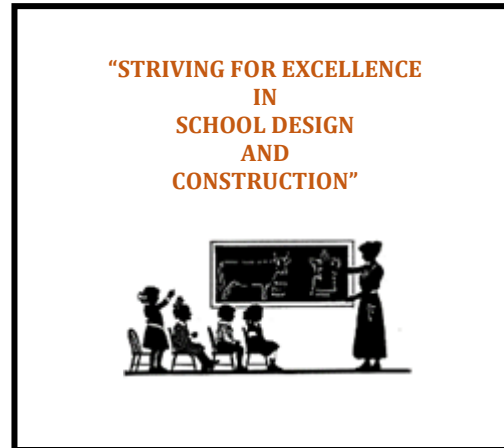
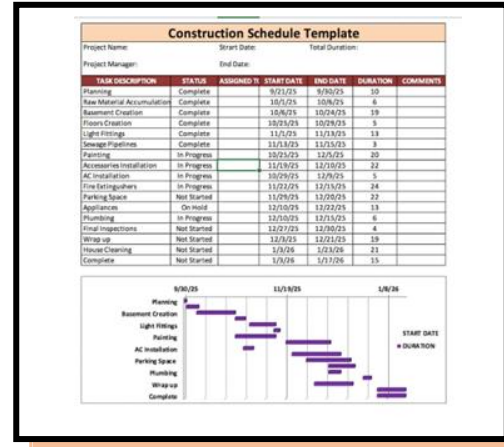
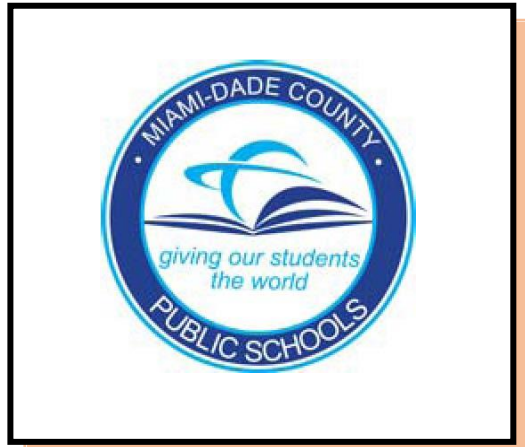


Procedures for the Selection of Construction Scheduling Consulting Services



DEPARTMENT OF A/E SELECTION & NEGOTIATIONS

Office of Facilities Design and Construction

1450 NE 2 Avenue, Room 305

Miami, Florida 33132

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL BOARD POLICY 6330

Updated April 1, 2025

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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SECTION I: GENERAL INFORMATION

A. PURPOSE

1. To identify steps to be taken in the selection of Construction Scheduling Consultant (CSC) services firms as may be required for the execution of the Miami-Dade County Public Schools (M-DCPS) Educational Facilities Work Plan.
2. To procure professional CSC 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) procedures and policies including, but not limited to, Board Policy [6330](#), as applicable and amended. The Board shall have the right to make exceptions to these procedures when valid public emergency conditions warrant. A valid public emergency is defined in F.S. [1013.46\(1\)\(b\)](#).
3. To encourage qualified CSC firms to submit statements of qualifications and performance data when such services are advertised. Firms must be licensed as required by Florida Statutes.

B. INTENT

1. The Board intends to select one (1) or more firm(s) to provide professional CSC and related services. Firm(s) will be contracted for a term of up to four (4) years with extensions at the option of the Board.
2. Selected firm(s) will negotiate an agreement with the Board, which may include hourly fees and/or lump sum fees, according to the type of work assignment given to the firm(s).
3. To maximize opportunities for participation, to the extent possible, work will be assigned to the commissioned firm(s) on a rotational basis by final ranking. The firm's workload, qualifications for the task, and performance on previous assignments will also be considered.
4. 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. Individual work orders will be issued for required services which may include, but are not limited to, the following:

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1. Assist in preparation and monitoring of construction schedules/reports for educational facilities at different levels of project completion to ensure adherence with project specific specifications and M-DCPS Educational Facilities Work Plan.
2. Review, analyze, recommend, and comment on construction schedules/reports prepared and submitted by contractors for specific projects; including adherence to contract documents, time extension requests and/or delay claims during the project.
3. Applicants must be able to produce all required schedules/reports in compliance with the most current version of the related M-DCPS Master Specifications sections.

D. SELECTION PROCEDURES

The selection process begins with the publication of a legal advertisement and concludes with the commission of professional 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
- Commission Recommendation(s) to the Board
- Agreement Execution

1. ADVERTISEMENT

Requests for Qualifications (RFQ) for CSC services shall be advertised as follows:

- a. An advertisement soliciting RFQ responses from qualified firms wanting to be considered for the advertised services will be prepared by the M-DCPS Department of A/E Selection & Negotiations (A/E Selection). Advertisements soliciting firms will be issued in accordance with established procedures and F.S. [287.055](#) also known as the “Consultant’s Competitive Negotiations Act” (CCNA).
- b. The advertisement will run as a legal notice in a newspaper or publication having general distribution in Miami-Dade County per F.S. [255.0525](#). The advertisement may also be run in additional publication(s) or other electronic media distribution service, when such distribution is believed to

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be in the best interest of the Board, and as directed by the Chief Facilities Design & Construction Officer and/or the Office of Education and Economic Access (OEEA).

- c. A/E Selection will electronically post the full legal advertisement on the A/E Selection web page at:
<https://capitalapps.dadeschools.net/solicitations/default>
and on DemandStar web page at MDCPS – School Facilities.

