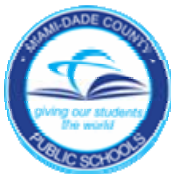


PROCEDURES FOR THE SELECTION OF GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES



A/E Selection & Negotiations
Facilities Planning, Design and Sustainability
Office of School Facilities
MIAMI-DADE COUNTY PUBLIC SCHOOLS

Document Related to School Board Policy 6330
Updated December 11, 2013 (Revised F-22)

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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**PROCEDURES FOR THE SELECTION OF
GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING
&
ENVIRONMENTAL ASSESSMENT SERVICES**

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SECTION I General Information

A. PURPOSE

1. To identify steps to be taken in the selection of Geotechnical, Construction Materials Testing & Environmental Assessment (GEOTECH) services firms needed for the execution of the Miami-Dade County Public Schools (M-DCPS) Educational Facilities Work Plan.
2. To procure professional GEOTECH services in an efficient, cost effective and timely manner and in compliance with Florida Statute ([F.S. 287.055](#)), Florida laws, rules, codes and The School Board of Miami-Dade County, Florida (Board), policies including, but not limited to, Policy 6330, as amended.
3. To encourage qualified GEOTECH firms to submit statements of qualifications and performance data when such services are advertised.

B. INTENT

1. The Board intends to select one (1) or more firm(s) to provide professional GEOTECH services. Firm(s) will be contracted for a period of up to four (4) years with extensions at the Board's option.
2. Selected firm(s) will negotiate an agreement with the Board, which may include hourly unit prices and/or lump sum prices, according to the type of work assignment given to the firm(s).
3. Selected firm(s) shall fully comply with state statutes, the State of Florida's House Bill 1877 "Jessica Lunsford Act", all Board policies and procedures as applicable and amended.
4. 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 successful performance on previous assignments will also be considered. The Board does not guarantee any minimum number of work orders or any specific dollar value.

C. SCOPE OF SERVICES

The services required shall be performed as instructed by the Board, in accordance with federal, state and local agency requirements, and shall include, but are not limited to, the following:

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1. Geotechnical assessments and evaluation, construction materials testing, inspections, environmental assessments and remediation, and any other engineering consulting services related to this field, as required by the Board, for various projects undertaken during the term of the Agreement.
2. Construction materials testing performed in compliance with the American Society for Testing Materials (ASTM), local, state and federal agency requirements and others as required by the Board.
3. The firm may be required to provide periodic observations and/or monitoring services at the project site during construction.
4. Provide a preliminary desktop evaluation of the subject site in accordance with the National Environmental Policy Act (NEPA) checklist as appropriate. The firm shall complete the NEPA checklist utilizing desktop resources and shall provide the Board a report of its findings.
5. Conduct a Phase I Environmental (Phase I) Assessment, in accordance with required ASTM standards.
6. Exploratory test pit excavations, either subsequent to or concurrent with a Phase I Assessment. The firm shall "X" trench the site, unless otherwise instructed by the Board, so as to identify the possible presence of buried solid waste, hazardous and/or non-hazardous materials so as to minimize construction delays and avoid unforeseen expenses due to environmental conditions.
7. In the event that the firm's preliminary evaluation and/or Phase I Assessment reveals that the site contains certain environmental constraints, then the firm shall consult with the appropriate federal, state or local regulatory agencies and secure the necessary permits prior to undertaking any test pit excavation activities.
8. Wetland delineation studies including, but not limited to, wetland delineation, boundary delineation surveys between wetlands and uplands, as well as any mitigation services that may be required by the appropriate regulatory agencies. The firm shall be responsible for consulting with the appropriate federal, state, and local regulatory agencies to secure written regulatory approval of its delineation of the wetlands at the site.
9. Phase II Assessment subsurface testing, as warranted by site conditions and/or the findings of environmental due diligence assessment. The Phase II Assessment shall be performed in accordance with ASTM standards and may include, but not be limited to, the installation of monitoring wells, collecting soil

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- and ground water quality samples, conducting Ground Penetrating Radar (GPR) test, excavating test pits to determine the nature and extent of possible contamination. The firm shall have a current Comprehensive Quality Assurance Plan on file with the Florida Department of Environmental Protection and shall provide the Board with evidence of same before it can accept any Phase II assignments from the Board.
10. Risk assessments in general accordance with the applicable ASTM, American Petroleum Institute (API) or related protocol.
 11. Underground or above ground petroleum storage tanks and septic tank permitting, closure and disposal services. The firm must provide the Board with evidence of current Pollutant Storage System Specialty Contractor license, General Contractor license issued by the State of Florida Construction Industry Licensing Board and Contractor's Pollution Liability Insurance, before accepting such assignment from the Board.
 12. Contaminated soil and solid waste excavation services and coordination of the transportation and disposal of such materials, if so requested by the Board. Non-hazardous petroleum impacted soils must be transported to the appropriate licensed and permitted disposal facility.
 13. Groundwater cleanup services in accordance with federal, state and local requirements. Groundwater cleanup services may be required in such areas as former land fills, underground storage tank locations and in sites containing dry cleaning activities.
 14. Prepare operating permits, removal permits and applications in compliance with the State of Florida's Dry-cleaning Solvent Cleanup Program and the Petroleum Cleanup Participation Program (PCPP) to facilitate infrastructure activities.
 15. Identifying and verifying the actual location of existing utilities, prior to initiating any subsurface testing, so as to ensure adequate utility clearances.
 16. Prepare and submit, for the approval by the Board, Site Safety Plans prior to initiating any subsurface investigations on sites with unknown conditions. Such Site Safety Plans shall comply with the provisions of the Occupational Safety and Health Act (OSHA).
 17. Cost estimates for the mitigation and/or remediation of existing environmental conditions as mandated by any applicable federal, state and local requirements.

