3A and 3B. Only projects from GSA SF 330, Section "F" will be considered.

A. EXPERIENCE WITH FLORIDA PUBLIC SCHOOL SYSTEMS (K-20) PROJECTS IN COMPLIANCE WITH SREF (Rating Max. 10 pts., 2 pts/project):

List no more than five (5) projects of comparable size, scope and complexity completed within the past fifteen (15) years for which your firm provided A/E services (refer to legal ad).

B. EXPERIENCE WITH THIS TYPE OF PROJECT (other than Florida Public School System projects), Rating Max. 10 pts., 2 pts/project:

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

List no more than five (5) projects of comparable size, scope and complexity completed within the past fifteen (15) years for which your firm provided A/E services of this type (refer to legal ad).

NOTES:

1. In the case of term contracts, each project assigned under that agreement may be considered a project. List no more than three (3) projects under each term contract.
2. Factors 3A and 3B will be evaluated based on a comparison of qualified/comparable projects submitted by all proposers.

FACTOR 4 PREVIOUS PERFORMANCE WITH M-DCPS

Scoring of this factor will be based solely on routine evaluations of past performance, an analysis of past errors and omissions change order amounts and days of delay. These scores will be on a scale of 1-5 for factor 4A and 10 to -10 for factor 4B. A proposer who has not yet been evaluated shall receive a rating of 3.5 for factor 4A and 7.0 for factor 4B.

A. General Periodic Evaluation (Rating Max. 5 pts.)

Rating will be the average score received on Project A/E Performance Evaluation Form (FM-3991) on all projects currently underway, or completed in the previous 3 years. A sample of FM-3991 (4 page form) is included in the Forms section of these procedures.

B. Architect & Engineers Errors, Omissions and Delays (Rating Range +10 pts. to -10 pts.)

Rating will be based on the proposer's cumulative average of the percentage of A/E "Errors and Omissions" added to the percentage of A/E "Delays" on all projects currently underway, or completed in the previous three (3) years. Scoring will be as follows:

0.00 – 1.35%	10 points
1.36 – 2.75%	8 points
2.76 – 4.15%	6 points
4.16 – 5.50%	4 points
5.51 – 7.00%	0 points
7.01 – 8.50%	- 4 points
8.51 – 9.50%	- 7 points
Over 9.50%	- 10 points

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

- (1) In the case of a firm with more than one principal the score shall be based on the principal with the greatest percentage of errors and omissions and delays within the previous three years on M-DCPS projects.
- (2) Percentages for A/E errors and omissions are based on cumulative extra construction costs due to errors and omissions divided by total construction of contract award amounts for projects under construction or completed in the past three (3) years. In the case of omissions the extra construction cost shall be multiplied by twenty percent (20%).
- (3) Percentages for delays will be based on the “percentage late”, defined as: total days late which are attributable to the project architect or engineers on active projects and projects completed within the past three (3) years, divided by the total number of “elapsed schedule days”. Elapsed schedule days refers to the actual time elapsed on a particular design or construction schedule contained in the Owner/Architect Agreement from the Commission date to the completion of the most recently completed phase.

FACTOR 5 TEAM RELATIONSHIP (Rating Max. 10 pts.)

Scoring of this factor will be based on the information submitted by each proposer under GSA SF 330, Section “G” (max 10 projects). List projects under Section “G” where multiple team members have worked together that demonstrate the team’s capability to perform work comparable to the services required and/or type of project advertised in the RFQ solicitation. All projects in Section “G” must reflect projects listed in Section “F”.

Points will be assigned based on the following maximum limits:

- disciplines to score (not counting the prime) = 4.00
- points per disciplines = 2.50
- number of projects w/same team member = 10.00
- points per qualified project = 1.00
- points per team member per qualified project = 0.25
- score for factor = 10.00

NOTES:

1. Only licensed professionals will be considered under this factor.
2. Proposed in-house team members who have participated on projects

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

- listed in Section "F" could maximize points per discipline.
3. If there are multiple team members per discipline then the points would be split between the team members (not to exceed max per discipline).

FACTOR 6 CAPABILITIES (Rating Max. 5 pts.)

Only Florida registered/licensed professionals of the prime proposer will be considered under this factor. Scoring of this factor will be based solely on data submitted by each proposer in GSA SF 330, Section "E".

One point will be assigned for each registered professional, in the field of architecture and/or engineering, for a maximum of 5 points.

FACTOR 7 MINORITY / WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION (Rating Max. 10 pts.)

Scoring of this factor will be based on one of the M-DCPS M/WBE certification categories listed below. The M-DCPS M/WBE Certificate must be submitted with the RFQ Response in order to qualify for points. If the proposer is a joint venture, a copy of the fully executed joint venture agreement must be submitted with the RFQ Response.

Ten (10) points will be assigned to a proposer (prime firm) which is a current M-DCPS certified M/WBE (51% owned, operated and controlled by an M/WBE) firm. In the case of a joint venture, one (1) point will be assigned for each 10% of the joint venture interest as an M/WBE.

M/WBE CATEGORIES:
African-American
Asian-American
Native-American
Non-Minority Woman
Service-Disabled Veteran

FACTOR 8 SUB-CONSULTANT TEAM DIVERSITY (Rating Max. 13pts.)