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, and protest procedures are activated at the time the legal advertisement is posted. These, and all Board policies, can be accessed at: <https://go.boarddocs.com/fl/sbmd/Board.nsf/Public?open&id=policies>.

A Cone of Silence is enacted with the issuance of the legal advertisement and end at the time the agenda item is published for the upcoming School Board meeting, whereby the Superintendent recommends an award or approves a contract, rejects all bids or responses, or take appropriate action that ends the solicitation and review process. Any violation of the Cone of Silence may be punishable as provided for under the referenced School Board policy, in addition to any other penalty provided by law.

2. EVALUATION/SCORING & FINAL RANKING PROCESS

The evaluation/scoring and final ranking process will be conducted in two steps: Initial Screening and Final Evaluation. For Initial Screening, staff will score all factors on the most current version of Qualifications FORM-1, FM-6708 to short-list firms. For Final Evaluation, a Selection Committee will evaluate and score factors contained in the most current version of Selection FORM-2, FM-6710. The Initial Screening and Final Evaluation forms will be scored in accordance with the Criteria for Evaluation/Scoring found under Section IV.

a. INITIAL SCREENING

Proposals will be reviewed, evaluated, and scored by staff utilizing FORM-1. Responding firms will be evaluated and scored on information presented in their RFQ response, database information on file with MDCPS, and information on file in A/E Selection (data interpretation will be made by staff). Each responding firm will be ranked on the basis of their FORM-1 total score. A staff-established cut-off score will determine the short-list.

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Vendor Preference: In accordance with the most current version of Board Policy [6320.05](#), Local Vendor and Veteran Business Enterprises (VBE) preferences shall apply to the selection process for professional services. The Local Vendor and VBE preference policies shall apply at the Initial Screening phase. Only eligible, Local Vendor or VBE firms, which have submitted an original, fully-executed Local Business Affidavit of Eligibility (LBAE), FM-7138 (including their current Local Business Tax Receipt) or VBE Certificate with their RFQ Response, will be considered for local or VBE preference. When a Local Vendor or VBE certified firm that is not initially short-listed for interviews but has a score within 5% of the lowest-ranked short-listed firm's score, it will be added to the short-list if the lowest-ranked short-listed firm is non-local or non-VBE.

No committee(s) will be involved in the Initial Screening process. Firms will be ranked on the basis of FORM-1 total score. A staff-established cut-off score will determine the short-list.

b. FINAL EVALUATION

1. A Selection Committee (voting members) will be appointed for the Final Evaluation process to evaluate and score the short-listed firms based on discussions/presentations/interviews. A/E Selection will act as facilitator. A Selection Committee will consist of the following representatives identified for each solicitation:
 - One (1) from the Office of the Superintendent
 - Two (2) from the Office of Facilities Design and Construction
 - One (1) from Maintenance
 - One (1) from the Office of Education and Economic Access
 - Alternate(s) - optional
2. Representatives from 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.
3. The Selection Committee will review the RFQ responses and discussions/presentations by the interviewing firms, in order to rank the firms. Each Selection Committee member will complete a FORM-2 for each interviewing firm.
4. Interviewing firms are cautioned that a firm may be **disqualified for any of the following reasons:**
 - a. For presentation, during an interview (or discussion), of projects which were not included in the RFQ response;

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- b. For presentation of projects for which the interviewing firm was not the prime firm; and
 - c. For providing any other false information.
- 5. Any commitments and/or representations (including project staffing commitments) made during a firm's discussion/presentation/interview or questions & answers (Q&A) session are subject to incorporation into the firm's Agreement for CSC services with M-DCPS and may be used in future evaluation of the selected firm's performance.
- 6. In order to determine the final evaluation score for each firm, the highest and lowest of the Selection Committee scores for each firm will be dropped, and an average taken of the remaining scores to develop a final evaluation score. The final ranking for each interviewing firm shall be determined by the final evaluation score.
- 7. In the event of a tie (identical final score for two (2) or more interviewing firms), preference for the selection shall be given to firms in the following tiebreaker sequence:
 - a. A business that certifies that it has implemented a drug-free work place program shall be given preference in accordance with the provisions of F.S. [287.087](#);
 - b. Summation of each firm's FORM-1 and FORM-2 scores. The firm with the highest total score shall be the highest-ranked firm; and
 - c. If a tie remains, after applying the items above, then the top-ranked firm shall be determined by a toss of a coin. The toss of a coin shall be held with the tied firms present (as participants and witnesses). The District Director or appointed staff member from A/E Selection will preside over the coin toss and a member from the Office of Management and Compliance Audits will be invited to observe.
- 3. A/E Selection will conduct the Pre-negotiation and Negotiation Meeting(s) and act as the Chief Negotiator on behalf of M-DCPS.
- 4. PRE-NEGOTIATIONS
 - a. Board will establish a maximum fee(s) 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):
 - A/E Selection (as Chief Negotiator)
 - Designee(s) from the Office of Facilities Design and Construction, and/or Maintenance as appropriate (preferably one or more of the Selection Committee appointees) and/or
 - Office of Education and Economic Access
- 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 firm, explain the types and extent of the services required, discuss pertinent concepts contained in the current continuing (term) agreement shell, and present any applicable written documentation referenced for the contract, including, but not limited to:
 - Construction Scheduling Consultant Agreement Shell
 - Scope of Services
 - M-DCPS Design Standards
 - Other related information as deemed appropriate

