

# PROCEDURE FOR SELECTION OF DESIGN-BUILD FIRMS

JANUARY 5, 1994  
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**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
FACILITIES MANAGEMENT**

# Miami-Dade County Public Schools

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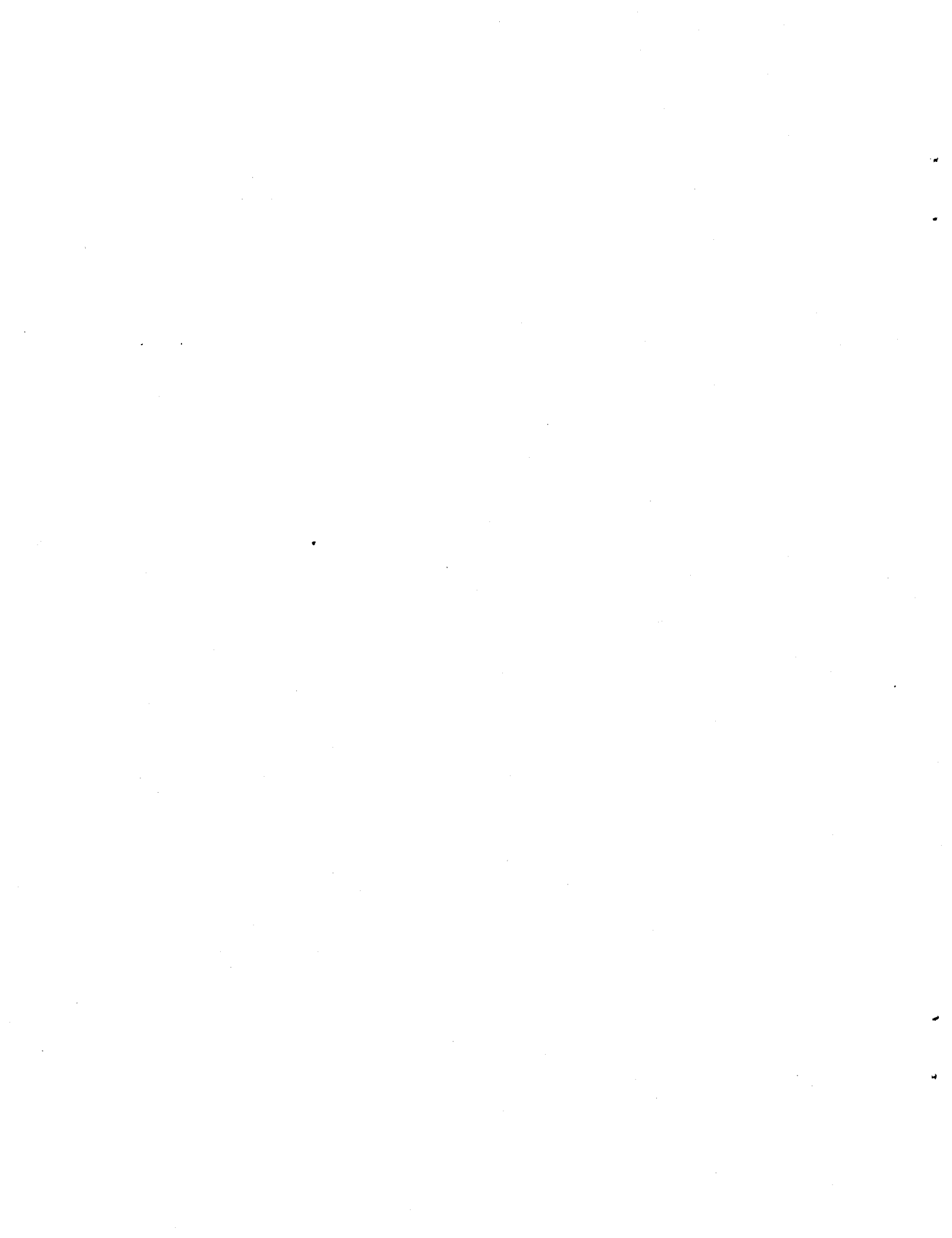
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**I. SELECTION PROCESS:**

**A. INTENT:**

1. To select Design-Build firms for bidding on each DCPS Design-Build project identified.
2. Selected proposers will be placed on a list of qualified bidders for bidding on each DCPS Design-Build project as advertised.

**B. SCHEDULE:**

Dates for the items listed below shall be projected and become part of future Request for Proposals (RFP) advertisement:

1. Board Review
2. Mailing Advertisement
3. Proposal Submittal Deadline
4. Evaluation
5. Interviews
6. Bid on Design-Build Projects
7. Award of Design-Build Projects

Note: The above dates should only be given for a general point of reference and may change without notice depending on the Board's directive and the Design-Build project(s) makeup.

**C. PRICING:**

Selected proposers will be allowed to bid each Design-Build project identified under a competitive bid process.

**D. BOND/INSURANCE:**

The contract with the successful proposer will require the proper bonding capacity and insurance coverages in accordance with the latest DCPS requirements.

The successful proposer will be required to provide, but not be limited, to the following:

1. Professional Liability Insurance Coverage

2. Bid, Performance, Payment and Guarantee Bonds
3. Worker's Compensation and Employer's Liability
4. Comprehensive General Liability
5. Comprehensive Automobile Liability
6. Fire and Extended Coverage Insurance

Proposers **must** clearly state their present and future bonding capacity available for bidding on DCPS future Design-Build Services Selection Form-1 (FM-5155 (11-93)).

**E. EVALUATION/SCORING PROCESS:**

All proposers will be evaluated based on information presented in their submittals, utilizing Design-Build Services Selection Form-1 (FM-5155 (11-93)).

**1. SELECTION COMMITTEE COMPOSITION**

The Selection Committee shall be composed of the following members, and/or their designees:

- a. 1 representative from the Office of the Superintendent
- b. 1 representative from School Operations
- c. 2 representatives from the Office of Capital Improvement Projects
- d. 2 representatives from the Architectural Support Services
- e. 1 representative from the Department of Business Development and Assistance
- f. 1 representative from the Office of Internal Audits (non-voting)

**2. SCORING**

The evaluation/scoring process will be conducted in two steps. First, staff shall evaluate all factors in the Initial Screening section of Form-1 (FM-5155 (11-93)). Second, the Selection Committee shall evaluate all factors contained in the Interview section of Form-1 (FM-5155 (11-93)). The evaluation/scoring process shall be as follows:

**a. INITIAL SCREENING**

All proposers will undergo an initial screening process conducted by staff where they will be evaluating the proposer's qualifications. The proposers will be evaluated by staff utilizing Form-1 (FM-5155 (11-93)); maximum score in this category is 115 points. Proposers that do not comply with the RFP will not be accepted and shall be duly notified.

