



DUVAL COUNTY
PUBLIC SCHOOLS

SELECTION MANUAL FOR THE

**Facility Condition Assessment and Planning Services
Consultant
OFDC-RFQ-003-16**

Office of Facilities Planning,
Design and Construction
DUVAL COUNTY PUBLIC SCHOOLS
1701 Prudential Drive
Jacksonville, Florida 32207
Phone (904) 390-2279
Fax (904) 390-2265
www.duvalschools.org

MARCH 2016

**SELECTION MANUAL OF THE FACILITY CONDITIONS ASSESSMENT
AND PLANNING SERVICES CONSULTANT**

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**OFFICE OF FACILITIES DESIGN AND CONSTRUCTION
DUVAL COUNTY PUBLIC SCHOOLS
SELECTION OF THE FACILITY CONDITIONS ASSESSMENT AND PLANNING
SERVICES CONSULTANT**

- I. GENERAL:** The selection of the Facility Condition Assessment and Master Planning Services Consultant will be accomplished in accordance with Administrative Rules, 6A-2 State Requirements for Educational Facilities, pursuant to the requirements of Section 287.055, Florida Statutes, (Consultant's Competitive Negotiation Act).

Duval County Public Schools (DCPS) seeks a professional services firm to provide comprehensive planning services to assist in the preparation of the school system's capital improvement program. These services shall consist of providing performing a condition assessment of existing facilities and providing Capital Asset Planning and Management software, determining educational adequacy of DCPS facilities, and master planning services.

II. GENERAL INSTRUCTIONS:

- A. The response should be submitted and addressed to:

Office of Facilities Design and Construction
Duval County Public Schools
1701 Prudential Drive, 5th Floor
Jacksonville, FL 32207

- B. One original and three copies of the response must be furnished on or before the response due date. Facsimile (Fax) submittals are not acceptable and will not be considered.
- C. The response must contain a manual signature of an authorized representative of the responding firm.
- D. Any questions concerning the request for qualifications should be directed to the Office of Facilities Design and Construction (OFDC), Executive Director.
- E. Responses must arrive at the address no later than the time and date stated in the advertisement in order to be considered.
- F. Responses received after the scheduled receipt time will be marked "LATE" and will be returned to the vendor.
- G. DCPS is not liable for any costs incurred by the proposers prior to the issuance of an executed contract. All information received will not be returned.
- H. Firms responding to this RFQ must be available for presentations/ interviews to the Selection Committee.
- I. Proposals must provide information as required in paragraph IV. responding to each item in the order noted. Identify responses with the same paragraph notation and with tabs in the order of data as requested by this RFQ. Representative samples of related work may be submitted in a separate binder.
- J. The Consultant submitting is requested to proposed a core team composed of certified planning professionals and other architect/engineer professional services deemed necessary by the

Consultant. This core team will be the basis for MBE and other scoring requirements. Additional disciplines, unless specifically identified in the RFQ, should not be proposed at this time and will be negotiated on an as-needed basis as additional services.

III. ADVERTISEMENT:

Notification and advertisement is accomplished with a public announcement in the following publications and websites:

1. *Financial News and Daily Record* and the *Florida Administrative Weekly*

NOTE:

The *Financial News and Daily Record* is published daily Monday through Friday. Subscription to this publication may be obtained by writing or calling:

Financial News and Daily Record
10 North Newnan Street
Jacksonville, FL 32202
(904) 356-2466
www.jaxdailyrecord.com

The *Florida Administrative Weekly* is published weekly on Friday. Subscription to this publication may be obtained by writing or calling:
www.flrules.org/subscriber

2. Project announcements will be posted on the Internet at Onvia Demandstar at <http://www.demandstar.com>
3. DCPS Website <http://www.duvalschools.org/> Follow website to Departments / Facilities/ Professional Services Selection Booklets / Selection of the Facility Condition Assessment and Master Planning Services Consultant (DOCX)

B. PROPOSAL SUBMISSION AND FORMAT

STANDARD QUALIFYING DATA AND FORMS - Proposals shall be formatted for submission in a uniform and consistent manner. Specific information required is described in detail and must be outlined as detailed in the following paragraphs. The following forms and information are required as qualifying data for a professional selection. Incomplete submittals may not be considered.