Scoring of this factor will be based on one of the M-DCPS M/WBE certification categories listed below for up to 5 sub-consultants. The M-DCPS M/WBE Certificate must be submitted with the RFQ Response in order to qualify for points. Scoring of this factor will be based on the Proposer's team diversity. Rating will be as follows:

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

M/WBE CATEGORIES:
African-American
Asian-American
Native-American
Non-Minority Woman
Service-Disabled Veteran

RATING:
Sub-consultants in 1 category = 3 points
Sub-consultants in 2 categories = 10 points
Sub-consultants in 3 categories = 11 points
Sub-consultants in 4 categories = 12 points
Sub-consultants in 5 categories = 13 points

FACTOR 9 SMBE PARTICIPATION (Rating Max. 10 pts.)

Scoring of this Factor will be based on M-DCPS SMBE Certification (which must be obtained prior to the RFQ Response due date in order to qualify for points). If the proposer is a joint venture, a copy of the fully executed joint venture agreement must be submitted with the RFQ Response.

Ten (10) points will be assigned to a proposer (prime firm) which is a current M-DCPS certified SMBE. In the case of a joint venture, one (1) point will be assigned for each 10% of the joint venture interest as a SMBE.

FACTOR 10 SMBE SUB-CONSULTANT PARTICIPATION (Rating Max. 4 pts.)

Proposer (prime firm) team consists of A/E sub-consultants which are M-DCPS certified SMBE. One (1) point will be considered for each A/E discipline provided by a M-DCPS certified SMBE sub-consultant up to a maximum of 4 points.

FACTOR 11 REFERENCES (Range +10 pts. to -10 pts.)

Scoring of this factor will be based on the information submitted by each proposer under Qualification/Questionnaire - Related Experience (FM-5231) Factor 3A & 3B. Proposers are required to submit a Project Reference Form (FM-7516) for each project listed on FM-5231 with their RFQ response (Tab 4). A/E Selection will e-mail all submitted Project Reference Forms to each contact provided in the RFQ Response and all

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

references received will be averaged to score this factor. In the absence of a timely reference response (5 business days) the rating for that reference will be 0. A minimum of six (6) references will be averaged.

Points for this category will be assigned as follows:

Good = +10 points added
Fair = 0 points
Poor = -10 points deducted

NOTE:

It is the intent of the Board to create an additional scoring factor related to an internship/apprenticeship program as established in future related OEO Board procedures. At such time as the procedures are approved the appropriate scoring factor will be added.

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

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PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

SECTION IV: FORMS

General Instructions

- A.** The most current M-DCPS “FM” forms are fillable forms and are available on-line at <http://facilities.dadeschools.net> (with the exception of the Project Reference Form **FM-7516** and **GSA SF 330**, see below). On the bottom left side of the Facilities web page:
- Click on “**Forms**”
 - Select “**Records & Forms**”
 - Click on “**Forms Search**”
 - In the box labeled “**Search By Form Number**” input the 4 digit “FM” form number
 - Save forms or fill in the forms online and then save (clear the form at the top right)
 - Submit forms with RFQ Response
- B.** Project Reference Form **FM-7516**
- Create a Community Portal account under <http://www.dadeschools.net/community.asp>. In order for the Project Reference Form to reflect the firm’s name correctly, when setting up a Community Portal Account, enter the FIRST PART OF THE FIRM’S NAME for “Your First Name” and the SECOND PART OF THE FIRM’S NAME for “Your Last Name”.
 - Instructions: <http://ehandbooks.dadeschools.net/userguides/community.asp>
 - Once a Community Portal account is created, log-in and click on the tab labeled “**Apps | Services | Sites**”, then select “**Project References**”.
 - Fill-in and submit a form for each project in your RFQ Response.
 - A confirmation e-mail will be sent to the proposer for each form submitted.
 - Download the form (from the email confirmation) and include a copy in your RFQ Response.
 - A maximum of 10 Project Reference Forms for each RFQ will be allowed.
- C.** **GSA SF 330** – General instructions
- The GSA SF 330 fillable forms are embedded in the Selection Procedures. Download the Selection Procedures from <http://ae-solicitations.dadeschools.net>
 - Under the legal ad number - Click on the PDF labeled “**RFQ**”
 - Registration is required to download this file
 - If you registered previously, enter your e-mail and press “Next”
 - Save a copy of the Selection Procedures

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

- Extract the SF 330 (Part I and Part IIs). This is a fillable form
- After filling-in the form include a copy in your RFQ Response

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

FORMS TABLE

FORM	NO.	NOTES
CERTIFICATION / QUALIFICATION FORM 1	FM-3989	<i>(for M-DCPS internal use, only)</i>
FINAL EVALUATION FORM 2	FM-7627	<i>(for M-DCPS internal use, only)</i>
INSTRUCTIONS FOR FORM 2	FM-7628	<i>(for M-DCPS internal use, only)</i>
RELATED EXPERIENCE 3A AND 3B	FM-5231	Submit with RFQ Response
PROJECT REFERENCE FORM	FM-7516	Submit online through the Community Portal & place copy in RFQ Response
STAFFING / WORKLOAD	FM-5232	Submit with RFQ Response
COMPANY SUMMARY FORM	FM-7416	Submit with RFQ Response
LIST OF SUB-CONSULTANTS FORM	FM 7550	Submit with RFQ Response (one for each project advertised). Also submit an MOU for each sub-consultant for each project advertised.
GSA SF 330 (PARTS I & IIs)	N/A	Extract from these Procedures & submit with RFQ Response
LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY	FM-7138	Submit with RFQ Response (if applicable)
PROJECT A/E PERFORMANCE EVALUATION FORM	FM-3991	<i>(for M-DCPS internal use, only)</i>

The following M-DCPS “FM” forms are provided as sample forms and may be updated from time to time. With the exception of FM-7516 and GSA SF 330, to obtain the most current version of each form, download the online forms to be included in the RFQ Response (see Section IV for general instructions).