**b. INTERVIEWS**

All proposers that comply with the RFP shall be contacted to schedule interviews by the Selection Committee. The proposers will be evaluated by each of the members of the Selection Committee utilizing Form-1 (FM-5155 (11-93)); maximum score in this category is 115 points.

**c. RANKING**

Both, the initial screening score and the interview score will be added, and the sum of both scores will determine the ranking of all proposers.

The highest and lowest of the seven (7) total scores for each proposer will be dropped, and an average taken of the remaining five (5), to determine total score and ranking.

**d. Three (3) or more firms will be selected as eligible to bid on the project advertised.**

**F. The Board shall have the right to make exceptions to this procedure when valid public emergency conditions warrant.**

**INSTRUCTIONS FOR USE OF DADE COUNTY PUBLIC SCHOOLS  
DESIGN-BUILD SERVICES SELECTION - FORM 1**

**II. PROPOSERS PROFILE - REQUIRED SUBMITTALS WHICH WILL BE USED TO COMPARE AND EVALUATE THE PROPOSERS:**

- A. **BUSINESS STRUCTURE** (Corporation, Joint Venture, Partnership); proper incorporation by the Secretary of State; current Florida Professional Registration Certificate for general contractor certification and current registration as professional Engineer or Architect.
- B. **FINANCIAL STATEMENT** - This statement will be an audited financial statement prepared and certified by a CPA and certified with comments and not older than one (1) year. If the most current statement has not yet been audited, the previous audited statement with comments shall accompany the most recent financial statement.
- C. **TOTAL YEARS IN BUSINESS** - Years in business as Design-Build firm; years in business as General Contractor; years in business as an Architect or an Engineer.
- D. **TOTAL STAFF AND FIRMS EXPERIENCE PROFILE** - This criteria identifies the relative size of the firm, including management, technical, and support staff and their qualification.
- E. **TOTAL TECHNICAL STAFF** - Similar to the above, the relative technical capability of the applicants can be compared. Technical staff shall be those persons proposed to be associated with the implementation of this project; project managers, architects, engineers, construction managers, supervisors, estimators, etc.
- F. **DISTANCE FROM SITE** - Simply, the location in miles of the proposed operating office to the project sites is to be listed. Each project site shall be listed independently from each other.
- G. **APPROACH TO PROJECT** - Provide a general description of approach to the project.



**INSTRUCTIONS FOR USE OF DADE COUNTY PUBLIC SCHOOLS  
DESIGN-BUILD SERVICES SELECTION - FORM 1**

Each proposer will be evaluated on each factor. All factors will be evaluated on the basis of the information provided by applicant, from the review of submittal data and other forms as may be developed by DCPS to elicit information from the applicants. Factors are specific and the score will be based solely on the data. Factor ratings range on a scale of 0-20 unless otherwise noted. The total score will be the sum of the total scores for each factor from the initial screening and the interview process.

For all factors below, in case of a Joint Venture, score will be prorated on the basis of the percentage share held by each joint venturer.

**III. INITIAL SCREENING (115 POINTS TOTAL):**

From the proposer's response to the RFP, staff will objectively evaluate the firms' abilities in accordance with those criteria listed below (Scores for each applicant will be based on comparison with all other applicants):

**A. RELATED BUILDING EXPERIENCE (15 POINTS):**

Major consideration will be given to the successful completion of previous Design-Build projects comparable in design, scope and complexity. List the projects which best illustrate the experience of the Design-Build firm and current staff which is being assigned to this project: (List no more than 10 Design-Build projects, nor Design-Build projects which were completed more than 10 years ago.)

1. Name and location of the project
2. The nature of the firm's responsibility on this project
3. Project owner's representative name, address and current phone number
4. Project user agency's representative name, address, and current phone number
5. Date project was completed or is anticipated to be completed
6. Size of project (Gross square footage of construction)
7. Cost of project (Construction cost)
8. Work for which the staff was responsible
9. Present status of this project
10. Project Manager and other key professionals involved on listed project and who of that staff would be assigned to this project

**B. FINANCIAL CAPABILITY (15 POINTS):**

Proposer's capability is to be expressed in the financial statement and should indicate the resources and the necessary working capital to assure financial stability through to the completion of the project. The financial capability should also include the current bonding capacity of the proposer. (The proposer will be required to bond the projects for the entire bid amount.)

**C. ARCHITECTURAL ENGINEERING DESIGN (30 POINTS):**

Submit General Services Administration Standard forms 254 (one per each discipline) and 255 (one for entire team), which best describes the proposed architectural/engineering design team. Provide the location of existing office and outline their overall project, public agency, and school experience especially in the State of Florida. Describe their experience and knowledge of:

1. Location of existing office (15 points) - Based on main office or nearest establishment, fully staffed branch office in which all work will be performed. Branch office must be in operation for at least two years of continuous full operation immediately preceding application for work with DCPS.

Dade County - 15 points

State of Florida - 3 points

Broward, Monroe or  
Palm Beach County - 7 points

Outside of State - 0 points

Items 2 - 6 = 15 points

2. Rules of Florida State Board of Education, Educational Facilities, Chapter 6A-2, Florida Administrative Code
3. DCPS Design Criteria/Standards and Master Specifications
4. DCPS Educational Specifications and Furniture, Fixture and Equipment (FF&E)
5. Design coordination and quality control systems
6. Design-Build experience as A/E

**D. SCHEDULING AND COST CONTROL (10 POINTS):**

The proposer's scheduling system and cost control system should be described. Methods for assuring adherence to schedule should be highlighted. A comparison of the firms' project profile should indicate their ability to maintain original schedules and budgets.

