



School Board of Volusia County Florida
 Planning & Business Services
 3750 Olson Drive, Daytona Beach Florida 32124

**Request For Qualifications (RFQ) and Acknowledgement
 Construction Management Continuing Services
 Construction Projects Not to Exceed \$4,000,000**

ADVERTISEMENT DATE:
February 24, 2022

PLANNING & BUSINESS SERVICES CONTACT:
Janice Lucas, Planning & Business Technician
 Email: jlucas@volusia.12.fl.us Phone: 386-734-7190 Ext. 50835

RFQ TITLE:

Construction Management Continuing Services

RFQ DUE DATE AND TIME:

March 22, 2022 at 3:00 P.M.

SUBMITTALS RECEIVED AFTER THE RFQ DUE DATE AND TIME WILL NOT BE ACCEPTED

The School Board of Volusia County, Florida (also referred to as the BOARD or DISTRICT), solicits qualified Firms to submit for the above referenced services. All terms, specifications and conditions set forth in this solicitation are incorporated by this reference into your response. Submittals will not be accepted unless all conditions have been met. All submittals must have an authorized signature in the space provided below. All submittals must be sealed and received in the School Board of Volusia County Florida Planning & Business Services, 3750 Olson Drive, Daytona Beach Florida 32124, by the "RFQ Due Date and Time" referenced above. All envelopes containing a sealed submittal must reference the "RFQ Title", and "RFQ Due Date and Time". The School District is not responsible for lost or late delivery of submittals by the U.S. Postal Services or other delivery services used by the Firm. Submittals may not be withdrawn for a period of ninety (90) days after the RFQ due date unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR SUBMITTAL. SUBMITTALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE FIRM.

LEGAL COMPANY NAME (AS REGISTERED IN WWW.SUNBIZ.ORG OR AS REGISTERED IN YOUR STATE):

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): _____

TELEPHONE NUMBER: _____

I CERTIFY THAT THIS SUBMITTAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER FIRM SUBMITTING A SUBMITTAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL CONDITIONS OF THIS RFQ AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFQ FOR THE FIRM.

AUTHORIZED SIGNATURE: _____ TYPED OR PRINTED NAME: _____

TITLE: _____ DATE: _____

EMAIL: _____

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT CONTINUING SERVICES**

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- Evaluation Rating Sheet (Template)
- AIA Document A133-2019 Standard Form of Agreement between Owner and Construction Manager as Constructor (Template)
- AIA Document A201-2017 General Conditions of the Contract for Construction (Template)

Legal Notice Request for Construction Management Services

Pursuant to Florida Statute 255.103 and 287.055, Consultants' Competitive Negotiations Act (CCNA) and State Requirements for Educational Facilities (SREF), the School Board of Volusia County Florida hereby publicly announces the need to procure Construction Management Services on a continuing basis.

The Board will consider the contracting of construction Firms to provide Construction Management Services for various individual projects with construction budgets not to exceed \$4,000,000. The Board may select more than one Firm for these services.

The scope of services may include, but not be limited to, pre-construction services, construction estimating, value engineering, bid preparation, construction management, generation and update of project schedules, cost control and progress reports.

A current Certification as a Prequalified Contractor is required to meet the minimum qualifications necessary to be considered for construction management services pursuant to the RFQ. The final Board meeting to certify as a prequalified contractor is April 26, 2022; the deadline to be added to April 26, 2022 Board agenda is April 8, 2022. Contact Purchasing & Warehouse Services, Erika Cortez, ejcortez@volusia.k12.fl.us, (386) 947-8786 extension 50864; or Kris Gonzalez, kgonzal2@volusia.k12.fl.us, (386) 947-8786 extension 50841, for contractor prequalification.

Solicitation information, RFQ and all other relevant documents are available via the District website at: <https://www.vcsedu.org/facilities-design/construction-management-services>. Documents are in PDF format and may be viewed, printed, or saved to your computer.

Submittals must be received no later than 3:00 PM on March 22, 2022. Submit one (1) original, printed, and bound submittal marked "ORIGINAL", and one (1) complete digital file of the submittal on a flash device in Combined PDF format, in the same order as the printed submittal, with corresponding bookmarked tabs for navigation.