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D. SELECTION PROCEDURES

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

- Advertisement
- Evaluation / Scoring & Final Ranking Process
- Initial Screening
- Final Evaluation
- Pre-Negotiations
- Negotiations
- Commissioning Recommendation(s) to the Board

1. ADVERTISEMENT

Requests for Qualifications (RFQ) for GEOTECH 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 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 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 other related documents and required forms.

- d. In accordance with Board policies, a Cone 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/>

2. EVALUATION / SCORING & FINAL RANKING PROCESS

The evaluation/scoring process will be conducted in two steps. First, staff will

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score all factors on the most current version of Initial Screening FORM 1, FM-7141 to short-list firms. Next, a Selection Committee will evaluate and score factors contained in the most current version of Final Evaluation FORM 2, FM-7142. The Initial Screening and Final Evaluation forms will be scored in accordance with the Criteria for Evaluation/Scoring found under Section IV.

a. In accordance with the most current version of Board Policy 6320.05, a local-vendor preference shall apply to the selection process for professional services. Local-vendor preference will apply at both the Initial Screening phase and at Final Evaluation/Final Ranking. Only eligible local firms submitting 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-vendor preference.

- Initial Screening: Eligible local firms within 5% of the staff-established cut-off score on FORM 1 will be included in the short-list.
- Final Evaluation:
If the top-ranked firm is a non-local firm and an eligible local firm is within 5% of the top-ranked firm's final overall score, then only the highest-ranked local firm will be ranked #1 and thereby selected as the GEOTECH firm for pre-negotiation purposes.

For selection of more than one firm - the local-vendor preference will apply only to the highest-ranked, eligible, local firm within 5% of the lowest-ranked, non-local, selected firm (from the established number of firms M-DCPS has determined to commission) for pre-negotiation purposes.

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

3. INITIAL SCREENING (maximum score for this step is 158 points)

Proposals will be reviewed, evaluated, and scored by staff utilizing Initial Screening Form 1 FM-7141 (FORM 1), on information presented in their RFQ response, database information on file with M-DCPS, information on file in A/E Selection (data interpretation will be made by staff) and the following information presented in their RFQ Response:

- General Services Administration (GSA) Standard Form (SF) 330
- Proposed Staff Form FM-4173
- Project Reference Forms (FM-7516) for each project submitted
- Company Summary Form (FM-7416)

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Each proposer will be ranked on the basis of their FORM 1 total score. A staff-established cut-off score will determine the short-list.

4. FINAL EVALUATION (maximum score for this step is 270 points)
 - a. A Selection Committee (composed of seven (7) voting members or their designees) will evaluate and score the short-listed firms based on discussions and/or presentations/interviews utilizing the most current version of Final Evaluation Form 2 FM-7142 (FORM 2).
 - One (1) from the Office of the Superintendent
 - One (1) from Chief Facilities Officer
 - One (1) from Construction
 - One (1) from Maintenance
 - One (1) from Planning, Design and Sustainability
 - One (1) from the Office of Economic Opportunity
 - One (1) community representative appointed by the Office of the Superintendent
 - Alternate(s) - optional
 - b. A representative of the Office of Management and Compliance Audits shall be invited to observe (as non-voting), and to act as a resource to, the selection process.
 - c. Short-listed proposers will be evaluated by the Selection Committee utilizing FORM 2.
 - d. Short-listed firms are advised that any commitments/representations made during the interview presentations or questions & answers session are subject to incorporation into the agreement for services with the District and may be used in future evaluation of the selected firm's performance.
 - e. In order to determine the final evaluation score for each proposer, the highest and lowest of the selection committee scores will be dropped, and an average taken of the remaining scores. The final ranking for each proposer will be based on the average final score.
5. PRE-NEGOTIATIONS

A/E Selection will conduct the pre-negotiation and negotiation meetings and act as the chief negotiator on behalf of M-DCPS.

 - a. A/E Selection will establish a fee structure after analyzing the services to be performed. Fixed fees shall be used for all services unless otherwise determined by A/E Selection.