1. Do you use or provide computer generated schedules for the management of design and construction?
2. To what level of detail should a design and construction schedule be defined. How do you schedule the processing of design approvals, shop drawings?
3. How do you coordinate development of schedule information from subcontractors?
4. State experience in handling crew loading and coordinated construction scheduling
5. State your experience in cost loading of schedules.
6. Attach a sample schedule which best illustrates your overall scheduling capabilities

**E. OFFICE STAFF FOR FIRM (DESIGN/CONSTRUCTION) (10 POINTS):**

This parameter expresses the general and specific project related capability of the in-house staff and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical and support staff. Give brief resume of key persons to be assigned to the project including, but not limited to:

1. Name and title
2. Job assignment for other projects
3. Percentage of time to be assigned full time to this project
4. How many years with this firm
5. How many years with other firms
6. Experience
  - a. Types and projects
  - b. Size of projects (Dollar value and square footage of project)
  - c. What were the specific project involvements

7. Education
8. Active registration and/or active licenses
9. Other experience and qualifications that are relevant to this project
10. Note which projects were executed under Design-Build process and which ones were fast tracked

Describe the capabilities of your staff to provide the technical services required for:

1. Option analysis
2. Design review
3. Budget estimating
4. Value Engineering
5. Life cycle cost analysis
6. Construction scheduling
7. Quality control (Design and Construction)
8. Constructability analysis
9. Cost control
10. Project close-out
11. Transition planning
12. Security systems

**F. ON-SITE STAFF (15 points):**

Similarly, the ability and experience of the field staff will be evaluated with specific attention to project related experience. Give brief resume of the on-site staff to be assigned to the project including, but not limited to:

1. Name and title
2. Job assignment for other projects
3. Percentage of time to be assigned full time to this project
4. How many years with this firm
5. How many years with other firms
6. Experience
  - a. Types and projects
  - b. Size of projects (Dollar value and square footage of project)
  - c. What were the specific project involvements?
7. Education
8. Active registration and active licenses
9. Other experience
10. Note which projects were fast tracked

**G. RELATED TO E AND F (OFFICE AND ON-SITE STAFF):**

1. Prepare an organization chart as it relates to the proposed projects indicating key personnel and their relationship. It should be understood that it is the intent of the School Board to insist that those indicated as the project team in the RFP response actually execute the future Design-Build project.
2. Develop a chart of individual staff members to be assigned responsibilities and appropriate number of days to be provided for each staff member.
3. If a joint venture or prime/subcontractor arrangement of two or more firms, indicate how the work will be distributed between the partners.
4. Describe how the organizational structure will insure orderly communications, distribution of information, effective coordination of activities and accountability.

**H. INFORMATION SYSTEM (5 POINTS):**

1. Fully describe the functions and capability of your computer-based project management and information system.
2. Name the type of hardware and software you are presently utilizing in the management and execution of your Design-Build projects.
3. List those items specifically proposed by your firm to utilize in future DCPS Design-Build projects.

**I. DISTANCE TO SITE (5 POINTS):**

Proposers shall identify the primary location of the firm's office which will have direct responsibility for future DCPS Design-Build projects, during the design phase and during the construction phase (if different).

**J. REFERENCES (10 POINTS):**

Provide recommendation of previous clients and Architects for whom the proposer has done work with in the last 10 years. Provide address, telephone numbers and contact person(s).

**INSTRUCTIONS FOR USE OF DADE COUNTY PUBLIC SCHOOLS  
DESIGN-BUILD SERVICES SELECTION - FORM 1**

**IV. INTERVIEWS (115 POINTS TOTAL):**

After the proposers have been evaluated based on their written applications, they will be invited to make a presentation to the Selection Committee on their approach to perform Design-Build projects for DCPS. Time will be allowed for questions and answers after the presentation. Proposers will be expected to address the following:

**A. KNOWLEDGE OF LOCAL CONDITIONS (10 POINTS):**

Proposers should demonstrate their knowledge of local codes and ordinances, local subcontractors and suppliers as an indication of their ability to deliver quality workmanship in an effective and timely manner.

**B. PROPOSED PROJECT STAFF AND FUNCTIONS (20 POINTS):**

Proposers should name the actual staff to be assigned to a future DCPS Design-Build project; describe their ability and experience and portray the function of each within their organization and their proposed role on future DCPS Design-Build projects. The staff should be present at the interview.

**C. DESIGN APPROACH (15 POINTS):**

Proposers should demonstrate verbally and/or graphically their overall design philosophy and design concepts, as well as explain their methodology for executing the design documentation process within the Design-Build environment.

**D. OVERALL APPROACH AND METHODOLOGY TOWARDS DESIGN-BUILD PROCESS (30 POINTS):**

Proposers should demonstrate verbally and/or graphically their overall approach plan for performing a future DCPS Design-Build project, documenting the work flow and showing the inter-relationship of all parties.

**E. MINORITY BUSINESS UTILIZATION PLAN (10 POINTS):**

The Proposers should demonstrate their approach in obtaining participation of Dade County Public Schools Certified Minority and Women Business Enterprises (M/WBE) on future DCPS Design-Build projects.

**F. COST CONTROL/VALUE ENGINEERING TECHNIQUES (10 POINTS):**

Proposers should indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendations of materials to create an optimum value in meeting the design requirements.

**G. SCHEDULING TECHNIQUES-DESIGN/BUILD PROJECTS (20 POINTS):**

As part of the overall approach, the proposers should present a scheduling methodology for effectively managing and executing the work of future DCPS Design-Build projects, in the most optimum time. The proposer should indicate their procedures for scheduling all tasks (design and construction) and for making adjustments and maintaining strict time control of future projects. The proposers should also describe any representative current projects and the projected, versus the actual, schedule of each.

**V. DESCRIBE AND EXPLAIN ANY LITIGATION, MAJOR DISPUTES, CONTRACT DEFAULTS AND LIENS IN THE LAST TEN YEARS:**

The proposers shall describe and explain in detail any litigation, major disputes, contract defaults and liens that the applicant has been involved with in the last 10 years.