The School Board of Volusia County Florida reserves the right to waive any informality in the selection process and to reject any or all submittals in the best interest of the School District.

Address submittal to:
Ms. Janice Lucas
Planning & Business Services
3750 Olson Drive
Daytona Beach, Florida 32124

The School Board of Volusia County, DeLand Florida
Mr. Ruben Colón, Chairman

REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT CONTINUING SERVICES

I. GENERAL INFORMATION

A. Purpose

1. This document shall provide the School Board of Volusia County Florida (also referred to as the BOARD or DISTRICT) with Construction Management Firms, where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, pursuant to Chapter 1013, Florida Statutes, the Florida Consultant's Competitive Negotiation Act, Section 287.055 Florida Statutes, and Rule 6A-2.0010 Florida Administrative Code. The Board shall consider contracting with multiple Firms to provide construction management continuing services.
2. Selected Firms shall provide Construction Management Services for the District on an as-needed basis for various construction projects throughout Volusia County. Individual projects contracted under this Agreement will be limited to those with an estimated construction cost which does not exceed \$4,000,000 in accordance with Florida Statute 287.055 (2)g.

B. Description

1. The Construction Management Firm shall provide the District with continuing services per Chapter 481, Florida Statutes and State Requirements for Educational Facilities (SREF), Section 4.1.
2. The Agreement, to include General Conditions of the contract, establishes Construction Management Continuing Services. This agreement does not guarantee or make promise pre-construction or construction services; simply establishes the relationship between the Parties to do so on a continuing services basis.
3. Firm shall be responsible for all services as set forth in the Construction Management contract documents for continuing services; draft documents are attached to this RFQ. The School Board reserves the right to negotiate contract terms with selected Firm(s) prior to execution, at its discretion.
4. If/when a Project is offered to and accepted by the Construction Management Firm, services shall consist of two phases. The first phase of service will be for pre-construction wherein the Construction Manager shall be paid a fixed fee for services performed; pre-construction services may include value engineering and shall include the development of a Guaranteed Maximum Price (GMP). If the GMP is accepted by the Owner, the construction phase will proceed. During the construction phase, the Construction Manager shall become contractually bound to the Owner to provide the actual labor and materials for the Project.
5. The size, scope, and complexity of specific projects under this contract will be determined based upon specific requirements of the project as determined by School Board representatives and/or designated architect/engineers that are involved with the Project.

C. Minimum Qualifications

1. A current Certification as a Prequalified Contractor is required to meet the minimum qualifications necessary to be considered for construction management services pursuant to this RFQ. The final Board meeting to certify as a prequalified contractor is April 26, 2022; the deadline to be added to April 26, 2022 Board agenda is April 8, 2022. Contact Purchasing & Warehouse Services, Erika Cortez, ejcortez@volusia.k12.fl.us, (386) 947-8786 extension 50864; or Kris Gonzalez, kgonzal2@volusia.k12.fl.us, (386) 947-8786 extension 50841, for contractor prequalification.

2. The Construction Management Firm shall be licensed in the State of Florida as a Certified General Contractor (CGC) according to Chapter 489, F.S. Corporations must be registered in the State of Florida by the Department of State, Division of Corporations, at the time of submittal.

D. Selection Process

1. Firm selection will be conducted in accordance with Florida Statutes, 287.055.
2. This Request for Qualifications (RFQ) is the first step in the selection process. A selection committee will evaluate the submittals of interested Firms. A "short list" of Firms will be identified. Short listed Firms may be asked to present their qualifications and design approach by interview to the selection committee as part of the selection process. A final ranking will be established by the selection committee which shall constitute its recommendation to the School Board to negotiate with the top ranked Firms to provide design and contract administration services.
3. The Selection Committee shall have a minimum of five members appointed by the superintendent/designee and may include representatives from the Facilities Division with experience in planning, architecture, site acquisition, construction, building maintenance and operations; Site Administrator; Finance representative or designee; a Citizen Member; and others as deemed appropriate.
4. Planning & Business Services will facilitate the process and be the point of contact for all issues. No attempt should be made by Firms to contact or influence any committee member directly or indirectly. The Evaluation Committee shall score the entire process.
5. Previous construction experience with occupied school campuses is preferred.
6. All Firms will receive notification via email of the Firms selected to the attention of the person designated by the Firm as contact for this submittal. The shortlisting shall occur on April 5, 2022. Firms in the process of prequalifying as a contractor with the Board will still be considered as long as Purchasing & Warehouse Services can demonstrate the Firm is on track to meet the April 8, 2022 agenda deadline for the April 26, 2022 Board meeting.
7. In accordance with CCNA, the School Board shall negotiate a contract with the selected Firms until an agreement has been reached or until impasse.