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- b. A Negotiating Committee consisting of the following representatives will be identified for each solicitation (two members constitute a quorum):
 - One (1) from A/E Selection (as Chief Contract Negotiator)
 - One (1) or more from School Facilities (preferably one or more of the Selection Committee appointees)
 - Office of Economic Opportunity
 - c. A representative of the Office of Management and Compliance Audits shall be invited to observe, and to act as a resource to, the negotiation process.
 - d. Prior to negotiations, the Negotiating Committee will meet with each selected proposer under consideration, explain the extent of the services required, and may present any applicable written documentation of the project(s) which may include, but not be limited to:
 - Contract Shell
 - Scope of Services
 - M-DCPS Design Standards
 - Other related information deemed appropriate
6. NEGOTIATIONS
- a. The Negotiating Committee will negotiate with the highest-ranked firm first and, if negotiations are successful, that firm will be recommended for commissioning.
 - b. The Negotiating Committee may not exceed the established maximum fees.
 - c. Negotiations with firms will be conducted in order of ranking of the firms on a single or multi-session basis.
 - d. Negotiations will consist of an initial proposed fee; counter offer(s); and agreement, if possible, upon fees 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 service(s).
 - Detailed staffing analysis and staffing plan for the work for all required services. This proposal may include, but is not limited to, tasks

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required to perform and accomplish the agreement objectives, and a summation of all personnel. A spreadsheet format is required.

- e. If, after initial negotiations, the Negotiating Committee believes the maximum fees to be unfeasible and/or inequitable, it may suspend negotiations and confer with the Chief Facilities Officer, or designee, regarding revised maximum fees. The Chief Facilities Officer, or designee, may increase the maximum fees and negotiations may resume with the proposer.
 - f. Negotiations may be conducted on a single or multi-session basis. The Negotiating Committee will continue to meet with the highest-ranked proposer until a satisfactory agreement is reached, or until negotiations are considered, by the Negotiating Committee, to be no longer productive.
 - g. If an agreement cannot be reached, the 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 services. Negotiations with the next ranked proposer will be conducted on the same basis and with the same maximum fee as with the previous proposer. If negotiations are unsuccessful, the proposer will be advised of termination and the process repeated with the third, and so on.
 - h. The maximum fees originally established may not be changed once negotiations with the highest-ranked proposer have been terminated.
 - i. If the Negotiating Committee is unable to negotiate a satisfactory agreement (in the order of final ranking) with any of the firms, then the services may be re-advertised, or an alternative delivery method may be used to accomplish all or part of the required services.
 - j. 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.
7. **COMMISSIONING RECOMMENDATIONS TO THE BOARD:**
Once an agreement is reached, A/E Selection will submit a recommendation to the Board outlining fees, hourly rates, payment schedule(s), and scope of services. If commissioning is approved by Board action, A/E Selection will process the formal Agreement for professional services for execution.

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E. 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 submit proof of insurance coverages or letters of intent from their bonding and/or insurance company to cover all indemnification/insurance requirements.

Sample certificates of insurance to include:

1. Professional Liability Insurance, \$1,000,000 minimum.
2. Worker's Compensation Insurance as require by Florida Statutes.
3. Commercial General Liability in an amount no less than \$500,000 single limit per occurrence for bodily injury and property damage, with the Board named as an additional insured.
4. 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.
5. Contractor's Pollution Liability Insurance, \$2,000,000 minimum.

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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 legal 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 legal advertisement) must be furnished by the deadline stipulated in the advertisement.
- C. Any and all costs, associated with the preparation and submittal of responses to the advertised RFQ, are solely the responsibility of the proposer and the contents of the RFQ response submitted by the successful firm(s) may become part of the contractual obligations.
- D. RFQ responses shall include all documents listed in Submittal Requirements Section III of this document and the legal advertisement.
- E. RFQ responses shall be signed by a principal of the proposing entity.
- F. RFQ responses must be typed or printed in English. No changes or corrections will be allowed after the RFQ response submittal deadline.
- G. 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. 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 explain or interpret, the RFQ and the selection process. Any such interpretations and supplemental instructions shall be made in writing by A/E Selection.
- H. Proposers must be authorized to do business in the State of Florida and must possess all required registration(s), certification(s) and license(s) to render GEOTECH services, in accordance with all applicable Florida statutes, ordinances, regulations, and/or Board policies. The proposer must be qualified to do business in accordance with Board policies and Chapters 471 & 492 F.S.
- I. Proposers must have been in business for a period of no less than five years. If the proposer is a joint venture, or a newly formed company, at least one of the principals must have been in business for a period of no less than five (5) years (provide documentation). A "principal" of a firm shall be defined as the sole

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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.

- J. A joint venture (composed of qualified business organizations), is itself a separate and distinct organization which must be qualified in accordance with Board policies and Chapter 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 clearly indicating the percent participation of each partnering firm.
- K. Proposer must be an Engineering firm licensed by the State of Florida. Additionally, either the proposer and/or its sub-consultant(s) must be licensed as a Geology Business Enterprise with the Florida Department of Business and Professional Regulation.
- L. Proposers and/or their sub-consultants must hold current Pollutant Storage System Specialty Contractor license(s) issued by the Florida Construction Industry Licensing Board for all storage tank work and a General Contractor's license for all remedial work.
- M. Proposers shall identify all sub-consultants, if any, they plan to use for this Agreement and the role that they shall fulfill. The successful firm(s) shall not assign nor transfer any of its interest in this Agreement, in whole or in part, without the prior written consent of M-DCPS.
- N. Proposers responding to a RFQ must be available in person for presentations/interview (if applicable) to the Selection Committee, at the place and time designated by M-DCPS.
- O. M-DCPS may conduct discussions and presentations/interviews when it is deemed to be in the best interest of the Board.
- P. 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.
- Q. M-DCPS reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
- R. M-DCPS reserves the right to utilize an alternative delivery method for any project(s), professional geology and material testing services.
- S. Commercial Nondiscrimination Program