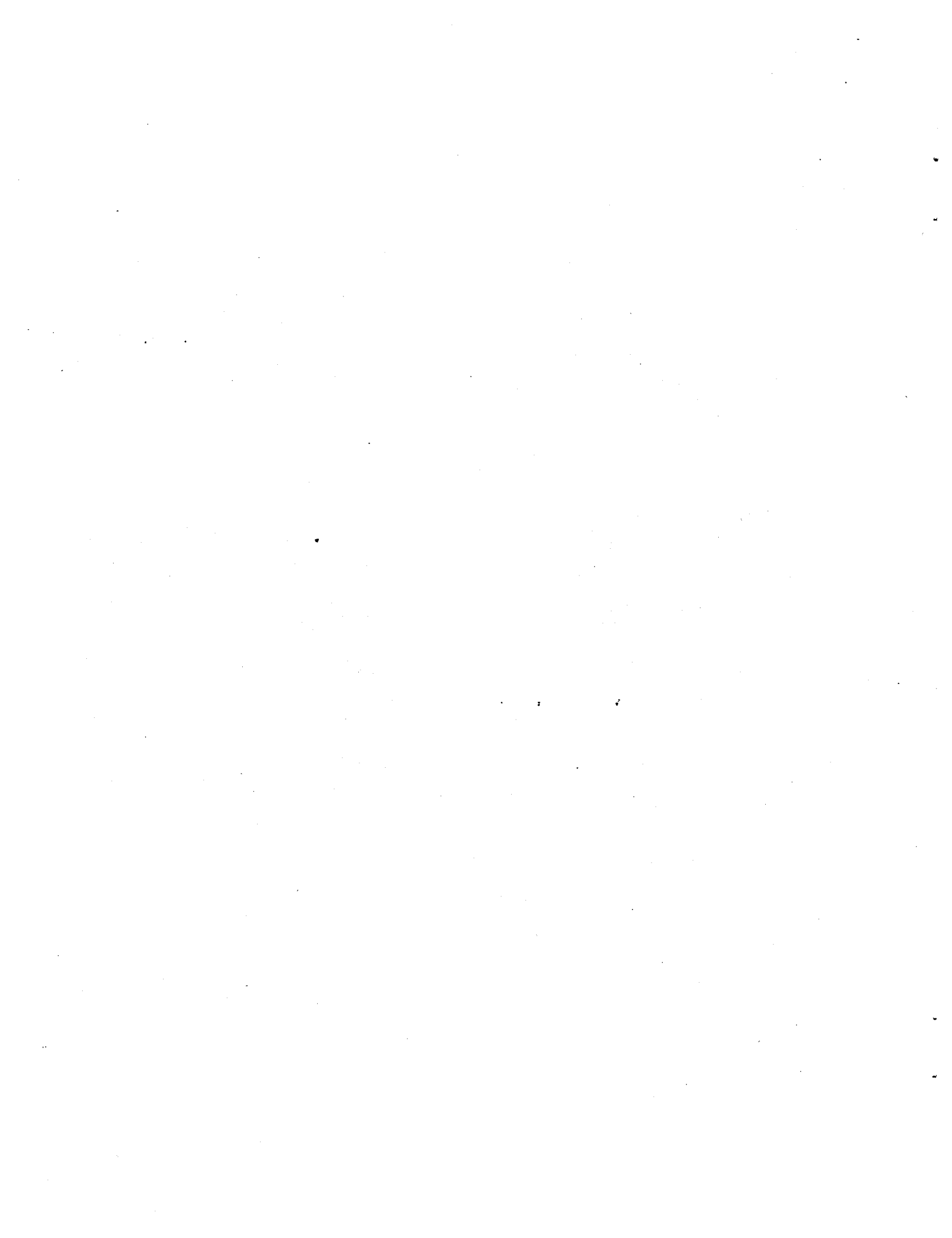






**DADE COUNTY PUBLIC SCHOOLS  
DESIGN-BUILD SERVICES SELECTION - FORM 1**

<b>APPLICANT:</b>				<b>J.V.</b>	<b>Application Date</b>
	Appl	JV	Consult	<b>Name of Consultants:</b>	
ARCHITECTURE:					
ELEC. ENGINEER:					
MECH. ENGINEER:					
STRUCT. ENGINEER:					
CIVIL ENGINEER:					
LANDSCAPE ARCH.					
PERFORMANCE SPEC.					
<b>PROJECT:</b>					
<b>FACTORS</b>			<b>COMMENTS</b>		
<b>1 PROFILE</b>					
a. Business Structure (Corp., J.V., Partnership)					
b. Financial Statement (Audited)					
c. Years in Business					
(Design-Build, G.C., Design Professional)					
d. Total Staff					
e. Total Technical Staff					
f. Distance from Site					
<b>FACTORS</b>			<b>SCORE</b>	<b>COMMENTS</b>	
<b>2 INITIAL SCREENING</b>					
a. Related Building Experience (max. pts.=15)					
b. Financial Capability (max. pts.=15)					
c. Architectural/Engineering Design (max. pts.=30)					
d. Schedule/Cost Control (max. pts.=10)					
e. Office Staff (max. pts.=10)					
f. On-site Staff (max. pts.=15)					
k. Information Systems (max. pts.=5)					
l. Distance to Site (max. pts.=5)					
m. References (max. pts.=10)					
<b>SUBTOTAL</b>			<b>115</b>		
<b>FACTORS</b>			<b>SCORE</b>	<b>COMMENTS</b>	
<b>3 INTERVIEW</b>					
a. Knowledge of local conditions (max. pts.=10)					
b. Proposed Project Staff Functions (max. pts.=20)					
c. Design Approach (max. pts.=15)					
d. Overall Approach/Methodology (max. pts.=30)					
e. Minority Business Utilization Plan (max. pts.=10)					
f. Cost Control/Value Engineering Techniques (max. pts.=10)					
g. Scheduling Techniques (max. pts.=20)					
<b>SUBTOTAL</b>			<b>115</b>		
<b>TOTAL SCORE</b>			<b>230</b>	<b>CHECKED BY:</b>	
<b>ADDITIONAL COMMENTS:</b>					
<b>EVALUATOR:</b>					<b>DATE:</b>



Public reporting burden for this collection of information is estimated to average 1 hour 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 aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D. C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0004), Washington, D. C. 20503.

**Purpose:**

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

**Definitions:**

"Architect-Engineer Services" are defined in Part 36 of the Federal Acquisition Regulation.

"Parent Company" is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"Consultant," as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"Prime" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"Branch Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

**Instructions for Filing** (Numbers below correspond to numbers contained in form):  
1. Type accurate and complete name of submitting firm, its address, and zip code.