1. **Letter of Interest** detailing the firm's qualifications to meet the reference selection criteria.
2. **Professional Qualifications Supplement (POS)**: This form is refined and updated from time to time by OFDC. A copy of the most recent OFDC Professional Qualifications Supplement (PQS), OFDC Form 105-E, is shown as **Appendix A**.
3. **Professional Registration Certificates**: A reproduction of the firm's current professional registration certificate(s) is required for the services offered and must be in the name of the firm offering said services. Firms must be properly registered at the time of application to practice their profession in the State of Florida and with the appropriate State Board governing the services offered. A verification of the current status with the appropriate State Board may be made before the recommendation and approval of a firm's selection is finalized.

4. **Corporate Charter Registration:** If the firm offering services is a corporation, it must be properly chartered with the Department of State to operate in Florida and provide a copy of the firm's current Florida Corporate Charter.
5. **Location:** The proximity (highway distance) of the applicant (applicants with multiple offices shall list the office where the production work will be performed) in relation to the project will be rated. Required information shall include location of Corporate Headquarters, location where the majority of the work will be performed, and any work plan or information needed to describe how work may be accomplished and coordinated at another location, including type and percentage of work. Include Map Quest or other appropriate visual map from Office to Duval County Public Schools, 1701 Prudential Drive, Jacksonville, Florida 32207.
6. **Experience and Ability** – Provide information as outlined in Section V. E. 2.c) below and relevant information as outlined in Tasks 1., 2., 3. and 4. of the Scope of Services, Appendix G. Consultant should include example of software and/or reports and address the minimum hardware requirements necessary to operate the consultant provided software with the proposal/Qualifications.
7. **Certified Minority Business Participation:** Provide a letter of MBE participation with a statement indicating your plan of compliance with the MBE Program with the appropriate MBE Forms included in **Appendix F**. Additional information about the MBE requirements are included in Section VI.

V. SELECTION PROCEDURES:

- A. **Advertisement:** The OFDC Supervisor, Planning Services ensures that the project is properly advertised.
- B. **Selection Schedule:** The OFDC Supervisor, Planning Services will schedule the selection date and time, and will arrange for a suitable location. This information is confirmed to all committee members and other appropriate persons.
- C. **Selection Committee:** The OFDC Supervisor, Planning Services will ensure that the Committee is comprised as required. The Selection Committee may consist of the following or delegated assignees:

Assistant Superintendent Operations	
Executive Director, OFDC	Supervisor, Office of Economic Opportunity
Executive Director, Maintenance Services	Supervisor, Planning Services, OFDC

Advisors: As deemed appropriate

- D. **Selection Materials Preparation:** The OFDC Supervisor, Planning Services will prepare the Professional Services Selection Evaluation Form, listing each of the applicants, and reviewing each application for completeness and compliance. A copy of the Professional Services Evaluation form is at **Appendix B**.
- E. **Initial Selection- Short List:**
 1. The OFDC Supervisor, Planning Services will convene the Selection Committee and brief all members on the scope of the project and the services required. The Committee will discuss the requirements of the project. The Selection Committee shall determine the most highly qualified firms to perform the required services using the preliminary ratings of the

firms under consideration using criteria in V.E.2. below. The Committee shall select a minimum of three firms with the highest scores to present oral interviews or telephone interviews.

2. The Selection Committee will review each application in depth and rate the applicants in each of the following categories: **Max Points – 60 Total Points**