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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 (SBE/MBE) Participation:

It is the policy of the School Board of Miami-Dade County, Florida that Small and Micro Business Enterprises (SBE/MBEs) 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 SBE/MBEs that are eligible for assistance to perform work on the contract(s) being advertised (submit requested statement in **Tab I**). This information must include the SBE/MBE's and staff's experience in providing this type of service. For firms not yet certified by M-DCPS, a SBE/MBE 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 SBE/MBE, a proposer must have a current M-DCPS SBE/MBE certificate at the time of the RFQ Response submittal due date.
5. Each firm will be required to state its SBE/MBE and M/WBE utilization. All SBE/MBE and M/WBE firms must be certified by the Office of Economic

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Opportunity, prior to the RFQ Response submittal deadline.

6. A **monthly** report documenting efforts undertaken by the proposer, if any, regarding SBE/MBE 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).
- T. The successful proposer(s) shall fully comply with the State of Florida's House Bill 1877 "Jessica Lunsford Act" (JLA); FS 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 Board Policy 8475)
 - 6320.02 Small/Micro Business Enterprise Program and Minority/Women Business Enterprise Certification
 - 6460 Business Code of Ethics
 - 8700 Anti-Fraud
 - All other related Board policies and procedures (as amended and applicable)
- U. Public Entity Crimes - Section 287.133(2)(a) Florida Statute:
- 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 287.017 F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
- V. Pursuant to 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.
- W. 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.

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- X. Failure to file a protest within the time prescribed and in the manner specified in Board Policy 6320 or in accordance with Chapter 120.57 F.S., shall constitute a waiver of proceedings under Chapter 120 F.S.
- Y. The A/E Selection is the only authorized source of information and/or interpretations with regards to this selection process.
- Z. Firms must respond to each item noted in Sections II, III, IV; and FM forms for Related Experience (FM-7144), Proposed Staff (FM-7143), Project Reference Form (FM-7516), Company Summary (FM-7416) and Local Business Affidavit of Eligibility (FM-7138) (if applicable) of this procedures package. Section III outlines all response requirements and the order they must follow. Firms which fail to respond to any of these items may not be considered.
- AA. Failure to comply with the advertisement and/or any requirements in these procedures may disqualify RFQ responses from consideration.
- BB. M-DCPS reserves the right to request clarification of information submitted and to request additional information of one or more firms.
- CC. M-DCPS reserves the right to reuse the work products of the selected firm(s), and to retain other firms to provide the same or similar services at its sole discretion.
- DD. Conflict of Interest - The commissioning is subject to all applicable provisions of Florida statutes. All firms must disclose in their response the name of any officer, director or agent who is an employee of M-DCPS. Further, all firms must disclose the name of any M-DCPS employee who owns, directly or indirectly any interest in, or is in any way employed by, the firm, its branches or affiliates. See Section III (N).
- EE. Board policies can be accessed on the M-DCPS website at:
<http://www.neola.com/miamidade-fl/>

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SECTION III Submittal Requirements

Proposers are required to submit proposal packages using the format listed in this Section. Refer to Section IV for the Criteria for Evaluation / Scoring. Written proposals shall be prepared, tabbed, and submitted in the following order:

- A. **Letter of Interest** - Signed by a principal of proposing firm. The letter shall be brief, indicating the proposer's ability to perform the scope of work / services as described in the RFQ. Indicate the location, telephone number and e-mail address of the office where the services will be coordinated and generated. Only one submittal will be accepted per proposer, either as a single prime firm or as part of a joint venture. See Section III (K).
- B. **Proposer's Profile** - Describe the type of business structure, total number of years in business, total staff, consultants and provide an organization chart with the names and roles of all key personnel, including personnel submitted on all Proposed Staff Form(s) FM-7143.
- C. **Office Location** - Provide copy of current Local Business Tax Receipt of the office location from which work is to be performed (provide copy of receipt under Section III (M)).
- D. **Related Experience** - Use Related Experience Form FM-7144 to submit the proposer's related experience and ability to manage multiple concurrent project services. List GEOTECH services completed within the last ten (10) years with the following types of owners (submit up to five (5) projects/contracts for each of the following categories, 3a, b, & c):
 - Florida Public School Systems (K-20) Projects
 - Other Governmental Agencies Projects
 - Private Sector

Specifically, describe the type of services, project/facility name, current address, current telephone number and contact person. Joint venture proposers shall submit no more than five (5) projects for each category for each entity of the joint venture.

- E. **Staffing/Capabilities/Resources** - Use Proposed Staff Form FM-7143 to submit the proposer's proposed staff (include their GEOTECH experience, Florida registration(s) (if any), education (degree earned, school & year), training and other qualifications). Do not include clericals, part-time staff or sub-consultants. On each form check only 4a - Registered Professional or 4b - Technical Personnel. Staff will only be considered for one category.

Procedures for the Selection of Geotechnical, Construction Materials Testing & Environmental Assessment Services

Also, include a separate sheet to list related equipment owned and available by the proposer for this agreement.