1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)

2. Provide date the firm was established under the name shown in question 1.

3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.

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

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).

5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.

5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.

6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.

7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.

7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)

8. Show total number of employees, by discipline, in submitting office. (\* If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines--sociologists, biologists, etc. -- and number of people in each, in blank spaces.

STANDARD  
FORM (SF)  
**254**

# Architect-Engineer and Related Services Questionnaire

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects, and (c) all other foreign work.

Ranges of Professional Services Fees

INDEX

- |                             |                                |
|-----------------------------|--------------------------------|
| 1. Less than \$100,000      | 5. \$1 million to \$2 million  |
| 2. \$100,000 to \$250,000   | 6. \$2 million to \$5 million  |
| 3. \$250,000 to \$500,000   | 7. \$5 million to \$10 million |
| 4. \$500,000 to \$1 million | 8. \$10 million or greater     |

10. Select and enter, in numerical sequence, not more than thirty (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. Carefully review list. (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing must accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a maximum of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experiences" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the

owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

**NEW FIRMS** (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.

**Experience Profile Code Numbers  
for use with questions 10 and 11**

- 001 Acoustics, Noise Abatement
- 002 Aerial Photogrammetry
- 003 Agricultural Development: Grain Storage; Farm Mechanization
- 004 Air Pollution Control
- 005 Airports: Navalds; Airport Lighting; Aircraft Fueling
- 006 Airports: Terminals & Hangars: Freight Handling
- 007 Arctic Facilities
- 008 Auditoriums & Theatres
- 009 Automation: Controls; Instrumentation
- 010 Barracks; Dormitories
- 011 Bridges
- 012 Cemeteries (Planning & Relocation)
- 013 Chemical Processing & Storage
- 014 Churches; Chapels
- 015 Codes; Standards; Ordinances
- 016 Cold Storage: Refrigeration; Fast Freeze
- 017 Commercial Building (low rise); Shopping Centers
- 018 Communications Systems; TV; Microwave
- 019 Computer Facilities; Computer Service
- 020 Conservation and Resource Management
- 021 Construction Management
- 022 Corrosion Control; Cathodic Protection; Electrolysis
- 023 Cost Estimating
- 024 Dams (Concrete; Arch)
- 025 Dams (Earth; Rock); Dikes; Levees
- 026 Desalination (Process & Facilities)
- 027 Dining Halls; Clubs; Restaurants
- 028 Ecological & Archeological Investigations
- 029 Educational Facilities; Classrooms
- 030 Electronics
- 031 Elevators; Escalators; People-Movers
- 032 Energy Conservation; New Energy Sources
- 033 Environmental Impact Studies, Assessments or Statements
- 034 Fallout Shelters; Blast-Resistant Design
- 035 Field Houses; Gyms; Stadiums
- 036 Fire Protection
- 037 Fisheries; Fish Ladders
- 038 Forestry & Forest Products
- 039 Garages; Vehicle Maintenance Facilities; Parking Decks
- 040 Gas Systems (Propane; Natural, Etc.)
- 041 Graphic Design

- 042 Harbors; Jetties; Piers, Ship Terminal Facilities
- 043 Heating; Ventilating; Air Conditioning
- 044 Health Systems Planning
- 045 Highrise; Air-Rights-Type Buildings
- 046 Highways; Streets; Airfield Paving; Parking Lots
- 047 Historical Preservation
- 048 Hospital & Medical Facilities
- 049 Hotels; Models
- 050 Housing (Residential, Multi-Family; Apartments; Condominiums)
- 051 Hydraulics & Pneumatics
- 052 Industrial Buildings; Manufacturing Plants
- 053 Industrial Processes; Quality Control
- 054 Industrial Waste Treatment
- 055 Interior Design; Space Planning
- 056 Irrigation; Drainage
- 057 Judicial and Courtroom Facilities
- 058 Laboratories; Medical Research Facilities
- 059 Landscapes Architecture
- 060 Libraries; Museums; Galleries
- 061 Lighting (Interiors; Display; Theatre, Etc.)
- 062 Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)
- 063 Materials Handling Systems; Conveyors; Sorters
- 064 Metallurgy
- 065 Microclimatology; Tropical Engineering
- 066 Military Design Standards
- 067 Mining & Mineralogy
- 068 Missile Facilities (Silos; Fuels; Transport)
- 069 Modular Systems Design; Pre-Fabricated Structures or Components
- 070 Naval Architecture; Off-Shore Platforms
- 071 Nuclear Facilities; Nuclear Shielding
- 072 Office Buildings; Industrial Parks
- 073 Oceanographic Engineering
- 074 Ordnance; Munitions; Special Weapons
- 075 Petroleum Exploration; Refining
- 076 Petroleum and Fuel (Storage and Distribution)
- 077 Pipelines (Cross-Country - Liquid & Gas)
- 078 Planning (Community, Regional, Area-wide and State)
- 079 Planning (Site, Installation, and Project)
- 080 Plumbing & Piping Design
- 081 Pneumatic Structures, Air-Support Buildings
- 082 Postal Facilities
- 083 Power Generation, Transmission, Distribution
- 084 Prisons & Correctional Facilities
- 085 Product, Machine & Equipment Design
- 086 Radar; Sonar; Radio & Radar Telescopes
- 087 Railroad; Rapid Transit
- 088 Recreation Facilities (Parks, Marinas, Etc.)
- 089 Rehabilitation (Buildings; Structures; Facilities)
- 090 Resource Recovery; Recycling
- 091 Radio Frequency Systems & Shieldings
- 092 Rivers; Canals; Waterways; Flood Control
- 093 Safety Engineering; Accident Studies; OSHA Studies
- 094 Security Systems; Intruder & Smoke Detection
- 095 Seismic Designs & Studies
- 096 Sewage Collection, Treatment and Disposal
- 097 Soils & Geologic Studies; Foundations
- 098 Solar Energy Utilization
- 099 Solid Wastes; Incineration; Land Fill
- 100 Special Environments; Clean Rooms, Etc.
- 101 Structural Design; Special Structures
- 102 Surveying; Platting; Mapping; Flood Plain Studies
- 103 Swimming Pools
- 104 Storm Water Handling & Facilities
- 105 Telephone Systems (Rural; Mobile; Intercom, Etc.)
- 106 Testing & Inspection Services
- 107 Traffic & Transportation Engineering
- 108 Towers (Self-Supporting & Guyed Systems)
- 109 Tunnels & Subways
- 110 Urban Renewals; Community Development
- 111 Utilities (Gas & Steam)
- 112 Value Analysis; Life-Cycle Costing
- 113 Warehouses & Depots
- 114 Water Resources; Hydrology; Ground Water
- 115 Water Supply; Treatment and Distribution
- 116 Wind Tunnels; Research/Testing Facilities Design
- 117 Zoning; Land Use Studies
- 201
- 202
- 203
- 204
- 205