PROCEDURES FOR SELECTION OF ARCHITECTS AND ENGINEERS

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Miami-Dade County Public Schools
**SELECTION OF ARCHITECTS AND ENGINEERS
 CERTIFICATION / QUALIFICATION - FORM 1**

PROPOSER (PRIME):					J.V.	RFQ Response Due Date:
PROJECT:					PROJECT #:	
DISCIPLINE:	Prime	J.V.	Consult.	Name of Consultants:	SMBE	M/WBE
ARCHITECT:						
ELECTRICAL ENGINEER:						
MECHANICAL ENGINEER:						
STRUCTURAL ENGINEER:						
CIVIL ENGINEER:						
OTHER:						
FACTORS					RATING	MULT SCORE
1.	LOCATION OF OFFICE (Max. 10 pts.)			1		
2.	YEARS ESTABLISHED (1pt/yr. - Max. 10 pts.)			1		
3.	RELATED EXPERIENCE					
	A. Florida Public School Systems (K-20) Projects (2 pts./ project, Max. 10 pts.)			3		
	B. Experience with this type of project (2 pts./ project, Max. 10 pts.)			2		
4.	PREVIOUS PERFORMANCE WITH M-DCPS					
	A. General Periodic Evaluation (Max. 5 pts.)			4		
	B. A/E Errors, Omissions & Delays (Max. 10; Min. -10 pts.)			2		
5.	TEAM RELATIONSHIP (Max. 10 pts.)			1		
6.	CAPABILITIES / REGISTERED PROFESSIONALS (1 pt./ registered professional, Max. 5 pts.)			2		
7.	M-DCPS M/WBE CERTIFICATION (Max. 10 pts.)			1		
8.	SUB-CONSULTANT TEAM DIVERSITY (Max. 13 pts.)			2		
9.	M-DCPS SMBE CERTIFICATION (Max. 10 pts.)			1		
10.	M-DCPS SMBE SUB-CONSULTANTS (Max. 4 pts.)			1		
11.	REFERENCES (Max. 10; Min. -10 pts.)			1		
TOTAL SCORE (Max. 190 pts.)						Checked by: _____
<input type="checkbox"/> Local Business Affidavit of Eligibility <input type="checkbox"/> Y or <input type="checkbox"/> N						
ADDITIONAL NOTES:						
EVALUATOR:					DATE:	
Print Name & Title: _____					Signature: _____	

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Miami-Dade County Public Schools
**SELECTION OF ARCHITECTS AND ENGINEERS
 FINAL EVALUATION FORM 2**

PROPOSER (PRIME):				RFQ #	RFQ Response Due Date:	
PROJECT:				PROJECT #:		J.V.
DISCIPLINE:	Prime	J.V.	Consult.	Name of Consultants:		SMBE
ARCHITECT:						
ELECTRICAL ENGINEER:						
MECHANICAL ENGINEER:						
STRUCTURAL ENGINEER:						
CIVIL ENGINEER:						
OTHER:						
FACTORS				RATING	MULT	SCORE
1. SPECIFIC CAPABILITIES OF TEAM						
A. Proposed Management Team					2	
B. Scheduling					1	
C. Estimating/ Budget Control					1	
D. Observation / Contract Administration					2	
E. Specifications					1	
F. Design Coordination and Quality Control					1	
2. EXPERIENCE OF TEAM PROFESSIONALS						
A. Overall Project Experience					1	
B. Public Agency Projects					1	
C. School Projects					1	
D. This Type of Project					2	
3. CAPABILITIES OF TEAM, BY DISCIPLINE						
A. Architect					1	
B. Electrical Engineer					1	
C. Mechanical Engineer					1	
D. Civil Engineer					1	
E. Structural Engineer					1	
4. APPROACH TO PROJECT						
A. Initiative / Understanding of Project(s) / Scope of Services					2	
B. Representation of Owner					2	
C. Applicability of Presentation					1	
D. Staffing / Workload (Refer to FM-5232)					2	
E. Volume of Work with M-DCPS (*)					1	
5. SMBE & M/WBE						
A. SMBE & M/WBE Business Utilization Plan (**)					2	
B. Commitment to Team Diversity					1	
TOTAL SCORE (Max. 290 pts.)						Checked by: _____
(*) A/E Selection will provide a rating for this factor						
(**) OEO will provide a rating for this factor						
ADDITIONAL COMMENTS:						
EVALUATOR:				DATE:		
Print Name & Title: _____				Signature: _____		_____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FINAL EVALUATION FORM 2 (FM-7626)

INSTRUCTIONS:

- A. Each A/E Selection Committee Member (evaluator) will evaluate each proposer on each factor (unless otherwise noted below).
- B. All factor ratings will be made on the basis of 0 - 10, with 10 being outstanding and 6 being minimally acceptable. Each rating (0-10) will be multiplied by the multiplier shown for that factor.
- C. **Factors 1-5:** Scoring will be done independently by each A/E Selection Committee member based upon information provided by the firm in its RFQ Response, discussions, and presentations/interviews (if required by M-DCPS).
- D. **Factor 4D:** Staffing / Workload: Qualification Questionnaire Form (FM-5232) - recent, current and projected workloads will be evaluated by each A/E Selection Committee member to rate this factor.
- E. **Factor 4E:** Volume of Work with M-DCPS: This factor will be rated based on the Proposer's number of equivalent projects (M-DCPS project-specific commissions and A/EPC work orders) over the past three years, see charts below. This calculation excludes Special Projects Consultant Continuing Contracts and A/EPC Continuing Contract for Sheltered Market - SBE/MBE. A/E Selection will provide a rating for this factor using District data, as follows:

<p>Number of M-DCPS Project-Specific Commissions = X</p>

A/EPC Assignments	
Number of A/EPC Work Orders (WOs)	Y
0	0
1 - 5	1
6 - 10	2
11 & greater	3

VOLUME OF WORK WITH M-DCPS (Equivalent Projects)	
X + Y	Rating
0	10
1 - 3	7
4 - 7	4
8 or greater	1

- F. **Factor 5A:** OEO will provide a rating for this factor.
- G. Staff will verify the calculations of each evaluator, drop the high and the low scores for each proposing firm, total the scores, and divide by the number of remaining scores, thereby establishing the average score for each proposing firm, ranking the firms in descending order of final average scores.

FM-7628 (08-16)



Miami-Dade County Public Schools
SELECTION OF ARCHITECTS AND ENGINEERS

QUALIFICATION QUESTIONNAIRE: RELATED EXPERIENCE

Only projects from GSA SF 330, Section "F" will be considered for Factors 3A & 3B.

PROPOSER:	LEGAL AD (RFQ #):
------------------	--------------------------

3A. EXPERIENCE WITH FLORIDA PUBLIC SCHOOL SYSTEMS (K-20) PROJECTS IN COMPLIANCE WITH SREF:

List no more than five (5) projects of comparable size, scope and complexity completed within the past fifteen (15) years for which your firm provided A/E services (refer to legal ad).

Key Number (block 20)	FACILITY NAME/PROJECT TITLE and LOCATION OF PROJECT (block 21)

3B. EXPERIENCE WITH THIS TYPE OF PROJECT (other than Florida Public School System projects):

List no more than five (5) projects of comparable size, scope and complexity completed within the past fifteen (15) years for which your firm provided A/E services of this type (refer to legal ad).

Key Number (block 20)	FACILITY NAME/PROJECT TITLE and LOCATION OF PROJECT (block 21)

FM-5231 Rev. (08-15)

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Miami-Dade County Public Schools
 Department of A/E Selection & Negotiations
PROJECT REFERENCE FORM

Instructions to Proposer: Submit a separate Project Reference Form for each related project listed in the proposer's RFQ Response. It is the proposer's responsibility to provide accurate, current information for each project and Owner listed under sections 1, 2 & 3.

1. NAME OF PROPOSER (PRIME FIRM):	RFQ #:
SOLICITATION FOR: <input type="checkbox"/> A/E of Record (project-specific) <input type="checkbox"/> A/EPC or SPC (continuing contract)	
<input type="checkbox"/> Design/Builder <input type="checkbox"/> CM at-Risk (project-specific) <input type="checkbox"/> CM at-Risk (continuing contract)	
<input type="checkbox"/> Program Manager <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Geotechnical Lab	
<input type="checkbox"/> HVAC T&B <input type="checkbox"/> Cost Estimating <input type="checkbox"/> Construction Scheduling	

2. PROJECT NAME & TITLE:	EXAMPLE PROJECT KEY NUMBER: <i>(for A/Es, A/EPCs & SPCs use same number as SF 330, Section "E").</i>
OWNER'S PROJECT NO.:	
PROJECT LOCATION (Address, City, State & Zip):	
CONSTRUCTION DELIVERY METHOD: <input type="checkbox"/> Traditional (D/B/B) <input type="checkbox"/> CM <input type="checkbox"/> CM at Risk <input type="checkbox"/> Design-Build	
CONSTRUCTION COST:	SUBST. COMPLETION DATE:
PROPOSER'S CONTRACTUAL RELATIONSHIP TO OWNER ON THIS PROJECT:	

3. PROJECT OWNER:	
OWNER'S REPRESENTATIVE:	TITLE:
OFFICE / DEPARTMENT:	PHONE NO.:
ADDRESS (Address, City, State & Zip):	E-MAIL:

(The following section is to be completed by the Owner's representative)

Statement to Owner's Representative: In an effort to assure a high standard of quality on our design/construction projects (or construction-related services); we are seeking information from you on this firm's performance on the specific project listed above. We have asked each proposer to secure references from the Owner on each project submitted as related experience and as an example of the firm's work. The authority making reference must be a key member of the project team who was most involved with the design and construction of the project (or construction-related services).