- F. **Term Agreements/Contracts** - Proposers shall list a maximum of five (5) GEOTECH term agreements commissioned within the last ten (10) years. List the following information for each agreement:
- Name and address of agency
 - Title of Contract
 - Services provided
 - Name of contact
 - Current phone number and e-mail address of contract
 - Date agreement/contract was commissioned (month/year)
 - Date completed (month/year) or state “on-going”
 - Number of assignments issued for each year of the agreement
- G. **GSA Form 330** - Each proposer must submit the most current version of GSA SF 330. Each proposer or joint venture partner must submit an individual SF 330.
- H. **Licenses** - Provide a current copy of proposer’s State of Florida license(s) registration(s) and Certificate of Authorization issued by Department of Business and Professional Regulation, as well as licenses for each of its registered or certified professionals submitted on the Proposed Staff Form(s) FM-7143.
- I. **SBE/MBE and M/WBE Participation** - Describe the proposer’s equal employment opportunity policy (refer to Section II.S, for further information).
1. Provide a detailed breakdown of the proposer’s workforce on Company Summary Form (FM-7416).
 2. Indicate whether the proposer intends to utilize M-DCPS SBE/MBE and M/WBE sub-consultants for the solicited services. Submit a list of SBE/MBE and M/WBE sub-consultants, participants or team members clearly stating their role(s) and responsibilities with copies of current M-DCPS certificates.
 3. A copy of Memorandum of Understanding for each sub-consultant listing the sub-consultant’s name, role(s) and responsibilities.
- J. **References** - Submit a Project Reference Form (FM-7516) for each project submitted under categories 3a and 3b.
- K. **Joint Venture Agreement** - Joint venture proposers shall submit up to five (5) projects under factor 3 categories (3a, b & c) and five (5) term agreements under factor 5 for each entity of the joint venture. Proposers submitting as a joint venture must be licensed as such by the Florida Department of Business and Professional

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Regulation. Joint venture proposers shall provide a fully executed joint venture agreement (submit AIA Document C801 or similar). Proof of license(s) must be submitted with the proposal submitted under Section III (H). Percentage participation of fees must be clearly stated for each joint venture partner. The joint venture agreement must also identify the office location of the joint venture.

- L. **Indemnification/Insurance Requirements** - Provide a copy of the proposer's current insurance certificates demonstrating coverage of required type and limits, as outlined in Section I (E).
- M. **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.
- N. **Litigation/Major Disputes** - The Proposer must have an acceptable history of working proactively to avoid litigation with owners in providing the advertised services. Describe and explain any litigation (include court and location), major disputes, contract defaults and liens in the last ten (10) years. Also, use this tab to include Conflict of Interest statement, and Public Entity Crimes statement.
- O. **Other** - Submit other pertinent data deemed relevant to the evaluation of the proposer's qualifications or as may be required in the legal advertisement/RFQ.

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SECTION IV Criteria for Evaluation / Scoring

Each proposer will be evaluated on each factor listed below. All factors will be evaluated on the basis of the information provided in the proposer's RFQ response as well as a review of any additional information provided by the proposed and/or otherwise obtained by M-DCPS. Factors are specific and the score will be based solely on the data evaluated by M-DCPS. The initial ranking for each firm shall be based on the sum of the scores for each factor. In the case of a joint venture, scores will be prorated on the basis of the scores of each joint venture partner (based on the percentage of participation).

A. **INITIAL SCREENING** (maximum 158 points total):

Using the proposer's response to the RFQ, M-DCPS staff will review and score their qualifications according to the criteria listed below utilizing Initial Screening FORM 1. Scores for each proposer will be based on a comparison with all other proposers. Staff will then develop a short-list of those firms that will be invited to make a presentation to the Selection Committee. The short-list shall be based on the ranking achieved by each firm during this initial screening phase.

1. **Location of Office** (maximum 10 points):

Score will be based on location of main office or nearest established, fully staffed branch office in which all work will be performed. Branch office must be in operation for at least one (1) year. Include a copy of the Local Business Tax Receipt for the office that will provide services.

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

2. **Years established** (maximum 10 points):

One (1) point is granted for each year the principal with the greatest amount of experience has been established as a registered principal of a firm, with the current firm or other firms (provide documentation), up to a maximum of ten (10) points.

3. **Related Experience** (maximum 45 points):

From the proposer's response to the RFQ, staff will score the firms' abilities in accordance with the criteria listed in the Related Experience Forms FM-7144 (for Categories 3a, b, and c). List the projects which best illustrate the experience of the proposer. List up to five (5) projects **for each category** and include only services **completed** within the last fifteen (15) years. Projects listed will not be considered for more than one category. In the case of term

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agreements, each assignment under those types of agreements may be considered a separate project. List no more than three (3) projects under each term agreement.

- a. **Florida Public School Systems Experience K-20** (maximum 20 points):
List projects for which the proposer has provided GEOTECH services for any Florida public school system, including public colleges and universities.
- b. **Governmental Agencies Experience** (maximum 15 points):
List projects for which the proposer has provided GEOTECH services for other governmental agencies (other than Florida Public School System Experience).
- c. **Private Sector Experience** (maximum 10 points):
List projects for which the proposer has provided GEOTECH services in the private sector.