5. NEGOTIATIONS

The Negotiating Committee will negotiate the fees and the terms and conditions of the Agreement as follows:

- a. The Negotiating Committee will commence negotiations with the highest-ranked firm first and if negotiations are successful, that firm will be recommended for commission.
- b. The Negotiating Committee may not exceed the Board-established maximum fees (or any other fees established as deemed appropriate for the services required).
- c. As required, negotiations with additional firms will be conducted in order of final ranking, or as otherwise determined by the Board.
- d. Negotiations will consist of the firm's initial proposed fees; counteroffer(s); and agreement, if possible, upon fees within the Board's maximums established. Each selected firm will be required to present as part of the negotiations, including but not limited to, the following for review:

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- A fee proposal letter listing the proposed fees and a statement stating that the firm has reviewed all the requirements, the Agreement shell, and related documents and fully understands the obligations, responsibilities, and commitments required for successful conduct and 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 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 fee(s), rate(s), or fee schedule(s) to be unfeasible and/or inequitable, it may suspend negotiations and confer with the Chief Facilities Design & Construction Officer, or designee, regarding revised maximum fee(s), rate(s), and/or fee schedule(s). The Chief Facilities Design & Construction Officer, or designee, may increase the maximum fee(s), rate(s), and/or fee schedule(s) and negotiations may be resumed with the selected firm.
- f. Negotiations may be conducted on a single or multi-session basis. The Negotiating Committee will continue to meet with the highest-ranked firm 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 firm, advise the firm of termination of negotiations in writing, and proceed to negotiate with the next ranked firm for the same contract and/or services. Negotiations with the next ranked firm will be conducted on the same basis and with the same maximum fee(s), rate(s), and/or fee schedule(s) as with the previous firm. If negotiations are unsuccessful, the firm will be advised of termination of negotiations in writing and the process will be repeated with the third-ranked, and so on.
- h. The maximum fee(s), rate(s), and/or fee schedule(s) originally established by the Board may not be changed once negotiations with the highest-ranked firm have been terminated.
- i. If the Negotiating Committee is unable to negotiate a satisfactory agreement with any of the selected firms, additional firms may be selected (in the order of final ranking) and negotiations may continue in accordance with these procedures, or the services may be re-advertised, or an alternative delivery method may be used to accomplish all or part of the required services.

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6. COMMISSION RECOMMENDATION(S) TO THE BOARD/AGREEMENT EXECUTION

Once negotiations with one (or more firms, as needed) are successful, A/E Selection will submit a recommendation(s) for commission to the Board, outlining fees, hourly rates, payment schedule(s), and scope of services based on the standard Agreement shell, and whether the prime firm is S/MBE and/or M/WBE (including a list of S/MBE and M/WBE sub-consultants), and/or whether Local/VBE Preference was utilized. If the recommended commission(s) is (are) approved by Board action, A/E Selection will process the formal agreement(s) for professional services for execution.

E. INDEMNIFICATION/INSURANCE

The recommended CSC firm(s) will be required to agree, without reservation, to the standard Board indemnification and insurance clauses that are incorporated into the Agreement. Firms must have the proper insurance coverage, per the legal advertisement for each solicitation and must submit proof of the required insurance coverage. Required certificates of insurance include, but are not limited to, the following:

- 1) Professional Liability Practice Policy;
- 2) Workers' Compensation/Employers' Liability Insurance (as required by Florida Statutes);
- 3) Commercial General Liability Insurance. The School Board of Miami-Dade County, Florida and its members, officers and employees shall be an additional insured; and
- 4) Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the operations of the firm.

Note: Insurance requirements vary. Refer to the legal advertisement for specific requirements (e.g., minimum dollar limits and maximum deductible amounts).

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SECTION II: RESPONSE REQUIREMENTS

RFQ response shall include, but is not limited to, the following documents and any other documents as may be required in the legal advertisement. Refer to Section IV for the Criteria for Evaluation/Scoring. The RFQ response shall be prepared, tabbed, and submitted in the following order:

Tab 1: A brief **Letter of Interest (LOI)** to include, at a minimum:

- The proposer's ability to perform the scope of work/services as described in the RFQ
- Location and contact information of the office the services will be coordinated and generated;
- Commitment to comply with all School Board Policies including, but not limited to, [6320.02](#), [6320.05](#), [6320.06](#) , [6325](#), [6465](#) & [8150](#);
- Statement attesting that the information provided in the RFQ response is complete, current, and factual; and
- Signature of a Principal/Qualifier of the firm, notarized in accordance with F.S. [117](#).

Tab 2: Office Location:

Submit a fully executed LBAE, FM-7138 (if applicable) and a copy of the prime firm's current Local Business Tax Receipt (LBTR) for the office location from which the work is to be performed. The LBAE, FM-7138 must be signed by an authorized representative and notarized in accordance with F.S. [117](#).

Tab 3: Proposer's Profile:

Submit description 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 listed on Proposed Staff Form(s) FM-7233.

Tab 4: Related Experience:

Submit list of comparable projects for the following categories completed within the last five years:

Category 3A	Florida Public Educational Systems (K-20)
Category 3B	Governmental (Non-Educational) Agencies
Category 3C	Private Sector
Category 3D	Annual Term Contracts

Use Related Experience Form, FM-6711. List a maximum of five projects **for each category** and include only projects **completed** within the last five (5) years. List projects that best represent the proposer's ability to perform the required services under this RFQ. Projects listed will not be considered for

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more than one category (except category 3D). Submit separate Related Experience Form for each category.