**STANDARD FORM (SF)**

**254**

Architect-Engineer and Related Services Questionnaire

1. Firm Name/Business Address:

2. Year Present Firm Established

3. Date Prepared:

4. Specify type of ownership and check below, if applicable.

A. Small Business

B. Small Disadvantaged Business

C. Woman-owned Business

1a. Submittal is for  Parent Company  Branch or Subsidiary Office

5a. Former Parent Company Name(s), if any, and Year(s) Established:

5. Name of Parent Company, if any:

6. Names of not more than Two Principals to Contact: Title/Telephone

1)  
2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel

8. Personnel by Discipline: (List each person only once, by primary function.)

<input type="checkbox"/> Administrative	<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Oceanographers
<input type="checkbox"/> Architects	<input type="checkbox"/> Estimators	<input type="checkbox"/> Planners: Urban/Regional
<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geologists	<input type="checkbox"/> Sanitary Engineers
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Hydrologists	<input type="checkbox"/> Soils Engineers
<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Interior Designers	<input type="checkbox"/> Specification Writers
<input type="checkbox"/> Draftsmen	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Structural Engineers
<input type="checkbox"/> Ecologists	<input type="checkbox"/> Mechanical Engineers	<input type="checkbox"/> Surveyors
<input type="checkbox"/> Economists	<input type="checkbox"/> Mining Engineers	<input type="checkbox"/> Transportation Engineers

9. Summary of Professional Services Fees Received: (insert index number)

	Last 5 Years (most recent year first)						Ranges of Professional Services Fees INDEX
Direct Federal contract work, including overseas	19	19	19	19	19	19	1. Less than \$100,000
All other domestic work							2. \$100,000 to \$250,000
All other foreign work*							3. \$250,000 to \$500,000
							4. \$500,000 to \$1 million
							5. \$1 million to \$2 million
							6. \$2 million to \$5 million
							7. \$5 million to \$10 million
							8. \$10 million or greater

\*Firms interested in foreign work, but without such experience, check here:

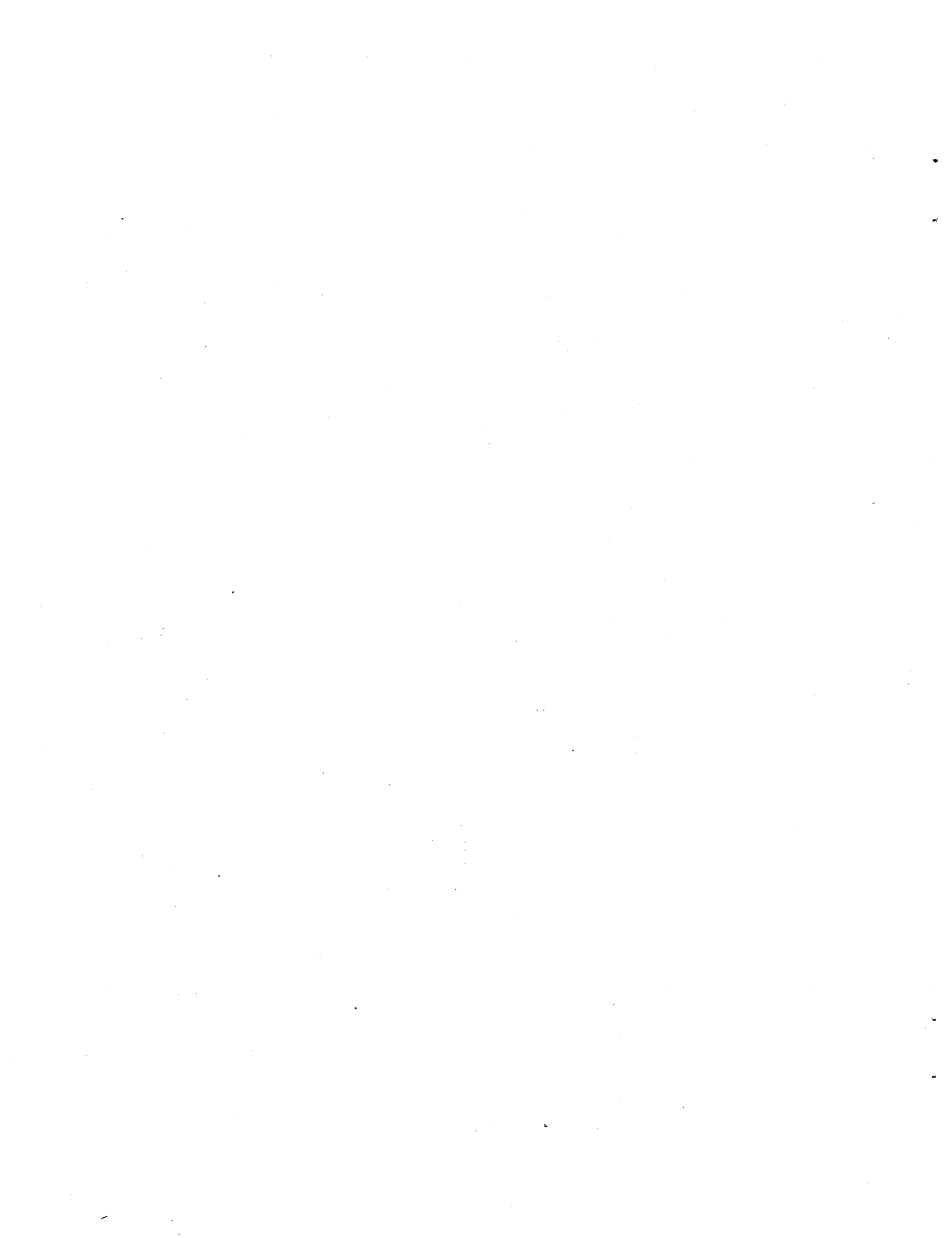
10. Profile of Firm's Project Experience, Last 5 Years						
Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Total Gross Fees (in thousands)
1)			11)			
2)			12)			
3)			13)			
4)			14)			
5)			15)			
6)			16)			
7)			17)			
8)			18)			
9)			19)			
10)			20)			
			21)			
			22)			
			23)			
			24)			
			25)			
			26)			
			27)			
			28)			
			29)			
			30)			