4. **Staffing/Capabilities/Resources** (maximum 25 points):

- a. **Registered Professionals** (maximum 15 points):
Proposer's professional staff, assigned to M-DCPS for this agreement, will be evaluated on the basis of their credentials and related experience. Staff will only be considered for 4a or 4b, not both.
 - Two (2) points will be assigned for each Florida registered Professional Engineer (maximum eight (8) points).
 - Three (3) points will be assigned for each Florida registered Professional Geologist (maximum three (3) points).
 - Two (2) points will be assigned for each Florida licensed Pollutant Storage System Specialty Contractor (maximum two (2) points).
 - Two (2) points will be assigned for each Florida licensed General Contractor (maximum two (2) points).
- b. **Technical Personnel** (maximum 10 points):
Proposer's technical staff, assigned to M-DCPS for this agreement, will be evaluated on the basis of their credentials and related experience.
 - Two (2) points will be assigned for each Environmental Engineer (maximum two (2) points).
 - Two (2) points will be assigned for each Certified Hazardous Materials Manager (maximum two (2) points).
 - For every five (5) Engineering Technicians two (2) points will be assigned (maximum four (4) points).

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- For each Laboratory Technician, one (1) point will be assigned (maximum two (2) points).
5. **Term Agreements** (maximum 10 points):
One (1) point will be assigned for each completed year of each annual agreement a proposer has served as consultant up to a maximum of 10 points.
 6. **Previous Performance with M-DCPS** (maximum 20 points):
Scoring for this factor will be based solely on the routine evaluations by M-DCPS staff of past performance. These scores will be on a scale of 0 - 5 points (x 4) based on the average score received on the Project Performance Evaluation Form (FM - 3991) on all projects currently underway, or completed in the previous three (3) years. Proposers which have not yet been evaluated shall receive three and one half (3.5) points for this factor.
 7. **Minority/Women Business Enterprise (M/WBE) Participation** (maximum 10 points):
Scoring for this factor will be based solely on M-DCPS M/WBE 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 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.
 8. **M/WBE Sub-consultant Participation** (maximum 4 pts.):
Proposer (prime firm) team consists of Sub-consultants which are M-DCPS certified M/WBE. One (1) point will be considered for each M-DCPS certified M/WBE sub-consultant up to a maximum of 4 points.
 9. **SBE/MBE Participation** (maximum 10 pts.):
Scoring of this Factor will be based solely on M-DCPS SBE/MBE 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 SBE/MBE. In the case of a joint venture, one (1) point will be assigned for each 10% of the joint venture interest as a SBE/MBE.

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10. **SBE/MBE Sub-Consultant Participation** (maximum 4 pts.):
Proposer (prime firm) team consists of sub-consultants which are M-DCPS certified SBE/MBE. One (1) point will be considered for each M-DCPS certified SBE/MBE sub-consultant up to a maximum of 4 points.

11. **References** (maximum 10 pts., minimum -10 pts.):
Scoring of this factor will be based on the information submitted by each proposer under Qualification/Questionnaire - Related Experience (FM-7144) under Factors 3a & 3b. Proposers are required to submit a Project Reference Form (FM-7516) for each project listed under Tab J. A/E Selection will e-mail all submitted Project Reference Forms to each contact provided in the RFQ Response and all 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 for 3a & 3b.

Good Evaluation = 10 points

Fair Evaluation = 0 points

Poor Evaluation = -10 points

B. FINAL EVALUATION

Each short-listed proposer begins the interview with a score of zero (i.e. scores from the FORM 1 are not incorporated into the interview score).

Each proposer's interview score is to be based on the information provided by the proposer in their presentation and on responses given by the proposer to questions posed by the Selection Committee during the interview process. Copies of the firms' proposals are made available to members of the Selection Committee.

1. Each Selection Committee member (evaluator) will evaluate each proposer on each factor on FORM 2 (FM-4172).

2. Scoring will be done independently by each Selection Committee member based upon information provided by the firm in its RFQ response, discussions, and presentations/interviews.

3. Factor 4e: Volume of work commissioned by M-DCPS within the last five years. Rate this factor with the objective of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selecting the most highly qualified firm(s). Use a sliding scale from 0 - 10 based on the number of commissionings (including continuing contracts with assignments). 0 commissionings = 10 points and 10 commissionings = 0 points.

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4. Staff will then 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 and ranking the firms in descending order of final average scores. The proposer with the highest average interview score will be the top-ranked firm.

5. Local-Vendor Preference: For selection of more than one (1) firm - local-vendor preference will only apply to the highest-ranked eligible, local firm within 5% of the lowest-ranked, non-local, selected firm (from the established number of firms M-DCPS has determined to commission) for pre-negotiation purposes.