A completed project awarded under an Annual Term Contract may be listed under Categories 3A, 3B and/or 3C; however, no more than three (3) projects per Annual Term Contract, per category, will be considered.

Specifically, describe the type of services, project/facility name, current address, current telephone number, contact person and e-mail address.

Joint venture proposers shall submit no more than five (5) projects for each category for each entity of the joint venture.

Proposer shall list term contracts for public agencies, active or completed, awarded or renewed within the past five (5) years. Annual Term Contracts listed shall be for comparable scope of services as listed in this RFQ. Proposer shall include the following information for each term contract listed:

1. Name and address of agency
2. Title of Contract
3. Services provided
4. Name of contact
5. Current phone number and e-mail address of contact
6. Contract value
7. Date agreement/contract was commissioned (month/year)
8. Date completed (month/year) or state "on-going"
9. Number of assignments issued for each year of the agreement

Tab 5: Staffing/Resources:

List the proposer's professional and technical staff and their overall experience. Include their construction scheduling consulting experience, Florida registration(s) if any, education (degree(s) earned), licenses, training and other qualifications.

Submit one Proposed Staff Form, FM-7233 for each staff member. Select only one category (4A – Registered/Certified Professional, or 4B – Technical Personnel) for each staff member submitted. Do not include clerical support personnel, part-time employees, sub-consultants or sub-contractors.

Tab 6: Licenses/Registrations:

Submit a current copy of the proposer's licenses (issued by the Florida 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-7233. Proposer shall include the following licenses as applicable:

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1. License as a business entity in the State of Florida including documentation showing agent and officers for the entity.
2. Professional licenses including documentation of initial licensure date.
3. Construction licenses including documentation of initial licensure date.
4. Other licenses/certificates noted under Section II (Tab 5).

Tab 7: Equal Employment Opportunity:

Submit the proposer's equal employment opportunity policy. Use Company Summary Form, FM-7416 to provide a detailed breakdown of firm's workforce. List full-time employees, Owners, and Officers, as instructed on the form. Do not include part-time or contract employees (refer to Section III (P), for further information).

Tab 8: S/MBE, M/WBE and VBE Participation (If Applicable):

List all sub-consultants (including required disciplines) with supporting information and documentation, as follows:

- Sub-consultants' names and M-DCPS' S/MBE, M/WBE, and/or VBE certification status. Clearly state their disciplines/role(s);
- Copies of current M-DCPS' S/MBE, M/WBE, and/or VBE certificates for prime firm and sub-consultants; and
- A copy of Memorandum of Understanding (MOU) on the responding firm's letterhead for each sub-consultant listing the sub-consultant's name, role(s) and responsibilities, and S/MBE and/or M/WBE percentage of participation. Each MOU must be signed by a principal of each firm (prime and sub-consultant) with each signature notarized (per F.S. [117](#)).

Tab 9: References:

Submit a Project Reference Form, FM-7516, up to ten (10) references from projects submitted under Related Experience, Categories 3A, 3B, 3C (and contracts for Category 3D) with the owner's/agency's name, current address, current telephone numbers, contact person and e-mail address. Firms are required to submit Project Reference Forms through the M-DCPS web-based "Project References" System. A/E Selection will forward applicable Reference Forms to each contact provided. Include the e-mail confirmations under this tab (refer to Section V (B) of these procedures for instructions).

Tab 10: Joint Venture Agreement:

If applicable, submit a fully executed joint venture agreement (submit AIA Document C801 or similar). Proof of license(s) must be submitted with the proposal under Section II (Tab 6). Percentage participation of fees must be clearly stated for each joint venture partner. The joint venture agreement must identify the office location of the joint venture.

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Tab 11: Indemnification/Insurance Requirements:

Submit evidence of compliance with the requisite indemnification/insurance requirements outlined under Section I (E).

Tab 12: Litigation/Major Disputes:

Submit a detailed list of any litigation (include court and location), major disputes, contract defaults and liens that the firm has been involved with in the last ten (10) years. Also, use this tab to include Conflict of Interest statement, and Public Entity Crimes statement and any other pertinent data as deemed appropriate.

Tab 13: Supporting Documents:

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

- Prime's Professional License(s)
- Prime's Business License(s)
- Prime's Business Tax Receipt
- Sub-consultants' Business License(s), if applicable
- Sub-consultants' Professional License(s) and Certification(s), if applicable
- Additional supporting information

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SECTION III: INSTRUCTIONS TO RESPONDING FIRMS

- A. Late and/or incomplete responses to the RFQ will not be accepted (see the legal advertisement for submittal deadline, number of copies, and type of documents to be submitted). RFQ responses must be typed or printed in English. No changes or corrections will be allowed after the RFQ response submittal deadline. Any and all costs associated with the preparation and submittal of the responses to the advertised RFQ are solely the responsibility of the responding firm.
- B. Only one submittal will be accepted per proposer, either as a single prime firm or as part of a joint venture. See Section III (I).
- C. RFQ responses shall include, but are not limited to, the following documents and any other documents as may be required by Sections I, II, III, IV and V of these procedures, and the legal advertisement which may include, but are not limited to, the following:
 - 1. A brief Letter of Interest with proposer's profile
 - 2. Related Project Experience Forms (FM-6711)
 - 3. Proposed Staff Forms (FM-7233)
 - 4. Company Summary Form (FM-7416)
 - 5. Project Reference Form (FM-7516) for each project submitted
 - 6. Local Business Affidavit of Eligibility (FM-7138) if applicable
 - 7. Other Supporting Documents

Section II, Response Requirements outlines all response requirements and the order they must follow. Firms which fail to respond to any of these items may not be considered.