- a) **Location**: The location of the applicant’s home office, office where the majority of work will be performed, and any mitigation plans to accommodate effective performance of the contract requirements will be rated as outlined in **Appendix C. A grading range of 1-5 is used.**
- b) **Past Performance**: The past performance of each applicant will be evaluated and a relative rating assigned. Past performance data on file in OFDC will be considered only for the past three years as of July 1 of the current year, except in cases where no performance data is on file for the applicant’s firm for the past three-year period. Members of the Selection Committee may take into consideration their own personal knowledge of a firm’s past performance, but this must be documented in the selection file. Applicants whose past performance cannot be determined shall be given an average index rating determined by the Executive Director, OFDC. **A grading range of 1-5 is used.**
- c) **Experience and Ability**: The relative experience of all professionals proposed for use on the team in the planning, design and administration of the project, the abilities and qualifications of the applicant and proposed staff as related to the project’s specific requirements and their ability to accomplish the project, and the past 10 years experience of projects with similar size and scope will be considered. Information pertaining to the specific software, previous facility condition assessments, and associated experience as outlined in Tasks 1. thru 4. of the Scope of Services will also be considered. The relative experience and qualification of each applicant’s proposed team and similar project experience, with respect to the project scope, will be evaluated and a relative rating assigned. **A grading range of 1-35 is used.**
- d) **Current Workload**: 100 percent of the fees for current work in planning consulting (exclude fees to proposed outside consultants) then divide that sum by the number of professional and technical personnel on the staff. When considering firms with more than one office, only the office where the work is to be performed will be considered. **This rating is based upon a dollar amount per person within a range of 1-5. The Workload Rating Table at Appendix D will be used for point factor.**
- e) **Volume of DCPS Work**: The volume of fees contracted directly with DCPS by the applicant firm only (fees are to include all services provided by consultant, not just planning projects), deducting the portion of fees paid or to be paid to outside consultants, on past and current work for Duval County Public Schools, will be considered at the following rates as of July 1 for the period noted. The date of the previous agreements for services will determine the applicable period.

(1) From July 1 to current date:	100% of the fee
(2) For the first year past:	80% of the fee
(3) For the second year past:	60% of the fee
(4) For the third year past:	40% of the fee
(5) For the fourth year past:	20% of the fee

The total fee considered will equal the sum of (1) - (5) above. This total of work will determine the rating for the firm. **A grading range of 1-5 is used as outlined in Appendix E.**

f) **Office of Economic Opportunity (OEO) Participation:**

OEO Evaluation Criteria: Firms submitting proposals are eligible for a **grading range of 0-5**. This category is scored by the Office of Economic Opportunity (OEO) only. DCPS criteria will be used to evaluate each RFQ's OEO participation, and the Consultant shall clearly delineate in a separate section in the proposal using completed OEO FORMS 1, 2, 2A, and 4 as outlined in Section VI. and **Appendix F**.

Office of Economic Opportunity (OEO) goals for this contract are: Encouragement.

Firms submitting proposals shall verify in writing that they will meet or exceed the established OEO goals using DCPS OEO approved consultants.

Certified SBE and M/WBE shall receive five (5) points when submitting as the prime Consultant. Points will be received based on a category-by-category basis, for a possible one (1) point for each category to achieve the established goals under, (i.e., African-American, Hispanic, Asian, and Native American, and Women Business Enterprises, respectively), for a possible three (3) point total. For projects that have an overall goal, points will be received based on the achievability of the overall goal for a possible three (3) points. OEO will evaluate the proposed percentage listed by the Consultant in relation to the lump sum portion of the basic service fee.

F. **Shortlist Interview:** Upon completion of the shortlist and notification to the selected firms, the Selection Committee will determine the type of interview process. Interviews may be in person or by telephone.

1. The Selection Committee may find that they wish to interview more than three firms; in that case, they are free to do so.

a) The Selection Committee will discuss and decide the date, time and place of the interviews.

b) Request for Interview: A formal Letter of Request will be prepared by the OFDC Supervisor, Planning Services. The Supervisor, Planning Services may advise each firm by phone of the interview schedule, and follow up with the formal letter. The Supervisor, Planning Services will schedule an available conference room for the Committee and the selected firms.

2. **Interview Types**

a) **Oral Interviews** will be conducted in person with the firm making a formal presentation. The OFDC Supervisor, Planning Services will convene the interview. The Selection Committee will review and assess the previous rating evaluations of each firm and rate each firm in the following categories in 3. and 4. below.

b) **Telephone Interviews:** The Selection Committee may elect to hold telephone interviews. The telephone interview will rate each firm in the categories of "Understanding of the Program and Project Requirements" and "Approach and Methodology" as outlined above with each having a grading range of 20 points maximum.

3. **Understanding of the Program Requirements and Approach and Methodology** Grading range is 1-40.