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FORMS

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**Miami-Dade County Public Schools
 GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING
 AND ENVIRONMENTAL ASSESSMENT SERVICES**

INITIAL SCREENING - FORM 1

PROPOSER:				J.V.	RFQ Response Due Date:
	PROPOSER	J.V.	CONSULT.	NAME OF FIRM	
ENGINEERING				<input type="checkbox"/> M/WBE	<input type="checkbox"/> S/MBE
GEOLOGY BUSINESS				<input type="checkbox"/> M/WBE	<input type="checkbox"/> S/MBE
GENERAL CONTRACTOR				<input type="checkbox"/> M/WBE	<input type="checkbox"/> S/MBE
POLLUTANT STORAGE SPECIALTY CONTRACTOR				<input type="checkbox"/> M/WBE	<input type="checkbox"/> S/MBE
				<input type="checkbox"/> M/WBE	<input type="checkbox"/> S/MBE
				<input type="checkbox"/> M/WBE	<input type="checkbox"/> S/MBE
CONTRACT: GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES					
FACTORS		MAX. POINTS	SCORE	NOTES	
1. Location of Office		10			
2. Years Firm or J.V. Established (1point/year)		10			
3. Related Experience (max. 45 points)					
3a. Florida Public School Systems K-20 Experience		20			
3b. Governmental Agencies (Non-Educational) Experience		15			
3c. Private Sector Experience		10			
4. Staffing/Capabilities/Resources (max. 25 points)					
4a. Registered Professionals		15			
4b. Technical Staff		10			
5. Term Agreements		10			
6. Previous Performance w/ M-DCPS		20			
7. M-DCPS M/WBE Certification (prime)		10			
8. M-DCPS M/WBE Certification (sub-consultants)		4			
9. M-DCPS S/MBE Certification (prime)		10			
10. M-DCPS S/MBE Certification (sub-consultants)		4			
11. References		10			
TOTAL SCORE		158		Checked by: _____	
Local Business Affidavit of Eligibility: <input type="checkbox"/> Yes <input type="checkbox"/> No					
COMMENTS:					
EVALUATOR: Print Name & Title: _____ Signature: _____					DATE: _____

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Miami-Dade County Public Schools
GEOTECHNICAL, MATERIALS TESTING AND ENVIRONMENTAL ASSESSMENT SERVICES

FINAL EVALUATION - FORM 2

PROPOSER (PRIME):				J.V.	RFQ Response Due Date:	
PROJECT: GEOTECHNICAL, CONSTRUCTION MATERIAL TESTING AND ENVIRONMENTAL ASSESSMENT SERVICES						
	PROPOSER	J.V.	CONSULT.	NAME OF FIRM		
ENGINEERING				<input type="checkbox"/> M/WBE <input type="checkbox"/> S/MBE		
GEOLOGY BUSINESS				<input type="checkbox"/> M/WBE <input type="checkbox"/> S/MBE		
GENERAL CONTRACTOR				<input type="checkbox"/> M/WBE <input type="checkbox"/> S/MBE		
POLLUTANT STORAGE SPECIALTY CONTRACTOR				<input type="checkbox"/> M/WBE <input type="checkbox"/> S/MBE		
				<input type="checkbox"/> M/WBE <input type="checkbox"/> S/MBE		
FACTORS				MAX. POINTS	SCORE	NOTES
1. EXPERIENCE OF TEAM						
A. Proposed Management Team				10		
B. Overall experience				20		
C. Experience with other in-state Public Agencies				10		
2. SPECIFIC CAPABILITIES OF TEAM						
A. Familiarity with Local, State and Federal Codes and Regulations				10		
B. Knowledge of Local Geotechnical and Environmental Conditions				20		
C. Geotechnical Investigation				20		
D. Construction Material Testing				20		
E. Environmental Engineering				20		
F. Structural/Civil Engineering				20		
3. PROFESSIONAL ATTITUDE OF TEAM						
A. Representation of Owner				20		
B. Coordination with Owner's Staff				10		
C. Coordination with Architects/Engineers/Contractors/Subcontractors				10		
D. Quality Control Approach				10		
4. APPROACH TO PROJECT						
A. Initiative				20		
B. Understanding of the Scope of Services				10		
C. Applicability of Presentation				10		
D. Staffing/Workload				10		
E. Previous M-DCPS Commissionings				10		
5. SBE/MBE & M-DCPS M/WBE UTILIZATION PLAN				10		
TOTAL SCORE				270		Checked by: _____
Local Business Affidavit of Eligibility: <input type="checkbox"/> Yes <input type="checkbox"/> No						
COMMENTS:						
EVALUATOR:					DATE:	
Print Name & Title: _____				Signature: _____		

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ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157

Expires: 10/31/2014

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), 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 (MVA), Regulatory and Federal Assistance Publications Division, GSA, 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 the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act 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.

Section G. Key Personnel Participation in Example Projects.

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).

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.

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.

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 H. Additional Information.

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.

Section I. Authorized Representative.

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**

20. EXAMPLE
PROJECT
KEY NUMBER:

(Present as many projects as requested by the agency, complete one 'Section F' for each CONTRACT)

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
RELATED EXPERIENCE FORM
Geotechnical, Construction Materials Testing & Environmental Assessment Services
(Make copies of this form and use to list projects for categories 3a, 3b, 3c & 4c. Submit separate forms for each category).