- D. RFQ responses shall be signed and notarized by a duly authorized principal of the responding firm.
- E. The contents of the RFQ response submitted by the successful firm(s) may become part of the contractual obligations.
- F. A pre-proposal conference may be held as stated in the legal 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 accepted. This will be the only opportunity to present questions regarding the advertised RFQ. Pertinent questions and answers from a Pre-proposal Conference will be appended to the Pre-proposal Conference Handout and posted on the A/E Selection website. Firms 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, exclusively.

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- G. Proposers must be authorized to do business in the State of Florida and must possess all required registration(s), certification(s) and license(s) to render Construction Scheduling Consulting 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](#) & [489](#) F.S.
- H. 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 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.
- I. A joint venture (composed of qualified business organizations), is itself a separate and distinct organization that must be qualified in accordance with Board policies and Chapter [489.119\(2\)\(e\)](#) F.S. Proposers submitting as a joint venture must be licensed as such by the Florida Department of Business and Professional Regulation. 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.
- J. 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.
- K. Prime firm must have their Registered Lobbyist in attendance at their discussion/presentation/interview, pre-negotiation, negotiation, and debriefing meeting(s). M-DCPS’ Lobbyist Registration shall be completed prior to a scheduled discussion/presentation/interview. M-DCPS reserves the right to conduct discussions in lieu of presentations/interviews, when it is deemed to be in the best interest of the Board.
- L. M-DCPS reserves the right to reject any or all RFQ responses, to waive technicalities and non-material irregularities, and/or or to accept the RFQ response that are in the best interest of the Board .
- M. M-DCPS reserves the right to request clarification of information submitted and to request additional information from the responding firm(s).
- N. M-DCPS reserves the right to utilize an alternative delivery method for any project(s) and CSC services.

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O. 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.

P. Commercial Nondiscrimination Program:

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

It is the policy of the Board that S/MBE and M/WBE firms have the maximum practical opportunity to participate in the contracting opportunities provided by the District. In keeping with this policy, each responding firm is required to state whether it will utilize S/MBE and/or M/WBE sub-consultants that are eligible for assistance to provide services for the solicitation being advertised (submit a requested statement in Tab 8). Firms not yet certified by M-DCPS, may complete the appropriate application (S/MBE, M/WBE and/or VBE) as provided on the Online Diversity Compliance System (ODCS). Firms can complete the certification application and submit all mandatory documents online at <https://miamidadeschools.diversitycompliance.com>. To be

Procedures for the Selection of Construction Scheduling Consulting Services

considered as an S/MBE, M/WBE and/or VBE firm for purposes of the RFQ response, the firms must have a current M-DCPS S/MBE, M/WBE and/or VBE certificate prior to the RFQ response submittal deadline.

5. Each firm will be required to state its S/MBE, M/WBE and/or VBE utilization (see Section II, Tab 8).
 6. Commissioned CSC firm(s) will be required to submit monthly reports on the M-DCPS Diversity Compliance System for documenting S/MBE and/or M/WBE utilization efforts for sub-consultants. All reporting shall be submitted through <https://miamidadeschools.diversitycompliance.com>.
- Q. Pursuant to F.S. [287.133\(2\)\(a\)](#), 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 F.S. [287.017](#) for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- R. Pursuant to School Board Policy [6320.04](#), Contractor Discipline, debarred contractors are excluded from conducting business with the Board as agents, representatives, partners and associates of other contractors, subcontractors or individual sureties.
- S. Any firm or individual whose contract(s)/agreement(s) 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.
- T. Failure to file a protest within the time prescribed and in the manner specified in School Board Policy [6320](#) or in accordance with F.S. [120.57\(3\)](#), shall constitute a waiver of proceedings under F.S. [120](#).
- U. Successful firm(s) shall comply with state statutes, State of Florida's House Bill 1877 "Jessica Lunsford Act"; F.S. [1012.32](#), [1012.465](#), [1012.467](#) & [1012.468](#) and Board policies, including, but not limited to:
- [4121.01](#) Employment Standards and Fingerprinting of all Employees (also refer to School Board Policy [8475](#))
 - [6320.02](#) S/MBE, M/WBE, and VBE Programs
 - [6320.04](#) Contractor Discipline

Procedures for the Selection of Construction Scheduling Consulting Services

- [6320.05](#) Vendor and Employment Preferences
 - [6320.06](#) Diversity, Equity, and Inclusion in Business Operations and Practices
 - [6325](#) Cone of Silence
 - [6460](#) Business Code of Ethics
 - [6465](#) Commercial Anti-discrimination in Business Operations and Practices
 - [8150](#) Lobbyist
 - [8700](#) Anti-Fraud
 - All other related Board policies and procedures (as amended and applicable)
- V. 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
- W. Failure to comply with the legal advertisement and/or any requirements in these procedures may disqualify RFQ responses from consideration.