4. Owner's Representative	<i>(Circle only one box for each)</i>		
a. Is the information listed in Section 2 , above, accurate?	YES	NO	If "no", explain under 4.d. Clarification
b. How would you rate the overall performance of this firm in terms of:	GOOD	FAIR (or N/A)	POOR
<ul style="list-style-type: none"> ▪ Timely completion of the project; ▪ Cost effectiveness (was project within budget); ▪ Quality of the communications/coordination with the project team members; ▪ Responsiveness to the owner; and ▪ Quality of the project. 			
c. Would you do business with this firm again?	YES	NO	MAYBE
d. Clarification, if required (as it relates to Section 2 , above):			
Name of Owner's representative completing this form (print name and title):			
<i>Signatory: By signing and submitting this project reference form, I hereby attest that I am authorized to provide this information and that the above information is true, accurate and correct to the best of my knowledge.</i>			
Signature:		Date:	

Owner: Please return this form via email within 5 business days

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Miami-Dade County Public Schools

COMPANY SUMMARY FORM

M-DCPS PROJECT TITLE:	PROJECT #:
-----------------------	------------

PROPOSER (PRIME):	RFQ Response Due Date: _____ Joint Venture <input type="checkbox"/>
-------------------	--

PERSONNEL: Please use the following to identify personnel; **AM**-African American Male, **AF**-African American Female, **HM**-Hispanic Male, **HF**-Hispanic Female, **AAM**-Asian American Male, **AAF**-Asian American Female, **NAM**-Native American Male, **NAF**-Native American Female, **SDV**-Service-Disabled Veteran, **WF**-White Female and identify the number of individuals, including owners, that are full-time employees of the business in the following areas:

Classification	Total # Employees	AM	AF	HM	HF	AAM	AAF	NAM	NAF	SDV	WF
Management											
Administrative/Clerical											
Professional/Technical											
Craftsperson/Laborers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total											

OWNERSHIP & OFFICERS/BOARD MEMBERS/MANAGING PARTNERS: Identify the owner, each partner, or stockholder by name, as well as his/her citizenship or residency status, gender, ethnicity, and percentage of ownership:

OWNERS				
Name	Resident or US Citizen	Gender	Ethnicity	%Owned

OFFICERS			
Name	Title	Gender	Ethnicity

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LIST OF SUB-CONSULTANTS

(submit under Tab 7)

NAME OF PRIME PROPOSER (ARCHITECT OF RECORD):	RFQ #:
PROFESSIONAL SERVICE(S) ADVERTISED:	RFQ DATE:
PROJECT:	

FIRM NAME (SUB-CONSULTANT)	DISCIPLINE / ROLE	M/WBE CERTIFICATION CATEGORY	(*) M-DCPS MANDATORY GOAL ____%		NON-SMBE
			SMBE CERTIFICATION CATEGORY	GOAL (%) COMMITMENT	PARTICIPATION (%)
	Electrical Engineer				
	Mechanical Engineer				
	Structural Engineer				
	Civil Engineer				
	Other:				
	Other:				
TOTAL SUB-CONSULTANT PARTICIPATION				____%	____%
OVERALL SUB-CONSULTANT PARTICIPATION				____%	

NOTES:

1. List the sub-consultant's M/WBE and SMBE category code to reflect the M-DCPS certificate.
2. Submit one List of Sub-consultants form for each Project.
3. (*) M-DCPS Mandatory Goal % is based on requirements in the legal ad.

FM-7550 Rev. (08-15)

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ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157
Expires: 11/30/2017

PAPERWORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to U.S. General Services Administration, Regulatory Secretariat (MVCB)/IC 9000-0157, Office of Governmentwide Acquisition Policy, 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section G. Key Personnel Participation in Example Projects.

Section H. Additional Information.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

Section I. Authorized Representative.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

Part II - General Qualifications

See the " **General Instructions** " on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalinization (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE ANNUAL CONTRACTS FOR PUBLIC AGENCIES WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, complete one 'Section F' for each CONTRACT)</i>	20. EXAMPLE PROJECT KEY NUMBER:
---	---------------------------------

21a. CONTRACT TITLE and LOCATION (City and State):	22a. DATE ANNUAL CONTRACT WAS COMMISSIONED (mm/yyyy):	
21b. BRIEF DESCRIPTION OF SERVICES:	22b. NUMBER OF YEARS CONTRACT IN PLACE:	
	22c. DATE ANNUAL CONTRACT TERMINATED, If applicable (mm/yyyy):	

23. PUBLIC AGENCY INFORMATION

23a. NAME OF PUBLIC AGENCY:
23b. PUBLIC AGENCY – CURRENT POINT OF CONTACT NAME and TITLE:
23c. PUBLIC AGENCY – CURRENT POINT OF CONTACT TELEPHONE NUMBER:
23d. PUBLIC AGENCY – CURRENT POINT OF CONTACT E-MAIL ADDRESS:

24. BRIEF DESCRIPTION OF INDIVIDUAL PROJECTS ASSIGNED UNDER THIS ANNUAL CONTRACT AND RELEVANCE TO M-DCPS SPC CONTRACT
(list up to five representative projects that best illustrate the firm's capabilities and relevant in terms of scope, size, and cost):

(1) PROJECT NAME & TITLE	(2) PROJECT LOCATION (Address, City & State)	(3) PROJECT ESTIMATE or CONST. COST	(4) CURRENT PROJECT STATUS (design, construction, closeout or completed)
		\$ <i>Check if estimate</i>	
		\$ <i>Check if estimate</i>	
		\$ <i>Check if estimate</i>	
		\$ <i>Check if estimate</i>	
		\$ <i>Check if estimate</i>	

25. FIRMS FROM SECTION C INVOLVED WITH THIS CONTRACT

	(1) FIRM NAME	(2) FIRM LOCATION (Address, City & State)	(3) ROLE / DISCIPLINE
a.			
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

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Miami-Dade County Public Schools Local Business Affidavit of Eligibility

This declaration is executed under penalty of perjury of the laws of the United States and State of Florida.