PROPOSER: _____ **DATE:** _____
 CHECK CATEGORY: 3a – Florida Public School System K-20 Experience, 3b – Government Agencies Experience, 3c – Private Sector Experience and 4c – Term Agreements

PROJECT • Facility Name • Project Title • Location <i>(If Category 4c, Leave Blank)</i>	OWNER <i>(project user/agency's representative)</i> • Name • Address • Current Phone • E-mail address <i>(see note #1 below)</i>	CONTRACT VALUE (in Terms of Fees Paid to the Proposer)	PROJECT COMPLETION DATE (or duration of Term Contract) • Start mm/yy • End mm/yy	SERVICES PROVIDED (check all applicable services)
				<input type="checkbox"/> Phase I Environmental Site Assessment <input type="checkbox"/> Phase II Environmental Site Assessment <input type="checkbox"/> Pre-Construction Services <input type="checkbox"/> Geotechnical Services <input type="checkbox"/> Construction Materials Testing <input type="checkbox"/> Periodic Field Inspections <input type="checkbox"/> Groundwater Cleanup Services <input type="checkbox"/> Contaminated Soil/Solid Waste Services <input type="checkbox"/> Other: _____
				<input type="checkbox"/> Phase I Environmental Site Assessment <input type="checkbox"/> Phase II Environmental Site Assessment <input type="checkbox"/> Pre-Construction Services <input type="checkbox"/> Geotechnical Services <input type="checkbox"/> Construction Materials Testing <input type="checkbox"/> Periodic Field Inspections <input type="checkbox"/> Groundwater Cleanup Services <input type="checkbox"/> Contaminated Soil/Solid Waste Services <input type="checkbox"/> Other: _____
				<input type="checkbox"/> Phase I Environmental Site Assessment <input type="checkbox"/> Phase II Environmental Site Assessment <input type="checkbox"/> Pre-Construction Services <input type="checkbox"/> Geotechnical Services <input type="checkbox"/> Construction Materials Testing <input type="checkbox"/> Periodic Field Inspections <input type="checkbox"/> Groundwater Cleanup Services <input type="checkbox"/> Contaminated Soil/Solid Waste Services <input type="checkbox"/> Other: _____

Notes:

- In addition to owner information, provide additional name, address and current phone number of contact person if services were provided to a professional A/E firm or other firm (other than the owner).
- A maximum of three (3) projects under term contract may be listed as individual projects.

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

(This form is to be submitted with the RFQ Response)

Instructions to Proposer: Submit a separate Project Reference Form for each 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 (do not fill in section 4).

1.	NAME OF PROPOSER (PRIME FIRM):		
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:	FOR A/E, A/EPC & SPC: EXAMPLE PROJECT KEY NUMBER <i>(SF 330, Section "F"):</i>
	PROJECT LOCATION <i>(Address, City, State & Zip):</i>	
	PROJECT VALUE:	SUBST. COMPLETION DATE:
	PROPOSER'S CONTRACTURAL RELATIONSHIP TO OWNER ON THIS PROJECT:	

3.	PROJECT OWNER:		
	OWNER'S REPRESENTATIVE:	TITLE:	
	OFFICE / DEPARTMENT:	PHONE NO.:	
	ADDRESS <i>(Address, City, State & Zip):</i>	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 comments
	b. How would you rate the overall performance of this firm in terms of:	GOOD	FAIR	POOR
	<ul style="list-style-type: none"> ▪ Timely completion of the project, ▪ Cost effectiveness (was project within budget), ▪ Quality of the communications/coordination with 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. Comments?			
	Name of Owner's representative completing this form <i>(print):</i>			
	Signature:	Date:		

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

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Miami-Dade County Public Schools

Geotechnical, Material Testing & Environmental Assessment Services

PROPOSED STAFF FORM

(Make copies of this form and use for factors 4a and 4b – Submit one form for each employee)

M-DCPS AGREEMENT TITLE: Geotechnical, Construction Material Testing & Environmental Assessment Services	TERM CONTRACT #:
--	-------------------------

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

EMPLOYEE NAME:	TITLE:	CHECK ONLY ONE: <input type="checkbox"/> 4a Registered Professionals <input type="checkbox"/> 4b Technical Personnel
-----------------------	---------------	---

% of time to be assigned to the proposed project:	Years with firm:	Years with other firms:
--	-------------------------	--------------------------------

PROJECT TYPE	<u>Project Type:</u> a. Florida Public School System (K-20) Experience b. Governmental Agency Experience c. Private Sector Experience	
	PROJECT TITLE (list up to 5 related projects)	EMPLOYEE'S INVOLVEMENT

EDUCATION: <i>(highest level achieved, degree earned, school & year)</i>

REGISTRATION(S) & LICENSE(S):
--

OTHER QUALIFICATIONS:

EMPLOYEE'S ABILITIES <i>(check all that apply):</i>	<input type="checkbox"/> Phase I Environmental Assessment <input type="checkbox"/> Phase II Environmental Assessment <input type="checkbox"/> Geotechnical Analysis <input type="checkbox"/> Materials Strength Testing/Analysis	<input type="checkbox"/> Pre-construction Services <input type="checkbox"/> Field Inspections <input type="checkbox"/> Contaminated Soil Analysis <input type="checkbox"/> Engineering Reports	<input type="checkbox"/> Other: _____ _____ _____
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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											
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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MIAMI-DADE COUNTY PUBLIC SCHOOL 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.

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: (05-12)