11. Project Examples, Last 5 Years						
Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)	
		1				
		2				
		3				
		4				
		5				
		6				
		7				









# STANDARD FORM (SF) 255 Architect-Engineer and Related Services Questionnaire for Specific Project

Form Approved  
OMB No. 9000-0005

Public reporting burden for this collection of information is estimated to average 1.2 hours 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 aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20403; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0005), Washington, D.C. 20503.

**Purpose:**

This form is a supplement to the "Architect-Engineer and Related Services Questionnaire" (SF 254). Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific Federal A-E project. Firms, or branch offices of firms, submitting this form should enclose (or already have on file with the appropriate office of the agency) a current (within the past year) and accurate copy of the SF 254 for that office.

The procurement official responsible for each proposed project may request submission of the SF 255 "Architect-Engineer and Related Services Questionnaire for Specific Project" in accord with applicable civilian and military procurement regulations and shall evaluate such submissions, as well as related information contained on the Standard Form 254, and any other performance data on file with the agency, and shall select firms for subsequent discussions leading to contract award in conformance with Public Law 92-582. This form should only be filed by an architect-engineer or related services firm when requested to do so by the agency or by a public announcement. Responses should be as complete and accurate as possible, contain data relative to the specific project for which you wish to be considered, and should be provided, by the required due date, to the office specified in the request or public announcement.

This form will be used only for the specified project. Do not refer to this submittal in response to other requests or public announcements.

**Definitions:**

"Architect-Engineer Services" are defined in Part 36 of the Federal Acquisition Regulation.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"Key Persons, Specialists, and Individual Consultants," as used in this questionnaire, refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

**Instructions for Filing (Numbers below correspond to numbers contained in form):**

1. Give name and location of the project for which this form is being submitted.
  2. Provide appropriate data from the *Commerce Business Daily* (CBD) Identifying the particular project for which this form is being filed.
    - 2a. Give the date of the *Commerce Business Daily* in which the project announcement is appeared, or indicate "not applicable" (N/A) if the source of the announcement is other than the CBD.
    - 2b. Indicate Agency Identification or contract number as provided in the CBD announcement.
  3. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
    - 3a. List the name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
    - 3b. Give the address of the specific office which will have responsibility for performing the announced work.
  4. Insert the number of consultant personnel by discipline proposed for subject project on line (A). Insert the number of in-house personnel by discipline proposed for subject project on line (B). While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.
    5. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations expected to be included as part of the joint venture and describe their particular areas of anticipated responsibility (i.e., technical disciplines, administration, financial, sociological, environmental, etc.).
      - 5a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.
- Each firm participating in the joint venture should have a Standard Form 254 on file with the contracting office receiving this form. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.

STANDARD  
FORM (SF)  
255

Architect-Engineer  
and Related Services  
Questionnaire for  
Specific Project

Standard Form 255  
General Services Administration  
Washington, D.C. 20405

6. If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, he should provide names and addresses of all such individuals or firms, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than eight outside consultants or associates are anticipated, attach an additional sheet containing requested information.

7. Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received and the particular technical/professional discipline which that individual will bring to the project, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, relevant foreign language capabilities, etc. Please limit synopsis of experience to directly relevant information.

8. List up to ten projects which demonstrate the firm's or joint venture's competence to perform work similar to that likely to be required on this project. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and that portion of the cost of the project for which the named firm was/is responsible.

9. List only those projects which the A-E firm or joint venture, or members of the joint venture, are currently performing under direct contract with an agency or department of the Federal Government. Exclude any grant or loan projects being financed by the Federal Government but being performed under contract to other non-Federal Governmental entities. Information provided under each heading is similar to that requested in the preceding item 8, except for (d) "Percent Complete." Indicate in this item the percentage of A-E work completed upon filing this form.

10. Through narrative discussion, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances, special approaches or concepts developed by the firm relevant to this project, etc. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic material and photographs which best demonstrate design capabilities of the team proposed for this project.

11. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect-engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture. **ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.**

**STANDARD  
FORM (SF)  
255**

Architect-Engineer  
and Related Services  
Questionnaire for  
Specific Project

1. Project Name/Location for which Firm is Filing:

2a. Commerce Business  
Daily Announcement  
Date, if any:

2b. Agency Identification  
Number, if any:

3. Firm (or Joint-Venture) Name & Address

3a. Name, Title & Telephone Number of Principal to Contact

3b. Address of office to perform work, if different from Item 3

4. Personnel by Discipline: (List each person only once, by primary function.)  
and in-house personnel on line (B).

Enter proposed consultant personnel to be utilized on this project on line (A)

(A) _____ (B) _____	Administrative	(A) _____ (B) _____	Electrical Engineers	(A) _____ (B) _____	Oceanographers	(A) _____ (B) _____
(A) _____ (B) _____	Architects	(A) _____ (B) _____	Estimators	(A) _____ (B) _____	Planners: Urban/Regional	(A) _____ (B) _____
(A) _____ (B) _____	Chemical Engineers	(A) _____ (B) _____	Geologists	(A) _____ (B) _____	Sanitary Engineers	(A) _____ (B) _____
(A) _____ (B) _____	Civil Engineers	(A) _____ (B) _____	Hydrologists	(A) _____ (B) _____	Soils Engineers	(A) _____ (B) _____
(A) _____ (B) _____	Construction Inspectors	(A) _____ (B) _____	Interior Designers	(A) _____ (B) _____	Specification Writers	(A) _____ (B) _____
(A) _____ (B) _____	Draftsmen	(A) _____ (B) _____	Landscape Architects	(A) _____ (B) _____	Structural Engineers	(A) _____ (B) _____
(A) _____ (B) _____	Ecologists	(A) _____ (B) _____	Mechanical Engineers	(A) _____ (B) _____	Surveyors	(A) _____ (B) _____
(A) _____ (B) _____	Economists	(A) _____ (B) _____	Mining Engineers	(A) _____ (B) _____	Transportation Engineers	(A) _____ (B) _____
						Total Personnel

5. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)

5a. Has this Joint-Venture previously worked together?  Yes  No

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).