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:			
RFQ/RFP/BID/CONTRACT/PROJECT # (as applicable): _____			
BUSINESS NAME:			
CONTACT PERSON:			
ADDRESS: <i>(Include City State & Zip Code)</i>			
ELIGIBILITY CRITERIA: <i>(check one)</i>	<input type="checkbox"/> Headquarters (min. 12 months)	Length of Time at Address Provided: _____	
	<input type="checkbox"/> Manufacturing facility (min. 12 months)	Length of Time Located within the legal boundaries of Miami-Dade County: _____	
	<input type="checkbox"/> Locally-owned franchise (min. 12 months)		
	<input type="checkbox"/> Office (min. 24 months)		
FEIN (Federal Employer Identification Number): _____			
BUSINESS STRUCTURE: <i>(check one)</i>	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Other (Specify): _____		
PHONE:	OFFICE: ()	FAX: ()	
E-MAIL ADDRESS: _____			
<p>ATTESTATION - I understand that:</p> <ul style="list-style-type: none"> • Eligibility criteria, in accordance with School Board Policy 6320.05, is defined as a vendor or business that has a valid business license, issued by a jurisdiction located in Miami-Dade County, that has either: <ol style="list-style-type: none"> (1) its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami Dade County, for at least twelve (12) months, or (2) has an office with a street address within the boundaries of Miami-Dade County for at least twenty-four (24) months, calculated from the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. • To be considered for local preference, a vendor must attach a copy of its business license (Local Business Tax Receipt) to this affidavit of eligibility with a bid or proposal. • The preference does not apply to goods or services exempted by statute as reflected in Policy 6320, or prohibited by Federal or State law, or other funding source restrictions. • The application of local preference to a particular purchase, contract, or category of contracts for which the Board is awarding authority may be waived upon written justification and recommendation by the Superintendent. • The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, from giving preference permitted by law in addition to the preference authorized in this policy. • The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. • The above information may be subject to verification. • A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarment in accordance with Policy 6320.04. 			

BEFORE ME; the undersigned authority, in and for the State of Florida and Miami-Dade County personally appeared _____ who, after being sworn according to law, stated that he or she was authorized to represent _____ and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

SWORN AND SUBSCRIBED BEFORE ME

SIGNATURE OF NOTARY PUBLIC
THIS _____ DAY OF _____, 20____

My Commission Expires: _____
NOTARY SEAL

PRINTED NAME OF AFFIANT

SIGNATURE OF AFFIANT

DATE

TITLE

COMPANY NAME

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M-DCPS PROJECT A/E, A/EPC, SPC, DCP, D/B, LAND SURVEYING, GEOTECHNICAL, COST ESTIMATING, SCHEDULING SERVICES, AND HVAC TEST/BALANCE PERFORMANCE EVALUATION FORM

PROJECT #: _____	FACILITY NAME: _____
FIRM NAME: _____	Type of services: (check one) <input type="checkbox"/> A/E <input type="checkbox"/> A/EPC <input type="checkbox"/> SPC <input type="checkbox"/> DCP <input type="checkbox"/> D/B
COMMISSION DATE: _____	M-DCPS (PM): _____ (print name)
EVALUATION (QUARTERLY):	<input type="checkbox"/> Jan-Mar <input type="checkbox"/> Apr-Jun <input type="checkbox"/> July-Sept <input type="checkbox"/> Oct-Dec
CURRENT PROJECT STATUS:	<input type="checkbox"/> Prog. <input type="checkbox"/> Ph-I <input type="checkbox"/> Ph-II <input type="checkbox"/> Ph-III <input type="checkbox"/> Bid <input type="checkbox"/> Const. <input type="checkbox"/> F. Insp <input type="checkbox"/> Warr.
PERCENTAGE OF COMPLETION: (at current phase)	<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%

DESIGN:

A - Meets District Requirements	
B - Budget Compliance/Analysis	
C - Compliance w/ Codes & Review Comments	
D - Coordination among A/E Disciplines	
E - Constructability of Documents	
F - Phase Completed on Schedule	
G - Coordination w/ Owner/other Agencies	
H - Initiative in Problem Solving	
I - Team Management Evaluation	
TOTAL	0
AVERAGE	

BIDDING:

A - Market Analysis and Bid Stimulation	
B - Quality of Pre Bid and Post Award Meetings	
C - Quality & Timeliness of Addenda	
D - Quality of Estimates	
E - Completed on Schedule	
F - Quality & Timing of Bid Analysis	
G - Initiative in Problem Solving	
H - Team Management Evaluation	
TOTAL	0
AVERAGE	

CONSTRUCTION

A - Adequacy and Frequency of Inspections	
B - Quality of Documentation and Recordkeeping	
C - Timeliness of Shop Drawing Processing	
D - Quality of Contractor Invoice Review and Processing	
E - Quantity and Cost of Errors and Omissions	
F - Quality and Timeliness of Change Order Review	
G - Initiative in Problem Solving	
H - Quality of Communications	
I - Team Management Evaluation	
TOTAL	0
AVERAGE	

FINAL INSPECTION / ACCERTANCE:

A - Inspection Completed on Schedule	
B - Quality and Timeliness of Punch List Processing	
C - Completed Project Documents and As-Builts	
D - Quality of Communications	
E - Accuracy and Timeliness of Final Billing, Releases	
F - Team Management Evaluation	
TOTAL	0
AVERAGE	

COMMENTS:

END OF WARRANTY:

A - Processing of Warranty Work	
B - Usefulness & Applicability of Design	
C - Design Defects	
D - Material Defects	
E - Operational Efficiency	
F - Maintainability	
G - Overall Appearance	
H - Team Management Evaluation	
TOTAL	0
AVERAGE	