Procedures for the Selection of Construction Scheduling Consulting Services

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Procedures for the Selection of Construction Scheduling Consulting Services

SECTION IV: CRITERIA FOR EVALUATION/SCORING – FORM-1 & FORM-2

Each proposer will be evaluated on the factors listed below. The actual score will be based on the data submitted by the proposer (also referred to as the applicant), as well as a review of any additional information provided by the proposer and/or otherwise obtained by M-DCPS. Factors are specific and the score will be based solely on the data evaluated by M-DCPS. In the event of a joint venture, the initial screening scores will be prorated for the joint venture parties based on the percentage share held by each party.

A. INITIAL SCREENING (110 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.

FACTOR 1: LOCATION OF SERVICING OFFICE (MAX. 10 POINTS)

The location of the proposer's main office or nearest, established, fully staffed, branch office, in which all work will be performed, will be scored. A branch office must be in continuous, full operation for at least two (2) years preceding application for work with M-DCPS. Include a copy of the Local Business Tax Receipt in Tab 2 for the office that will provide the services. Points will be based on the location of the responding firm's office which will be providing the requisite services as follows:

Miami-Dade County	= 10 points
Broward, Palm Beach, Monroe County	= 8 points
State of Florida	= 5 points

FACTOR 2: YEARS ESTABLISHED (MAX. 5 POINTS)

One (1) point for each year the Principal of the prime firm has been a principal with the same or different Construction Scheduling Consulting firm(s), up to a maximum of five (5) points. In the case of a firm with more than one Principal, the score shall be based on the Principal with the greatest number of years of experience.

FACTOR 3: RELATED EXPERIENCE (MAX. 35 POINTS)

Projects submitted under Section II (Tab 4) will be evaluated based on the number of relevant projects and contract value. This will result in a numerical score for each of the categories listed below:

Procedures for the Selection of Construction Scheduling Consulting Services

A. Florida Public Education Systems K-20 (max. 10 pts.)

Two (2) points will be assigned for each valid project for which the proposer has provided CSC services for any Florida public school system, including colleges and universities, up to a maximum of ten (10) points.

B. Governmental (Non-Educational) Agencies (max. 10 pts.)

Two (2) points will be assigned for each valid project for which the proposer has provided CSC services for other governmental agencies (non-educational), up to a maximum of ten (10) points.

C. Private Sector (max. 5 pts.)

One (1) point will be assigned for each valid project for which the proposer has provided CSC services in the private sector, up to a maximum of five (5) points.

D. Annual Term Contracts (max. 10 pts.)

One (1) point will be assigned for each completed year of eligible term contracts, active or completed, awarded or renewed within the past five (5) years and include the following information:

- The term of the contract (start and end date – month and year)
- Total number of projects assigned under each contract
- The maximum dollar value of the contract (per year, per contract)
- The total fees paid to date (per contract)

FACTOR 4: STAFFING/RESOURCES (MAX. 30 POINTS)

A. Registered/Certified Professionals (max. 10 pts.)

Five (5) points will be awarded for each Florida Registered Architect/Engineer or Florida Certified General Contractor as listed on 4A of FM-7233, up to a maximum of ten (10) points.

B. Technical Staff (max. 20 pts.)

A maximum of five (5) points will be awarded for each Technical Personnel as listed on 4B of FM-7233, up to maximum of twenty (20) points.

FACTOR 5: PREVIOUS PERFORMANCE WITH M-DCPS (MAX. 20 POINTS)

This factor will be scored based on M-DCPS performance evaluation data. Score will be on a scale of 0 to 5 points with a multiplier of four (4) based on the average score received from the

Procedures for the Selection of Construction Scheduling Consulting Services

A/E Evaluation Report on all projects currently underway or completed in the previous three (3) years. If no data is available a score of three (3) with a multiplier of four (4), totaling twelve (12) points will be assigned.

FACTOR 6: REFERENCES (MAX. 10 POINTS)

Scoring for this factor will be based on information submitted by each proposer under Related Experience Form, FM-7146 under Categories 3A, 3B, and 3C (and contracts for Category 3D). Proposers are required to submit a Project Reference Form (FM-7516) for each project listed under Tab 4. A/E Selection will e-mail 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 (after 5 business days), rating for that reference will not be counted. A minimum of six (6) references will be averaged.

Points for this category will be assigned as follows:

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

B. INTERVIEW (100 POINTS TOTAL):

Upon conclusion of the Initial Screening, each firm will be notified of their initial score. Only firms short-listed to interview will be contacted for discussions or to make a presentation to the Selection Committee. Selection Committee members will have the opportunity to ask questions during the question and answer (Q&A) session after each presentation. Interviewing firms will be expected to address factors as listed on FORM-2 (FM-6710) during their presentation in the same chronological order. The maximum rating for each factor is indicated on FORM-2 (only used by the Selection Committee to score the firms).

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

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

Procedures for the Selection of Construction Scheduling Consulting Services

1. Each Selection Committee member (evaluator) will evaluate each short-listed firm on each factor on FORM-2 (FM-6710).
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. Staff will verify the calculations of each voting member of the Selection Committee. Each interviewing firm's highest and lowest total FORM-2 score will be eliminated; the remaining three (3) total scores will be averaged. The resulting average interview score alone will determine the firm's final ranking. The ranking of interviewed short-listed firms will be in descending order based on final average scores. The firm with the highest average interview score will be the top-ranked firm.