Name & Address	Specialty	Worked with Prime before (Yes or No)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm..... With Other Firms.....	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

**7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.**

<p>a. Name &amp; Title:</p>	
<p>b. Project Assignment:</p>	
<p>c. Name of Firm with which associated:</p>	
<p>d. Years experience: With This Firm..... With Other Firms.....</p>	
<p>e. Education: Degree(s)/Year/Specialization</p>	
<p>f. Active Registration: Year First Registered/Discipline</p>	
<p>g. Other Experience and Qualifications relevant to the proposed project:</p>	



**7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.**

<p>a. Name &amp; Title:</p>	
<p>b. Project Assignment:</p>	
<p>c. Name of Firm with which associated:</p>	
<p>d. Years experience: With This Firm..... With Other Firms.....  e. Education: Degree(s)/Year/Specialization</p>	
<p>f. Active Registration: Year First Registered/Discipline</p>	
<p>g. Other Experience and Qualifications relevant to the proposed project:</p>	

**7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.**

<p>a. Name &amp; Title:</p>	
<p>b. Project Assignment:</p>	
<p>c. Name of Firm with which associated:</p>	
<p>d. Years experience: With This Firm..... With Other Firms.....</p>	
<p>e. Education: Degree(s)/Year/Specialization</p>	
<p>f. Active Registration: Year First Registered/Discipline</p>	
<p>g. Other Experience and Qualifications relevant to the proposed project:</p>	

8. Work by firms or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects).

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (In Thousands)	
				Entire Project	Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

9. All work by firms or joint-venture members currently being performed directly for Federal agencies.

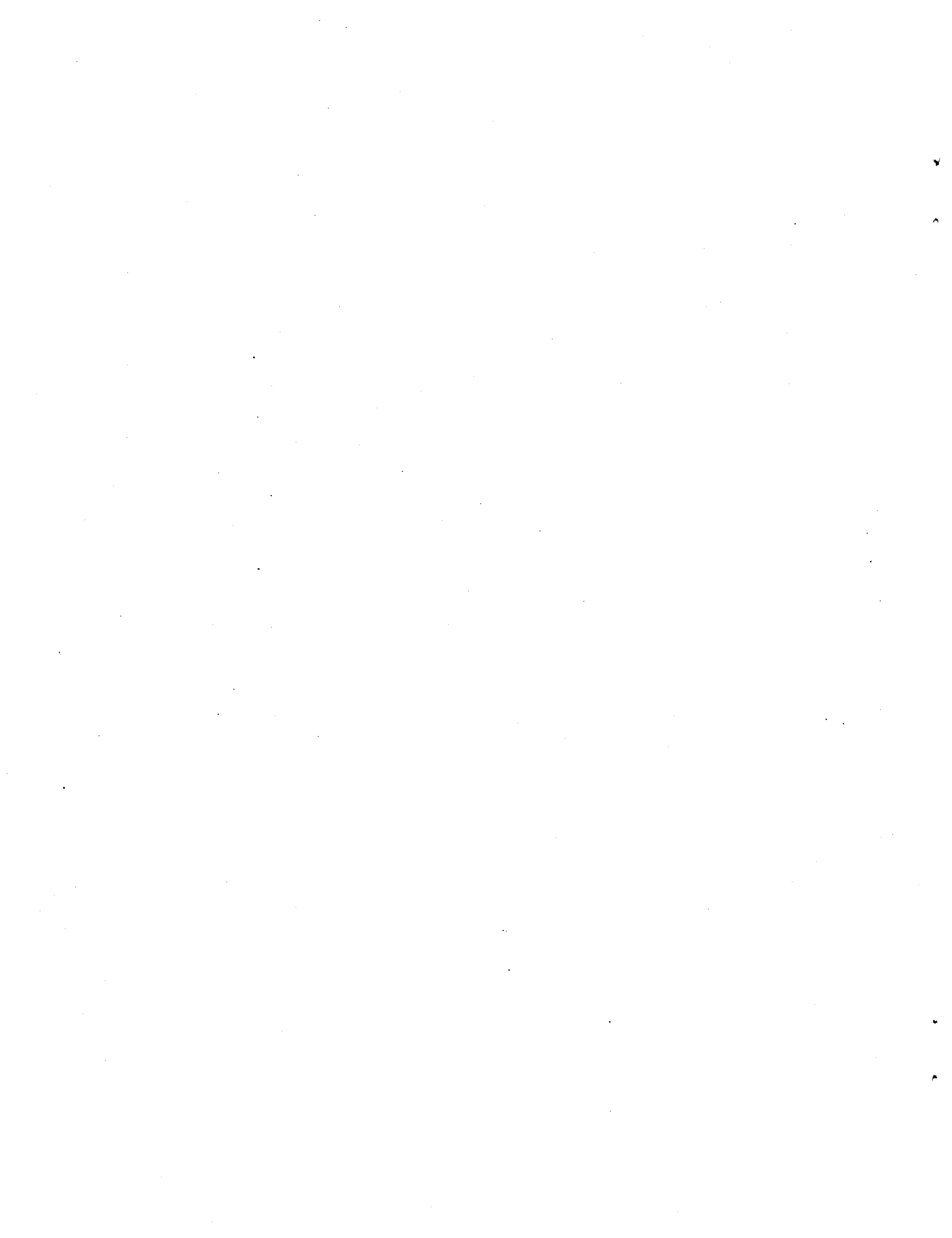
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name and Address and Project Manager's Name & Phone Number	d. Percent Complete	e. Estimated Cost (In Thousands)	
				Entire Project	Work For Which Firm Is Responsible

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project.

11. The foregoing is a statement of facts.

Signature: \_\_\_\_\_ Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



**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 sex 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.**

**School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D- 1.10 prohibit harassment and/or discrimination against an employee or student on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability.**

*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.*