SUBMITTAL REQUIREMENTS

A. Submittal Information

1. Submittals must be received no later than **3:00 PM on Tuesday, March 22, 2022** by the School Board of Volusia County Florida, Planning & Business Services – Attn: Janice Lucas, 3750 Olson Drive, Daytona Beach Florida 32124.
2. Submittals shall be in a sealed and clearly labelled package showing name of the Firm and title: **Construction Management Continuing Services**. A submittal label is attached to this RFQ.
3. To be considered, submittal must be received and accepted in Planning & Business Services before the RFQ Closing Date and Time. Ensure if a third-party carrier (Federal Express, Airborne, UPS, USPS, etc.) is used, the carrier is properly instructed to deliver the submittal package to the School Board of Volusia County, Planning & Business Services, 3750 Olson Drive, Daytona Beach Florida 32124. **Late submittals will not be considered.**
4. The School Board reserves the right to request clarification of information submitted and to request additional information from one or more Firms.

5. It is the intent of the School District to utilize the internet to disseminate information for this request to include the RFQ, any/all addenda or subsequent information as applicable. Solicitation information, this RFQ and all other relevant documents will be available for review by interested parties on the District's website, Facilities Design & Construction, Construction Management Services at: <https://www.vcsedu.org/facilities-design/construction-management-services> and will remain available up to and including the date of Board approval of the Committee's recommendation. In accordance with Florida Statutes 120.57(3), with respect to a protest of the terms, conditions, and requirements contained in a solicitation, including any provisions governing the methods for ranking submittals, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. Failure to file a specification protest within the time prescribed in Florida Statutes 120.57(3) will constitute a waiver of proceeding under Chapter 120, Florida Statutes.
6. Shortlisting results, ratings and award recommendations shall be published on the District's website, Facilities Design & Construction, Construction Management Services at: <https://www.vcsedu.org/facilities-design/construction-management-services>.
7. In accordance with Florida Statutes 120.57(3), failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes and District Policy 702, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes, and failure to follow any other requirements in the submittal protest procedures established by the School Board of Volusia County, Florida shall constitute a waiver of all protest rights.

B. Schedule for RFQ Process

1. The Solicitation and Selection Schedule is tentative. Revisions shall be issued in a timely manner by addendum via the District's website, Facilities Design & Construction, Construction Management Services at: <https://www.vcsedu.org/facilities-design/construction-management-services>.
2. Solicitation and Selection Schedule:
 - a. Submittal inquiries deadline: Tuesday, March 8, 2022 at 3:00 PM
 - b. Submittal due: Tuesday, March 22, 2022 at 3:00 PM
 - c. Shortlisting: Tuesday, April 5, 2022
 - d. School Board Ranking Approval: Tuesday, April 26, 2022
 - e. Award of Contract: Tuesday, June 28, 2022
3. Inquiries regarding this RFQ shall be in writing via email to: Janice Lucas, Planning & Business Services, jlucas@volusia.k12.fl.us. Email must be time and date stamped no later than 3:00 PM on March 8, 2022. Written inquiries will be provided a written response that shall be made available at: <https://www.vcsedu.org/facilities-design/construction-management-services>.

C. General Information

1. Effectively immediately and until the recommendation to award is submitted to the Board by the Superintendent, all communication to and from potential proposers must flow through Planning & Business Services in writing only, via email to Janice Lucas, jlucas@volusia.k12.fl.us. Follow the District policy for potential proposer and District employees to maintain fairness and transparency throughout the procurement process. Failure to do so may be cause for rejection of the Firm's submittal and consideration of the Firm under this RFQ.