EVALUATED BY: _____	DATE: _____	Evaluation: Each evaluator shall provide a score for each criterion shown above, on the basis of the following scale: 1 = unsatisfactory; 2 = below expectation; 3 = satisfactory 4 = above expectation; 5 = exemplary
REVIEWED BY: _____ (Supervisor)	DATE: _____	



M-DCPS PROJECT A/E, A/EPC, SPC, DCP, D/B, LAND SURVEYING, GEOTECHNICAL, COST ESTIMATING, SCHEDULING SERVICES, AND HVAC TEST/BALANCE PERFORMANCE EVALUATION FORM

PROJECT #: _____	FACILITY NAME: _____																				
FIRM NAME: _____	Type of services: (check one) <input type="checkbox"/> SUR <input type="checkbox"/> GEO <input type="checkbox"/> EST <input type="checkbox"/> SCH <input type="checkbox"/> T&B																				
COMMISSION DATE: _____	M-DCPS (PM): _____ (print name)																				
EVALUATION (QUARTERLY):	<input type="checkbox"/> Jan-Mar <input type="checkbox"/> Apr-Jun <input type="checkbox"/> July-Sept <input type="checkbox"/> Oct-Dec EVALUATION DATE: _____																				
CURRENT PROJECT STATUS:	<input type="checkbox"/> Prog. <input type="checkbox"/> Ph-I <input type="checkbox"/> Ph-II <input type="checkbox"/> Ph-III <input type="checkbox"/> Bid <input type="checkbox"/> Const. <input type="checkbox"/> F. Insp <input type="checkbox"/> Warr.																				
PERCENTAGE OF COMPLETION: (at current phase)	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td><td style="width:12.5%; height: 15px;"> </td> </tr> <tr> <td>0%.</td><td>25%.</td><td>50%.</td><td>75%.</td><td>100%.</td><td colspan="5"></td> </tr> </table>											0%.	25%.	50%.	75%.	100%.					
0%.	25%.	50%.	75%.	100%.																	

LAND SURVEYING SERVICES

A - <u>Timelines of Completed Work Product</u>	
B - <u>Accuracy/Quality of Work Product</u>	
C - <u>Submits Requisite Work Product</u>	
D - <u>Exhibits Technical Knowledge</u>	
E - <u>Complete Work within Proposed Budget</u>	
F - <u>Responsiveness/Coordination with Owner</u>	
G - <u>Compliance with Owner's Policy & Procedures</u>	
TOTAL	0
AVERAGE	

GEOTECHNICAL TESTING SERVICES

A - <u>Completeness of Sampling and Reviews</u>	
B - <u>Timeliness of Inspection and Test Results</u>	
C - <u>Accuracy of Test Results</u>	
D - <u>Utilizes Current Standards (ASTM)</u>	
E - <u>Exhibits Technical Knowledge</u>	
F - <u>Coordination with Owner</u>	
G - <u>Proactive Approach to Quality Control</u>	
TOTAL	0
AVERAGE	

COST ESTIMATING, SCHEDULING & DOCUMENT COORDINATION SERVICES

A - <u>Timelines of Completed Work Product</u>	
B - <u>Accuracy/Quality of Work Product</u>	
C - <u>Utilizes Established Industry Standards</u>	
D - <u>Work Product Reflects Current Market Conditions</u>	
E - <u>Completes Work Within Proposed Budget</u>	
F - <u>Responsiveness/Coordination with Owner</u>	
G - <u>Initiative in Problem Solving</u>	
TOTAL	0
AVERAGE	

HVAC TEST & BALANCE

A - <u>Completeness of Reviews</u>	
B - <u>Timeliness of Reviews</u>	
C - <u>Accuracy of Reviews</u>	
D - <u>Utilizes Current T&B Associations Standards (NEBB)</u>	
E - <u>Exhibits Technical Knowledge</u>	
F - <u>Coordination with Knowledge</u>	
G - <u>Proactive Approach to Quality Control</u>	
H - <u>Timeliness of Periodic Inspection Plan</u>	
I - <u>Completeness of Test and Balance of Systems</u>	
J - <u>Timeliness of Test and Balance</u>	
K - <u>Completeness of Component Performance Analysis</u>	
TOTAL	0
AVERAGE	

COMMENTS:

EVALUATED BY: _____	DATE: _____	Evaluation: Each evaluator shall provide a score for each criterion shown above, on the basis of the following scale: 1 = unsatisfactory; 2 = below expectation; 3 = satisfactory; 4 = above expectation; 5 = exemplary
REVIEWED BY: _____ (Supervisor)	DATE: _____	



M-DCPS PROJECT A/E, A/EPC, SPC, DCP, D/B, LAND SURVEYING, GEOTECHNICAL, COST ESTIMATING, SCHEDULING SERVICES, AND HVAC TEST/BALANCE PERFORMANCE EVALUATION FORM

INSTRUCTIONS FOR EVALUATION

I. EVALUATION:

1. Each evaluator shall provide a score for each applicable criterion shown above on the basis of the scale: 1 = unsatisfactory; 2 = below expectation; 3 = satisfactory; 4 = above expectation; 5 = exemplary.
2. Each period of evaluation shall be independent of and not based on previous period evaluations, or evaluations given on other projects.
3. Evaluations shall reflect performance of total A/E team including all consultants.
4. In case of joint ventures, scores shall apply to the joint entity and to each of the individual firms comprising the joint venture.