The understanding that the applicant and any other team subconsultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the work. Explain how the applicant and any outside consultants will approach the project and the methods they will use to plan, design and administer the project. Information should include at a minimum the following for each Task (Tasks 1. thru 4.) as outlined in the Scope of Service, Appendix G:

- a) Specific people to be assigned to the project and their responsibilities
- b) Ability to develop project scopes
- c) Ability to complete on schedule.
- d) Quality of FCI data, plans and studies, demonstrating the ability to complete projects, plans and studies with little or no modification.
- e) Accuracy of cost estimates.
- f) Inspection ability to perform FCI services.
- g) Production schedules to meet deadlines.
- h) Any potential savings thru innovation, value engineering, or other specialized programs or initiatives to be considered.

- G. **Determination of Most Qualified Firms:** Based on the rated factors, the Selection Committee will total the points for both the shortlist and interview processes and determine the most qualified firms to accomplish the work. The interviewed firms will be ranked in point order.
- H. **Selection Recommendation:** Based on the above, the Committee will recommend the three (or more) firms most qualified to accomplish the work, in priority order according to the final totals. Results will be forwarded to the Duval County School Board for review and recommendation. Final approval of the selection will be by vote of the Duval County School Board.
- I. **Notification and Advertisement of Selection Results:** Upon receiving final approval by the School Board, the OFDC Supervisor, Planning Services will send a notification letter to the top three firms and other appropriate personnel. An announcement of the Consultant selection results will be posted in the first floor lobby of the School Board Administration Building, 1701 Prudential Drive, Jacksonville, FL 32207.

VI. OFFICE OF ECONOMIC OPPORTUNITY (OEO) PROGRAM

- A. It is an official policy of the DCPS to ensure the equitable participation of Small Business Enterprises (SBE) and Minority/Women Business Enterprises (M/WBEs) in its contract awards based upon availability. It is the DCPS' intent in adopting this program to reflect the philosophy with regard to enhancing participation of Small Business Enterprises and Minority/Women Business Enterprise in all areas of procurement.
- B. In this regard, the Consultant shall take all necessary and reasonable steps to ensure that their team is diverse and that certified SBE and M/WBEs have an equitable opportunity to compete and perform on this contract in accordance with the established goals in the advertisement. Only those SBE and M/WBE firms certified by the DCPS are eligible for consideration. Please note that SBEs and/or M/WBEs participating on DCPS projects must be certified as an SBE and/or M/WBE with the DCPS Office of Economic Opportunity prior to the proposal submission. Goals will be listed in the public announcement for professional services. For a current certified SBE and M/WBE listing, you may contact:

Duval County Public Schools, Office of Economic Opportunity (OEO)
4880 Bulls Bay Highway
Jacksonville, FL 32219-3235
(904) 858-1480 Telephone/(904) 858-1492 Fax

- C. All firms interested in this project are hereby notified that failure to fully comply with the DCPS' OEO policy as set forth herein shall constitute a breach of contract which may result in termination of the contract or such other remedy as deemed appropriate by the DCPS. The terms of this document shall survive the awarding of the contract and shall be incorporated in the terms and conditions of the subsequent contract between the parties.
- D. Provide a Letter of SBE and/or M/WBE Compliance and specify the following statement(s) to show compliance with the Office of Economic Opportunity program. (Please include the applicable paragraph.) The proposal provides for the specified participation by certified SBE and M/WBEs through:
- { } Being a certified SBE and M/WBE submitting as prime.
 - { } Subcontracting to certified SBE and M/WBEs. Complete the attached OEO Form 1 and OEO Form 2, and 2A.
 - { } Joint venturing with certified SBE and M/WBEs.
 - { } Pre-Award Waiver for Good Faith Efforts. This proposal does not meet the goals established by the RFP. The OEO FORM 4 and the appropriate documentation are included with the proposal.
- E. The Consultant shall submit a summary of their SBE and W/MBE Participation using the OEO FORM 1 (MBE Participation) OEO Form 2 (Letter of Intent To Perform As a SBE and/or M/WBE Subcontractor/ Proposer, 2A (Office of Economic Opportunity Identification Affidavit) or the OEO FORM 4 (Pre-Waiver for Good Faith Effort) with the appropriate documentation. **The form(s) must be completed, notarized and submitted with your proposal. In addition please note that further OEO forms will be required after the award of the contract.**
- F. **Evaluation of OEO Participation**
In order to count the SBE and/or M/WBE consultant amount toward the OEO goal, the Consultant will submit the OEO Form 1, including second-tiered consultant, SBE or M/WBE code, firm name, phone and FAX numbers, scope of work, % of work, and the OEO Forms 2 and 2A affidavits certifying they have requested and received Request for Quotations from the MBE firms listed in their proposal documents; DCPS will attempt to confirm the contents of the submission by contacting the SBE or M/WBE firm by one, facsimile, or certified letter, return receipt requested, within two work-calendar days after the date of Board approval of selection.
1. Consultant may count toward OEO goals only those consultants who are certified and licensed to do the work in the scope of work that a price quote was obtained.
 2. Consultant may count first and second tier consultants toward the meeting of the established goals. If the consulting opportunity is second tier, please denote this in the left hand margin on OEO Form 1. NOTE: Additional information may be requested as it pertains to these opportunities.
 3. If a SBE or M/WBE who is certified with DCPS submits a proposal as a Consultant firm, he or she can meet the designated goal under his or her minority categories or show a Good Faith Effort to do so.
 4. Credit towards the OEO goal allowed for any joint venture with an SBE and M/WBE will be determined by the percentage of ownership and control of the SBE and/or MWBE participant's in the joint venture. The eligibility of an SBE and M/WBE joint venture will