Procedures for the Selection of Construction Scheduling Consulting Services

SECTION V: FORMS

General Instructions

A. The most current M-DCPS “FM” forms are fillable forms and are available on-line at <http://facilities.dadeschools.net> (with the exception of the Project Reference Form **FM-7516**, see below). On the bottom right side of the Facilities web page:

- Select “**Records and Forms**”
- Click on “**Forms Search**” at the bottom of the page
- Select “**Search By Form Number**”
- In the box labeled “**Search**” input the 4 digit “FM” form number and “**Submit**”
- Click on PDF Filename
- After filling in the form and “**Saving**”, “**Clear Form**” at the top right

B. Project Reference Form **FM-7516**

- Create an account in the community portal by sending an e-mail to: Ms. Betty Bezos, Facilities IT Liaison at 329576@dadeschools.net and provide her with the following information:

Firm’s Name

Firm’s Point of Contact Name

Firm’s Point of Contact E-Mail

Ms. Bezos will contact you with your community portal access credentials.

- From <https://www3.dadeschools.net/home>, log into your community portal by selecting the **Portal** tab located at the top of the webpage and **Community Members** to input your access credentials. Click on the tab labeled “**Apps I Services I Sites**”, then select “**Project References**”.
- Fill-in and submit a form for each project or continuing/term contract in your RFQ Response.
- A confirmation e-mail will be sent to the proposer for each form submitted.
- Download the form (from the email confirmation) and include a copy in your RFQ Response.
- A maximum of 10 Project Reference Forms for each RFQ will be allowed.

Procedures for the Selection of Construction Scheduling Consulting Services

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FORMS TABLE

FORM	NO.	NOTES
QUALIFICATIONS FORM-1	FM-6708	<i>(for M-DCPS internal use)</i>
SELECTION FORM-2	FM-6710	<i>(for M-DCPS internal use)</i>
LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY	FM-7138	Submit with RFQ Response (if applicable)
RELATED EXPERIENCE FORM	FM-6711	Submit with RFQ Response
PROPOSED STAFF FORM	FM-7233	Submit with RFQ Response
COMPANY SUMMARY FORM	FM-7416	Submit with RFQ Response
PROJECT REFERENCE FORM	FM-7516	Submit online through the M-DCPS Community Portal & place copy of the e-mail confirmation in the RFQ Response

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

Procedures for the Selection of Construction Scheduling Consulting Services

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Miami-Dade County Public Schools
CONSTRUCTION SCHEDULING /
COST ESTIMATING
CONSULTANT'S SELECTION
QUALIFICATIONS FORM - 1
(Initial Screening)

PROPOSER / APPLICANT:				J.V.:	DATE:
PROPOSER'S CONSULTANTS:	Appl	JV	Consult	Name of Consultants:	
ADVERTISEMENT: <input type="checkbox"/> CONSTRUCTION SCHEDULING CONSULTING SERVICES (4-YR. TERM) <input type="checkbox"/> CONSTRUCTION COST ESTIMATING CONSULTING SERVICES (4-YR. TERM)					
FACTORS	MAX	SCORE	COMMENTS		
1. LOCATION OF OFFICE	10				
2. YEARS ESTABLISHED (1 point/year)	5				
3. RELATED EXPERIENCE					
A. Florida Public Educational System (K-20)	10				
B. Other Governmental Agencies	10				
C. Private Sector	5				
D. Annual Term Contracts for Public Agencies	10				
4. STAFFING/RESOURCES					
A. Florida Registered/Certified Professionals	10				
B. Technical Staff	20				
5. PREVIOUS PERFORMANCE	20				
6. REFERENCES	10				
TOTAL SCORE	110				
Local Business Affidavit of Eligibility: <input type="checkbox"/> Yes or <input type="checkbox"/> No					
ADDITIONAL COMMENTS:					
Evaluator (<i>print name</i>):		Signature:		Date:	
Checked By (<i>print name</i>):		Signature:		Date:	

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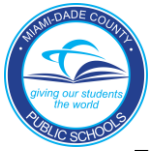


Miami-Dade County Public Schools
CONSTRUCTION SCHEDULING
CONSULTANT'S SELECTION
SELECTION FORM - 2
 (Interview)

APPLICANT:		J.V.:	Application Date:
ADVERTISEMENT: CONSTRUCTION SCHEDULING CONSULTING SERVICES (4-YR. TERM)			
FACTORS	MAX	SCORE	COMMENTS
1. SPECIFIC CAPABILITIES OF TEAM	5		
A. Proposed Management Team			
B. Construction Scheduling With Primavera Pe, P6; Other	10		
C. Other Construction Scheduling Reporting Systems	5		
D. Knowledge of Local Construction Conditions	10		
2. EXPERIENCE OF TEAM	10		
A. Overall Project Experience			
B. Florida Building Code/Standards	5		
C. M-DCPS Design Criteria & Master Specs	5		
3. PROFESSIONAL ATTITUDE OF TEAM	10		
A. Representation of Owner			
B. Coordination with Owner's Staff	5		
C. Coordination with A/Es & Contractors	5		
4. APPROACH TO PROJECT	5		
A. Initiative			
B. Understanding of Projects	5		
C. Applicability of Presentation	5		
5. M/WBE Participation	5		
6. STAFFING / WORKLOAD	10		
TOTAL SCORE <i>(maximum of 100 points)</i>			
ADDITIONAL COMMENTS:			
Evaluator <i>(print name)</i> :		Signature:	Date:
Checked By <i>(print name)</i> :		Signature:	Date:

Factors are to be scored independently by each section committee member based on the information provided by the firm in its presentation and in response to specific questions posed by the various committee members during the interview.