II. SCORING:

1. An average score of each criterion shall be calculated based on the total points divided by the number of evaluators.
2. An average score for each evaluation period shall be calculated by adding the average scores for each criterion and dividing by the number of applicable criteria.
3. The "Past Performance Evaluation" score utilized for project selection purposes shall be calculated by adding the average score for each evaluation period and dividing by the number of evaluations, on all current (less than five years old) projects on which the A/E is involved either as a firm or joint venture member.

III. REPORTING:

1. Each evaluator shall turn in a completed form (FM-3991 Rev. (05-98) for each A/E team applicable to the evaluation period, and shall retain a file copy with sufficient notes to substantiate each score.
2. The MDCPS Capital Construction Region Supervisor or assigned designee shall be responsible for collecting all forms for each project at the appropriate times and submitting documents for data entry to the Department of A/E Selection, Negotiations and Design Management.
3. A summary of scores for each evaluation period, for each project will be provided to each A/E for review and comment.

FM-3991 Rev. (07-03)



M-DCPS PROJECT A/E, A/EPC, SPC, DCP, D/B, LAND SURVEYING, GEOTECHNICAL, COST ESTIMATING, SCHEDULING SERVICES, AND HVAC TEST/BALANCE PERFORMANCE EVALUATION FORM

PROJECT DELAYS

Each A/E firm will be evaluated on Project delays that are attributable to the A/E Team during Design and Bidding Phase.

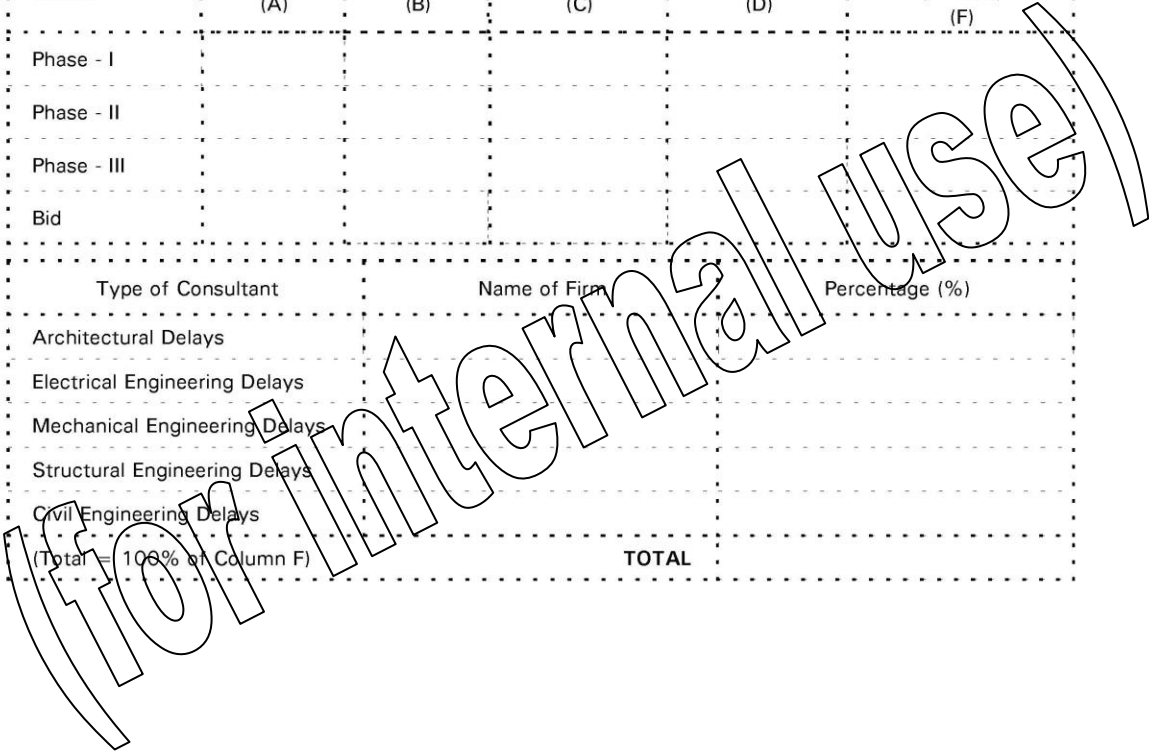
- 1) The Project Manager shall score the A/E on a percentages (%) basis of delay time. The score shall be based on the "Percentage Late," defined as:

Total number of days (calendar) late which are attributable to the A/E, divided by the total number of "Design / Bid Days." Design / Bid days refers to the actual time allocated during Design / Bid schedule contained in the Owner / Architect Agreement from the Commission date to the completion of the Bid Phase.

- 2) Delays in construction will be scored based on additional days assigned to the contractor through approved change orders, due to A/E Errors and/or Omissions.

ARCHITECTURAL / ENGINEERING DELAYS

Status	Original Date (A)	Actual Date (B)	Design/Bid Days (C)	A/E Delays Days (D)	Percentage Late (F = D/C) (F)
Phase - I					
Phase - II					
Phase - III					
Bid					
Type of Consultant	Name of Firm		Percentage (%)		
Architectural Delays					
Electrical Engineering Delays					
Mechanical Engineering Delays					
Structural Engineering Delays					
Civil Engineering Delays					
(Total = 100% of Column F)			TOTAL		



MIAMI-DADE COUNTY PUBLIC SCHOOLS ANTI-DISCRIMINATION POLICY

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.



Revised: (07-14)