be determined on a project-by-project basis by the MBAO. A joint venture must be certified with DCPS as an SBE or M/WBE joint venture, prior to bid opening, in order for the participation of the SBE or M/WBE partner to be counted toward the OEO goal requirement. The SBE or M/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture must be at least 25 percent and the SBE or M/WBE partner must be responsible for a clearly defined portion of the work to be performed. Joint Venture Certification Applications are available upon request from the DCPS Office of Economic Opportunity. Joint Venture Certifications are required for each project the venture plans to participate in with the DCPS.

5. Consultant may not count the participation of any SBE or M/WBE that plan to do or actually does subcontract more than 49% of the work to a non-minority subconsulting firm towards achieving the OEO goal.

G. Subconsultant Good Faith Efforts

Consultant who fails to meet the established goals set forth above are required to submit a completed OEO Form 4 (Pre-Waiver for Good Faith Efforts).

H. Exclusionary Agreements

Agreements between any Consultant and an SBE and M/WBE in which the SBE and M/WBE promises not to provide professional services to other Consultant firms.

I. Substitutions

If the successful Consultant wants to make a substitution of an SBE and M/WBE consultant or a joint venture, the Consultant must submit satisfactory written proof of "noncompliance" to the Office of Economic Opportunity and to the Executive Director of Facilities Design and Construction. (The term "noncompliance" is defined as facts and circumstances that substantially demonstrate a material breach by the consultant of the contract between it and the successful Consultant or between the first and second tier consultants.

J. Reporting

The successful Consultant awarded this contract shall submit a monthly summary of actual SBE and/or M/WBE participation using OEO FORM 5.

K. Compliance

The Consultant firm participating in this project is hereby notified that failure to fully comply with DCPSs OEO policy as set forth herein may constitute a breach of the contract which may result in termination of the contract or other remedy as permitted by law and policy and permitted by Owner. Such sanctions may include but are not limited to the following: Firms/Persons violating the provisions of DCPS policy or who provide erroneous information are subject to:

1. Removal from the SBE and M/WBE Directory.
2. Withholding payment of services until the deficiency is remedied.
3. A negative evaluation for up to two (2) years on future projects.

The terms of this document shall survive the awarding of the project and shall be incorporated in the terms and conditions of the subsequent contract between the parties.

APPENDIX A

DUVAL COUNTY PUBLIC SCHOOLS - PROFESSIONAL QUALIFICATIONS SUPPLEMENT (PQS Form)

PURPOSE: This PQS form is to provide information regarding the qualifications of interested firms to undertake a specific Duval County School Board Architectural/Engineering project or related professional services being administered by the Duval County School Board in accordance with the requirements of Section 287.055, F. S., ("Consultants' Competitive Negotiation Act").