School Board of Volusia County, Florida
 Fiscal Management Policy No. 702
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 G. Cone of Silence Period

2. This contract shall provide the School Board of Volusia County Florida with continuing services for an initial two-year term; with the School Board having the option of renewing the contract for subsequent

annual terms, not to exceed applicable law, and contingent upon mutual agreement. The School Board of Volusia County Florida intends to award multiple contracts to provide construction management continuing services as deemed to be in the best interest of the School District.

3. In accordance with Florida Statute 287.057, Procurement of Contractual Services, Paragraphs 12 and 13, the District reserves the right to renew the contract for a period not to exceed three (3) additional, one (1) year periods or the terms of the original contract, whichever is longer upon mutual agreement by both the District and awarded Firm. Renewals must be submitted in writing with the signature of the awarded Firm's Authorized Representative. Renewals are contingent upon satisfactory performance evaluations by the District and are subject to the availability of funds as well as all qualifying documentation must be current and provided to the District.
4. This RFQ does not commit the District to award a contract. Nor shall the District be responsible for any cost or expense incurred by any Firm in preparing and submitting a reply, nor for any cost or expense incurred by any Firm prior to the execution of a contract agreement.
5. By responding to the RFQ, the Firms acknowledge that they have carefully reviewed the entire RFQ, including appendices and addenda, and furthermore specifically agrees that the associated Terms and Conditions are expressly acceptable without reservation.
6. Submittals become the property of the School Board and will not be returned.
7. By making a submittal the Firm agrees to comply with all applicable federal, state, and local statutes and regulations.
8. The state of Florida has passed a law stating that ALL Bidders visiting a school campus shall be in compliance with Florida House Bill 1877; the Jessica Lunsford Act, effective September 1, 2005, amended July 2007. The requirements of this Act can be viewed on the District's web site, Jessica Lunsford Act (JLA) | Volusia County Schools (vcseu.org).
9. Pursuant to §119.0701 Florida Statutes, "Contractors" as defined by statute that enter into a contract for services with the District and are acting on behalf of the District are required to comply with public records laws and to specifically:
 - a. Keep and maintain public records required by the District to perform the services.
 - b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
 - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the District; and
 - d. Upon completion of the contract, transfer, at no cost, to the District all public records in possession of the contractor or keep and maintain public records required by the District to perform the service. If the contractor transfers all public records to the school District upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.
 - e. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CUSTODIAN OF PUBLIC RECORDS (386)-734-7190 Ext. 20110 or 20138 PUBLICRECORDSREQUEST@VOLUSIA.K12.FL.US, 200 NORTH CLARA AVE., DELAND FLORIDA, 32720.

- f. Failure of the Contractor to abide by the terms of this provision shall be deemed a material breach of this agreement and the School Board of Volusia County, Florida may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.
10. The District is governed by the Public Records Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets, as defined by F.S., and financial statements may be exempt from disclosure. Any such confidential materials shall be segregated and clearly marked as Confidential and shall be provided to the District at the same time the Firm submits its response to the solicitation and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret.
 11. In accordance with section 287.135 of the Florida Statutes, the School District reserves the right to reject any or all offers, to waive informalities, and to accept all or any part of any offer as may be deemed to be in the best interest of the School Board "A company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, is ineligible for, and may not bid on, submit a proposal for or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more." Section 215.473 defines a company to include "all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations that exists for the purpose of making profit." By submitting a response to this solicitation, a Firm certifies that it and those related entities of Firm as defined above by Florida law are not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473. Any Firm awarded a Contract as a result of this solicitation shall be required to recertify at each renewal of the Contract that that it and its related entities are not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. The District may terminate any Contract resulting from this solicitation if Firm or a related entity as defined above is found to have submitted a false certification or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Notwithstanding the preceding, the District reserves the right and may, in its sole discretion, on a case-by-case basis, permit a company on such lists to be eligible for, bid on, submit a proposal for, or enter into or renew a contract, should the District determine that the conditions set forth in Section 287.135(4) are met.