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Miami-Dade County Public Schools

Local Business Affidavit of Eligibility

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

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

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

SWORN AND SUBSCRIBED BEFORE ME

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

My Commission Expires: _____
NOTARY SEAL

PRINTED NAME OF AFFIANT

SIGNATURE OF AFFIANT _____ DATE _____

TITLE

COMPANY NAME

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Miami-Dade County Public Schools RELATED EXPERIENCE FORM

(Make copies of this form and use to list projects for categories 3A, 3B, 3C & 3D. Submit separate form(s) for each category).

PROPOSER / APPLICANT NAME: _____

☐ CONSTRUCTION SCHEDULING

APPLICATION DATE: _____

☐ COST ESTIMATING

CATEGORY: ☐ 3A ☐ 3B ☐ 3C ☐ 3D

PROJECT • Facility Name • Project Title • Location <i>(for category 3D list total number of projects and total value of work completed)</i>	Contract Type P = Project Specific T = Term Contract	OWNER <i>(project user/agency's representative)</i> • Name • Address • Current Phone • E-mail address <i>(see note #1 below)</i>	CONTRACT VALUE <i>(in Terms of Fees Paid to the Proposer)</i>	COMPLETION DATE <i>(if term contract, list start & end dates)</i>	SERVICES PROVIDED <i>(check all applicable services)</i>
					<input type="checkbox"/> Detailed Cost Estimating <input type="checkbox"/> Comparative Cost Analysis <input type="checkbox"/> Value Engineering Studies <input type="checkbox"/> Cost Trends/Market Analysis Reports <input type="checkbox"/> Baseline/Update Analysis <input type="checkbox"/> Time Impact Analysis <input type="checkbox"/> Claims/Delays <input type="checkbox"/> Change Order Analysis <input type="checkbox"/> Other: _____

Notes:

1. In addition to owner information, provide additional name, e-mail 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).
2. Under categories 3A, 3B and 3C, term contracts may be listed as individual projects up to maximum of 3 projects per term contract or as a lump of projects for the entire term contract.

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Miami-Dade County Public Schools Construction Scheduling Services

PROPOSED STAFF FORM

(Make copies of this form and submit one form for each Principal and employee)

M-DCPS CONTRACT TITLE: Construction Scheduling Services	TERM CONTRACT #:
---	-------------------------

PROPOSER NAME:	Proposal Date: Joint Venture <input type="checkbox"/>
-----------------------	--

EMPLOYEE NAME:	TITLE:	CHECK ONLY ONE: <input type="checkbox"/> 4A Registered/Certified Professionals <input type="checkbox"/> 4B Technical Personnel
% of time to be assigned to the proposed contract:	Years with firm:	Years with other firms:

PROJECT TYPE	<u>Project Type:</u> 3A. Florida Public Education System, 3B. Governmental Agency, 3C. Private Sector, 3D. Term Contracts for Public Agencies	
	PROJECT TITLE (list up to 5 related projects)	EMPLOYEE'S INVOLVEMENT

EDUCATION: (highest level achieved, degree earned, school & year)
--

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

OTHER QUALIFICATIONS:

EMPLOYEE'S ABILITIES (check all that apply):	<input type="checkbox"/> Baseline/Update Analysis <input type="checkbox"/> Time Impact Analysis <input type="checkbox"/> Claims/Delays	<input type="checkbox"/> Time Extension Requests <input type="checkbox"/> Change Order Analysis <input type="checkbox"/> Market Analysis Reports	<input type="checkbox"/> Other: _____ _____
--	--	--	---

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Miami-Dade County Public Schools

COMPANY SUMMARY FORM

NAME OF PRIME PROPOSER:	RFQ #:
PROJECT(S) / CONTRACT:	RFQ DATE:
	JOINT VENTURE: <input type="checkbox"/>

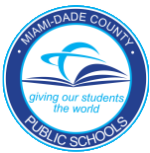
COMPANY PERSONNEL: Identify the number of individuals, including owners, that are full-time employees of the business in the following areas:									
Classification	Total number of Employees		African-American (AA)	Hispanic-American (HA)	Asian-American (AS)	Native-American (NA)	Non-Minority Woman (W)	Veteran (V)	Non-Minority (See note below)
Management									
Administrative									
Professional/Technical									
Clerical									
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	% Owned	Resident or US Citizen	Gender	Ethnicity

OFFICERS			
Name	Title	Gender	Ethnicity

Note: Non-minority means an employee who does not fall under any category defined as a minority in School Board Policy 6320.02

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

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

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

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

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

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

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

4. Owner's Representative	(Circle only one box for each)		
a. Is the information listed in Section 2 , above, accurate?	YES	NO	If "no", explain under 4.d. Clarification
b. How would you rate the overall performance of this firm in terms of: ▪ Timely completion of the project; ▪ Cost effectiveness (was project within budget); ▪ Quality of the communications/coordination with the project team members; ▪ Responsiveness to the owner; and ▪ Quality of the project.	GOOD	FAIR (or N/A)	POOR
c. Would you do business with this firm again?	YES	NO	MAYBE
d. Clarification, if required (as it relates to Section 2 , above):			
Name of Owner's representative completing this form (print name and title):			
Signatory: By signing and submitting this project reference form, I hereby attest that I am authorized to provide this information and that the above information is true, accurate and correct to the best of my knowledge.			
Signature:		Date:	

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

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Anti-Discrimination Policy

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. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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 years old.

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

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

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

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

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

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

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

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

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

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

In Addition:

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

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>

Revised 07/2020