INSTRUCTIONS:

- (A) Type accurately; instruction numbers correspond to the numbers on the form; additional pages for any of the numbers may be attached.
- (B) For the APPLICANT and all PROPOSED OUTSIDE CONSULTANTS, attach to the PQS a reproduction of the current Florida Professional Registration Certificate(s) with the appropriate Board(s) for each of the registration numbers listed in Number 3.

1. Complete the project or contract name as it appears in the Public Announcement for professional services.
2. Provide the complete name of the APPLICANT, the address and the telephone number of the office where the work will be performed.
3. For the APPLICANT and the PROPOSED OUTSIDE CONSULTANTS, complete as follows:
 - a. Indicate (X) the service(s) to be provided on the project.
 - b. Insert the firm's* appropriate professional Florida State Board registration number, and if the firm is a corporation, insert the Florida Corporate Center number as issued by the Division of Corporations, Department of State.
*Use the registration number in accordance with the name of the firm as presented on the firm's letterhead. Use registration numbers only when applicable.
4. Accurately list for the APPLICANT'S Firm only (do not include the OUTSIDE CONSULTANT'S portion) the professional fees for projects now known to be in the execution phase as of the deadline date for the submittal of this application. Then specify the AICP, RELP, AELP, Florida registered architects and/or engineers, graduate design professionals, designers, technical staff including drafters and CADD that are full time employees of the APPLICANT Firm. In computing the volume per person, divide the total amount of work-in-progress by the number of personnel. Exclude all portions of current work on hold.
5.
 - a. Indicate fees from Duval County Public Schools' projects BY the APPLICANT'S Firm only.
 - b. Divide DCSB fees by total REGISTERED full-time personnel.
1. List projects comparable to this specific project and related experience accomplished by the applicant. Indicate name of project, completion date, location, and a contact person knowledgeable of the project with telephone number, construction budget or estimated cost and actual construction or bid cost.
2. Designate the Key Personnel of the proposed team to be used on this project BY the APPLICANT and all OUTSIDE CONSULTANTS. For each individual listed, show their discipline(s) of registration/training and their city of residence and state of registration.
3. Sign and date the form; type the name and title of the signer.

(OFDC Form 105-E)

1. PROJECT OR CONTRACT NAME: _____
2. FIRM NAME: _____ PHONE NO: _____
3. ADDRESS OF OFFICE WHERE WORK WILL BE PERFORMED: _____ ZIP : _____

INDICATE SERVICE(S) TO BE PROVIDED ON THE PROJECT IN THE BASIC SERVICES LISTED BELOW:

APPLICANT

PROPOSED OUTSIDE CONSULTANTS

SERVICE(S) OFFERED (X)	FLORIDA STATE BOARD REG. NO. & CHARTER NO.	NAME, ADDRESS, PHONE	SERVICE(S) OFFERED (X)	FLORIDA STATE BOARD REG. NO. & CHARTER NO.	NAME, ADDRESS, PHONE
AICP ()	REG #		AICP ()	REG #	
	CH #			CH #	
AICP ()	REG #		AICP ()	REG #	
	CH #			CH #	
REFP ()	REG #		REFP ()	REG #	
	CH #			CH #	
AELP ()	REG #		AELP ()	REG #	
	CH #			CH #	
PE/PG ()	REG #		PE/PG ()	REG #	
	CH #			CH #	
RA ()	REG #		RA ()	REG #	
	CH #			CH #	

4. **WORKLOAD FOR APPLICANT FIRM ONLY:** (Do not include **PROPOSED OUTSIDE CONSULTANTS.**) Indicate each project the APPLICANT will be handling as of the DEADLINE DATE for the submittal on THIS PROJECT and the professional fees under contract for APPLICANT firm only. **EXCLUDE WORKLOAD SUBCONTRACTED TO PROPOSED OUTSIDE CONSULTANTS.** Specify number of all principals and technical staff that will be assigned to or available for this project WITHIN THE APPLICANT FIRM ONLY, **EXCLUDING PROPOSED OUTSIDE CONSULTANTS.**