D. Documents

1. To facilitate analysis of the qualifications package, the Firm shall prepare its qualifications package in accordance with the instructions outlined in this section.
2. Firm shall submit one (1) original, printed, and bound submittal marked "ORIGINAL", and one (1) complete digital file on a flash device in Combined PDF format, in the same order as the printed submittal with corresponding bookmarked tabs for navigation.
3. The submittal shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The minimum font size shall be 10-point. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section with the maximum number of pages not to exceed sixty (60).
4. Legible tables, charts, graphs, and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics, and not for pages of text.
5. All sections of the submittal package shall be bound, with section tabs, which shall lie flat when opened. Staples shall not be used.

6. The District retains the right to waive any minor irregularity or requirement should it be judged in the best interest of the District.
7. Use of the Submittal Label is required; the label is attached to this RFQ.

II. EVALUATION CRITERIA

1. The Firm's response will be scored by Evaluation Committee members in accordance with the following scale using a 0 – 10 rating system:
 - 0 - 1 = Does not meet Requirement: Not responsive to the question.
 - 2 - 3 = Below Minimum Standards: Responsive to the question but below acceptable standards.
 - 4 - 5 = Marginal: Minimal acceptable performance standards and responsive to the question.
 - 6 - 8 = Satisfactory: Above minimum performance, Effective and Responsive to the question.
 - 9 - 10 = Exceeds Expectations for effectiveness and responsiveness to the question.
2. It is the intent of the District to select Firms who have prior experience with educational projects. Firms will be judged not only on prior experience but also on their ability to address issues critical to the success of a project, as outlined in this RFQ. The following must be submitted (in order by Tab) and are elements that will be used to evaluate the Firm's qualifications.

Tab 1: Letter of Introduction and Table of Contents (non-scored)

- A. A brief profile of the Firm, including a brief history of the company, project team location, corporate structure, ownership interest and the length of company's existence. Include the name, title, email and phone number of the person responsive for the Firm for this RFQ. Address the letter to Janice Lucas, Technician, Planning & Business Services.

Tab 2: Insurance Forms, Licenses, Certificates and Other Required Forms (non-scored)

- A. Attach evidence of General Liability, Workers' Compensation and Automobile Liability Insurance coverage, or proof of insurability for limits not less than \$2,000,000. If available, a properly completed ACORD Form is preferable.
- B. Provide a copy of the Firm's current Certification as a Prequalified Contractor as approved by the School Board of Volusia County Florida. Firms in the process of prequalifying as a contractor with the Board shall include a letter stating such; status of the Firm's ability to certify by the April 8, 2022 agenda deadline shall be confirmed with Purchasing & Warehouse Services by Janice Lucas, Planning & Business Services, as part of shortlisting.
- C. Attach a copy of the Firm's Business Occupational License and all applicable current State of Florida professional registration license renewals for the Firm and Firm's key professional personnel. Firm shall be properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The Selection Committee may verify the current status with the appropriate state board.

Tab 3: Location

- A. Due to the nature of a continuing services contract the Firm's physical distance to the school district will have bearing on the selection.
- B. Provide the specific office location where services will be provided to the District; include address, phone number(s) and email of the personnel who will be key to any part of the construction documents and project administration.

Tab 4: Current Workload

- A. As part of the evaluation criteria, the Committee will review the Firm's current workload provided in the submittal. List outstanding projects, client names, status of completion, dollars committed on open projects and overall workload with other Owners.
- B. Describe how the Firm will meet its current contracted obligations and the District's continuing services contract, if selected.

Tab 5: Experience**A. Time in Business**

1. Length of time the Firm has been in business under current or any previous name.

B. Similar Contract Work

1. List Owner's which the Firm provided construction management services for projects up to \$4,000,000. List experience as construction manager as well as other contractors performing work under the Firm's contract.

C. Current Professional Staff Personnel Resumes

1. Firm shall provide detailed organization chart.
2. Provide resumes of key personnel, respective roles and function, education, training and experience in construction and contract administration. Identify and highlight experience as related to educational facilities. Example of such detail:
 - a. Name and title
 - b. Job assignment for other projects
 - c. Number of years with this Firm
 - d. Number of years with other Firms
 - e. Education
 - f. Active registrations and certifications
 - g. Other experience and qualifications that are relevant to construction management services
 - h. Provide supporting office location(s), address(es), email(s) and telephone number(s).
 - i. The evaluation committee requires that the Firm's direct project experience be differentiated from individual staff experience. Therefore, when identifying an individual's project experience (gained at other Firms), this section should be clearly subdivided as follows:
 - 1) Firm's Project Experience
 - 2) Individuals' Project

