



LEGAL ADVERTISEMENT
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROGRAM MANAGEMENT SUPPORT SERVICES
RFQ-22-006

District-Wide Facilities Upgrades, Renovations & New Construction

Miami-Dade County Public Schools (M-DCPS) will consider engaging one or more Program Management Support Services (PMSS) firm(s) to act as agent(s) of the School Board of Miami-Dade County, Florida (Board). M-DCPS intends to hire PMSS firm(s) that will work in tandem with, and under the direction of, in-house staff on the management of projects as may be assigned by M-DCPS.

SCOPE OF SERVICES:

PMSS scope of services may include, but are not limited to, procurement of design and construction professionals (in accordance with governing state law and board policy), contractor prequalification, project scoping, scheduling, estimating and project management at the various stages (design, construction, closeout, warranty and/or related services). All services must be conducted within M-DCPS procedures, standards/guidelines, Board policies, state laws and codes. The specific services to be provided by the PMSS firm(s) will be set forth in Work Order(s) issued by M-DCPS, as it deems needed. The Board intends to hold the contracts with design professionals, construction firms, and support consultants.

The District reserves the right to identify existing employees that may be required to remain with the commissioned Project Manager, to ensure continuity of services.

The successful Project Manager shall indicate prior to commissioning, the time required to complete a transition period from the current management provider.

RFQ PROPOSAL DEADLINE:

Firms or companies desiring to participate in the RFQ PMSS selection process shall respond with the entire proposal packet electronically via the e-bidding platform DemandStar. All proposals must be neatly typed on 8 1/2" X 11" page size, with normal margins and spacing.

For more information on how to register on DemandStar, please refer to the instructions set forth in the attachment.

Proposal response submission to the Procurement Management Services via Demandstar on or before the stated time and date will be solely and strictly the Proposer's responsibility. M-DCPS will not in any way be responsible for delays in Proposer's submission of their proposal.

All electronic submissions are due **no later than 1:00 p.m. local time, October 28, 2022** to the attention of:

Miami-Dade County Public Schools
Procurement Management, Charisma Montfort,
Interim Chief Procurement Officer
1450 NE 2nd Avenue, Room 650
Miami, Florida 33132
(305) 995-2364

The bid opening will take place virtually at 2:00pm via zoom.
October 28, 2022 EST 2:00pm via Zoom
Meeting ID: 963 8325 8347
Passcode: 978824
One tap mobile
+16468769923,,96383258347# US (New York)
+13017158592,,96383258347# US (Germantown)

The Board-approved "Procedures for Selection of Construction Management (CM), CM at-Risk & Program Management Services" (Selection Procedures) with all pertinent information, instructions and forms are available on-line at: http://solicitations.dadeschools.net/ae_solicitations/sp/CM.pdf

MANDATORY PRE-PROPOSAL CONFERENCE:

A Mandatory Pre-proposal Conference will be held at the School Board Administration Building Auditorium, 1450 NE 2nd Avenue, Miami, Florida 33132, on **September 27, 2022 at 9:00 a.m.** There will be a sign-in period until **9:15 a.m.** Potential proposers arriving after the sign-in period will not be allowed to participate in this solicitation. Due to space limitations, please limit attendance to a maximum of 1 representative per firm. Proposals submitted by firms not represented at the mandatory pre-proposal conference will not be considered.

QUESTIONS: Written questions regarding this solicitation will be accepted via e-mail as noted below under the Cone of Silence until 4:00 pm local time, **Thursday, September 29, 2022.** Questions and Answers (Q&As) will be posted as an addendum on DemandStar and on procurement.dadeschools.net.

MINIMUM REQUIREMENTS:

- Proposers must submit in the format and with the forms prescribed in the Selection Procedures in order to be considered.
- Proposers must be authorized to do business in the State of Florida and must possess all required registrations, certifications and licenses in accordance with all applicable Florida statutes, ordinance, regulations and/or Board policies, at the time of the proposal submittal.
- Proposers must have been in business for a period of no less than five (5) years.
- If the applicant is a joint venture, an executed copy of the joint venture agreement must be submitted with the application. Percentages of participation of fees must be clearly stated for each joint venture partner.
- Only one RFQ response submittal will be accepted per applicant, either as a single prime firm or as part of a joint venture.
- The successful firm(s) will be required to sign an agreement that contains the following insurance coverages.
 - **Professional Liability Insurance Practice Policy** with minimum limits of **\$1,000,000** per occurrence/annual aggregate with a deductible not to exceed **\$50,000**;
 - **Commercial General Liability Insurance** - The minimum limits (inclusive of any amount provided by an umbrella or excess policy) shall be **\$1,000,000** per occurrence/annual aggregate;
 - **Automobile Liability Insurance** - Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in conjunction with the performance of the contract. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be **\$1,000,000** Each Occurrence - Bodily Injury and Property Damage; and
 - **Workers' Compensation/Employer's Liability Insurance** - Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Board on Compensation Insurance, without restrictive endorsements. The minimum amount of coverage (inclusive of any amounts provided by an umbrella or excess policy) shall be:

Part One: "Statutory"

Part Two: **\$100,000** Each Accident

\$500,000 Disease - Policy Limit

\$100,000 Disease - Each Employee

- Proposers shall comply with all applicable federal, State of Florida, local laws, and Board policies in the performance of its obligations under this RFQ and in providing the proposed services.
- Any firm or individual, whose contract has been terminated by the Board, *with cause*, within the last three years, shall not be considered under this RFQ.
- Pursuant to Chapter 287.133(2)(a) Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime shall not be considered under this RFQ.

RFQ RESPONSES MUST INCLUDE (refer to the Selection Procedures):

- A brief Letter of Interest with an organizational chart clearly identifying the proposed team/functions (including staff and any sub-consultants) in response to this RFQ solicitation. The Letter of Interest shall be signed by a Principal of the firm and shall include a statement that the proposer has not divulged, discussed, or compared their proposal with any other proposer and that the proposer has not colluded with any other proposer in the preparation of their proposal in order to gain an unfair

advantage in the commission of the required services.

- A separate list of sub-consultants, (FM-7550) indicating how the prime firm intends to meet the following Mandatory Small Business Enterprise/Micro Business Enterprise (SBE/MBE) and Minority/Women Business Enterprise (M/WBE) subconsultant Participation Goals:

	MANDATORY SBE/MBE SUB-CONSULTANT GOALS	MANDATORY M/WBE SUB-CONSULTANT GOALS (African American, Native American, Asian American and Non-Minority Women Owned Firms ONLY)
Program Management Support Services	15%	10%

- Proposers shall submit a detailed proposed approach to schedule control, cost control and contract compliance to successfully achieve the proposed projects/assignments under tab "O" of the RFQ response.
- Related Project Experience Form (FM-6686) one form for each contract submitted
- Proposed Staff Form (FM-6687) one form for each staff member submitted
- Company Summary Form (FM-7416)
- Local Vendor Affidavit of Eligibility (FM-7138), if applicable (refer to Board policies, below)
- FM 7516 Project Reference Form
- FM 7553 CMR - List of Sub-Consultants
- FM 7685 Related Contract Experience Form (A.3)

Failure to comply with any requirements in this solicitation and Selection Procedures may disqualify proposals from consideration. M-DCPS reserves the right to request clarification of information submitted and to request additional information of one or more proposers, utilize an alternate delivery method (with or without PMSS services) to accomplish the requested work, waive any formalities and, in the best interest of the Board, accept or reject any or all proposals.

BOARD POLICIES:

- A Cone of Silence, pursuant to **Board Policy 6325**, shall commence with the issuance of this Legal Advertisement and shall terminate at the time the item is presented by the Superintendent to the appropriate Board committee immediately prior to the Board meeting at which the Board will award or approve a contract, reject all bids or responses, or take any other action that ends the solicitation and review process. Any violation of this rule shall be investigated by the Board's Inspector General and shall result in the disqualification of the potential applicant from the competitive solicitation process, rejection of any recommendation for award, or the revocation of an award to the vendor as being void, rendering void any previous or prior awards. The potential vendor or vendor's representative determined to have violated this rule, shall be subject to debarment.
 - All written communications must be sent to cmontfort@dadeschools.net, and a copy filed with the Clerk of the School Board at Dllopiz@dadeschools.net and celiarubio@dadeschools.net (or at 1450 NE 2nd Avenue, Room 311 Miami, Florida 33132), who shall make copies available to the public upon request.
- Lobbyists, pursuant to **Board Policy 8150**, shall be applicable to this solicitation and all proposers and lobbyists shall strictly conform to, and be governed by, the requirements set forth therein.
- Local-Vendor Preference, pursuant to **Board Policy 6320.05**, shall apply to this solicitation. Based on Board policy, "Local business means the vendor has a valid business license, issued in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County for at least 12 months (or having a street address for at least 24 months), prior to the bid or proposal opening date..." Proposers claiming local-vendor preference for this RFQ must submit a Local-Vendor Affidavit of Eligibility with their RFQ proposal. Proposers who fail to comply with this requirement will not be considered for local-vendor preference.
- The successful proposer(s) shall fully comply with the State of Florida's House Bill 1877 "Jessica Lunsford Act" (JLA); FS 1012.465, 1012.32, 1012.467 & 1012.468 and **Board Policy 4121.01**, Employment Standards and Fingerprinting of all Employees (also refer to **Board Policy 8475**)

These, and all related Board policies, can be accessed and downloaded at:

<https://go.boarddocs.com/fl/sbmd/Board.nsf/Public?open&id=welcome>

- Proposers responding to this solicitation shall comply with the following ethics, conflict of interest and anti-fraud policies:
 - **Board Policy 6460**, Business Code of Ethics;

- **Board Policy 6460**, Disclosure of Employment of Former School Board Employees;
 - **Board Policy 8700**, Anti-Fraud
 - **Board Policy 6465** Commercial Anti-Discrimination in Business Operations and Practices
 - **Board Policy 6320.06**; Diversity, Equity, and inclusion in Business Operations and Practices
 - **Board Policy 6320.02** Small/Micro, Minority/Women and Veteran Business Enterprise Programs, and
 - all related Board policies and procedures, as applicable
- Pursuant to **Board Policy 6320.04**, Contractor Debarment Procedures, debarred contractors are excluded from conducting business with the Board as agents, representatives, partners, and associates of other contractors, subcontractors or individual sureties.
 - Failure to file a protest within the time prescribed and in the manner specified in **Board Policy 6320** (Purchase Approval and Competitive Bidding Process Requirements) or in accordance with FS Section 120.57(3) shall constitute a waiver of proceedings under FS Chapter 120.
 - The District shall resort to the use of race-conscious and gender-conscious means for addressing disparities only when it is apparent that the use of neutral means alone will likely be insufficient to remedy the effects of identified discrimination. The determination of when to use race-conscious measures will be made on a project-by-project or contract-by-contract basis.
 - SMALL/MICRO, MINORITY/WOMEN, AND VETERAN BUSINESS ENTERPRISE PROGRAMS

The School Board of Miami-Dade County, Florida, has a strong commitment to participation by businesses certified by the M-DCPS Office of Economic Opportunity, as part of all District contracting. The School Board has active certification programs to increase contracting opportunities for local businesses. Pursuant to School Board Policy 6320.02, the Goal Setting Committee may apply scoring incentives and/or other affirmative procurement initiatives for firms responding to this solicitation.

The application may be accessed through the following link:

<https://miamidadeschools.diversitycompliance.com/FrontEnd/StartCertification.asp?TN=miamidadeschools&XID=8687>

All certifications must be completed online using the following link: <http://oeo.dadeschools.net/certification.asp>

Furthermore, vendors certified as a small/micro, minority/women, veteran and/or other qualifying certifications with any entity or agency other than The School Board of Miami-Dade County, Florida, should contact the OEO. Proposers with certifications from other entities or agencies must contact the OEO for additional information on the M-DCPS shortened interlocal certification agreement.

A current list of certified firms can be found online at:

<https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?TN=miamidadeschools&XID=9602>

All vendors must comply with Board Policy 6320.02 and the procedures described in the OEO Administrative Procedures Manual in effect at the time the vendors enters into an agreement with the Board. All vendors will be required to submit a monthly compliance report via the M-DCPS Online Diversity Compliance System for compliance with use of certified subcontractors and/or any affirmative procurement initiatives. All vendors will be required to submit monthly compliance reports online at: <http://miamidadeschools.diversitycompliance.com>. Please contact the Office of Economic Opportunity at 305 995-1307 or via email at OEO@dadeschools.net for additional information on getting certified and/or submittal of the monthly compliance reports. This needs to be replaced with the goals set by the GSC committee for this procurement

Board policies, as amended from time to time, can be accessed and downloaded at:

<https://go.boarddocs.com/fl/sbmd/Board.nsf/Public?open&id=welcome>

ACKNOWLEDGEMENT:

The proposer acknowledges that all information contained in their RFQ response is part of the public domain as defined by the State of Florida Sunshine Law. Therefore, any information received is subject to public inspection and copying in accordance with Florida Statute 119. No action on the part of the proposer would create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the proposal to the trade secret statutes 812.081, 815.045. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

ATTACHMENT – DEMANDSTAR REGISTRATION INSTRUCTIONS

To register for free as a vendor in the DemandStar Platform, you must complete the registration form.

1. Navigate to the DemandStar page by going to:

<https://www.demandstar.com/app/registration>.

2. On the **Get Started! Create your free DemandStar account** page, fill in your **E-mail address** and your **Company Name**.
3. Read and accept the Terms of Use and Privacy Policy.
4. Choose your Free Agency: Please type **Miami-Dade County Public Schools** and select it, click next.
5. Input your Company Contact Information and click Submit.
6. Input your Contact Information and click Submit.
7. An email will be sent for you to confirm your account.
8. If you need further assistance, please contact DemandStar Support at support@demandstar.com or call (206) 940-0305

Page 1 of 2

LEGAL ADS TO RUN:
DAILY BUSINESS REVIEW
DIARIO LAS AMERICAS
SOUTH FLOIRDA TIMES
CARIBBEAN NATIONAL WEEKLY

Monday, September 19 & 26, October 3, 2022
Friday, September 16, 2022
Thursday, September 22, 2022
Thursday, September 14, 2022