Tab 6: Past Performance

- A. List all contracts the Firm has provided construction management services in the past five (5) years. The services shall be sufficiently comparable so that the District's Selection Committee may conclude the Firm is familiar with and capable of handling construction management services on a continuing basis. Preference will be given to K-12 contracted services.
- B. List contracts in priority order with the most relevant contract first. For each contract, provide the following information:
 1. Contracted name of Owner
 2. Owner's representative name, address, email and phone number
 3. Identify the Firm's key personnel assigned the project
 4. Construction delivery method

5. Describe scope of services and relevance to this RFQ
 6. Owner's construction budget
 7. Negotiated Guaranteed Maximum Price to include all change orders/amendments to the original agreement
 8. Final construction value and cost per square foot
 9. Indicate the number of change orders on the project and include the following detail:
 - a. Change order increase or decrease amount
 - b. Reason for change order (Owner Requested Changes, Unforeseen Conditions, Design Changes or Building Code Requirements)
 10. Contracted substantial and final completion dates
 11. Actual substantial and final completion dates (If the project is not complete, indicate the percent complete and whether or not it is on schedule)
- C. Describe in detail any projects within the last three years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened, or filed against the Firm.
- D. Identify all litigation in which your Firm has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a client for claims in excess of \$100,000.00. Include a brief description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions which the Firm attempt to settle the matter prior to and after suit being filed.

Tab 7: Project Approach

- A. Explain the Firm's approach to task management to include, but not limited to quality assurance, cost control, and reporting to the Owner's Representative, and/or Project Management Team.
- B. Firm shall present a plan setting forth the approach and program for implementing and carrying-out construction management services to include information management systems, document control, records management, procurement of equipment and supplies, stimulating bidding by and engagement of local trade contractors, project status reporting and project administrative services.
- C. Describe the safety program, safety record, and safety litigation record as a contractor and/or construction manager.
- D. Firm shall describe how the proposed organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- E. Detail understanding of the Project Description, Scope of Services and Project Scheduling in effort to ensure the success of a potential Project.

Tab 8: References

- A. Provide a minimum of three (3) reference letters from Owner Representatives for Projects that the Firm has provided / is providing architectural services for public K-12 facilities that are similar in scope to this RFQ. Reference letters shall be current, dated within three (3) years of this solicitation. The reference letter from the Owner Representative must be provided on company letterhead, and include details regarding the Firm's role, level of service provided and how cost competitive the Firm was when negotiating cost proposals. Letters from School District of Volusia County staff shall not be considered. If evaluation data is available, School District staff will provide input on the Firm's past work performance.

SUBMITTAL LABEL

All submittals shall be sealed and delivered or mailed (faxes/emails will not be accepted):

School Board of Volusia County Florida
Planning & Business Services – Attn: Janice Lucas
3750 Olson Drive, Daytona Beach Florida 32124

Title package(s): **Construction Management Continuing Services**

Note: Please ensure that if a third-party carrier (Federal Express, Airborne, UPS, USPS, etc.) is used, that they are properly instructed to deliver your proposal to the School Board of Volusia County Florida, Planning & Business Services, 3750 Olson Drive, Daytona Beach Florida 32124. To be considered, **submittal must be received and accepted in Planning & Business Services prior to the RFQ Closing Date and Time.**

Submittals shall be mailed or delivered in a sealed package clearly marked on the outside with the solicitation name, due date and time. Packages shall be received in the Purchasing Department by the advertised deadline. Delivery of a package to any District location other than Planning & Business Services does not constitute official receipt by the School Board of Volusia County Florida. Any package delivered after the advertised deadline will not be considered.

*** DO NOT OPEN * SEALED SUBMITTAL * DO NOT OPEN ***

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

EMAIL: _____ **PHONE:** _____

SOLICITATION TITLE: **Construction Management Continuing Services**

SUBMITTAL DUE: **March 22, 2022, AT 3:00 P.M.**

Deliver to: **School Board of Volusia County Florida
Planning & Business Services – Attn: Janice Lucas
3750 Olson Drive, Daytona Beach Florida 32124**