PROJECTS		Work on Hold (Fee Remaining)	Fee Remaining
TOTAL FEES			
4a. FULL-TIME PROFESSIONAL AND TECHNICAL STAFF, EXCLUDING PROPOSED OUTSIDE CONSULTANTS.			
NUMBER	CATEGORY	4b. FEE PER PERSON	
	Licensed AICP/ REFP/ AELP Consultants	Total Fee (4) divided by Total Staff (4a) Fee Per Person _____ / _____ =	
	Registered Engineers/ Architects		
	Technical Staff (Graduate Design Professionals, Spec. Writers, Staff, etc.		
	Drafters (including CADD operators)		
	TOTAL PROFESSIONAL AND TECHNICAL PERSONNEL		
	NUMBER OF TOTAL PROFESSIONAL & TECHNICAL PERSONNEL THAT ARE REGISTERED		

5. VOLUME OF DUVAL COUNTY PUBLIC SCHOOLS WORK:					
CONTRACT DATE		TOTAL FEE		FACTOR	
ADJUSTED FEE AMOUNT					
(1)	From July 1 to current date	\$	x	1.0	= \$
(2)	First year past (July 1 - June 30)	\$	x	0.8	= \$
(3)	Second year past (July 1 - June 30)	\$	x	0.6	= \$
(4)	Third year past (July 1 - June 30)	\$	x	0.4	= \$
(5)	Fourth year past (July 1 - June 30)	\$	x	0.2	= \$
					TOTAL FEE \$
5a. TOTAL VOLUME OF DCSB WORK (5a) DIVIDED BY REGISTERED STAFF(AICP,REFF,PE/PG/RA) (4a) = FEE PER PERSON					
_____ ÷ _____ =					
6. RELATED EXPERIENCE OF APPLICANT FIRM ONLY. (Projects of comparable type, size, and complexity)					
PROJECT NAME	COMPLETION DATE	LOCATION	REFERENCE CONTACT AND TELEPHONE NO.	ESTIMATED COST	ACTUAL COST

7. KEY PERSONNEL OF PROPOSED TEAM, APPLICANT FIRM **AND PROPOSED OUTSIDE CONSULTANTS**. TO BE USED ON THIS PROJECT. Number of persons listed under APPLICANT FIRM must agree with the TOTAL PERSONS indicated in Number 4.

NAMES	DISCIPLINE OF REGISTRATION/TRAINING (indicate RA for registered architect and PE for professional engineer -- any state)	CITY OF RESIDENCE/ STATE OF REGISTRATION
<p><u>APPLICANT FIRM ONLY</u> APPLICANT'S Principal (s) in charge for <u>this</u> Project</p> <p>APPLICANT'S Staff Assigned to or Available for <u>this</u> Project</p>		
<p><u>PROPOSED OUTSIDE CONSULTANTS ONLY</u> (List for each Consulting Firm) Principal(s) in charge for this Project</p> <p>Principal Staff Assigned to or Available for this Project.</p>		
8. SIGNATURE	TYPE NAME AND TITLE OF SIGNER (Applicant firm)	DATE

APPENDIX B

OFFICE OF FACILITIES DESIGN AND CONSTRUCTION
DUVAL COUNTY PUBLIC SCHOOLS
PROFESSIONAL SERVICES EVALUATION

SELECTION EVALUATION FORM																				
PROJECT NAME:	OFDC RFQ-003-16 Facilities Condition Assessment and Planning Services Consultant																			
PROJECT NUMBER:																				
DATE:	SHORTLIST														INTERVIEW					
	A	B	C	D	E	F	G	H	I		J	K	L	M	N	O		P		
	Professional Registration Certificates	Location Miles from Project	Number of Projects	Total Fees Remaining (thousands)	Professional & Technical Employees	Dollars per Person (thousands)	Volume of Agency Work (thousands)	Registered Employees	Dollars per Person		Location	Past Performance	Experience and Ability	Current Workload	Minority Participation	Volume of Agency Work	<i>Shortlist Total</i>	Understanding Program & Approach and Methodology	<i>Total</i>	<i>RANKING</i>
APPLICANTS	y/n	Data									5	5	35	5	5	5	60	40	100	

APPENDIX C

**DISTANCE FROM
DCPS ADMINISTRATION BUILDING
1701 Prudential Drive
Jacksonville, Florida 32207**

	A Location of Corporate Headquarters From DCPS (2 pts Max)	B Location where majority of work to be performed (2 pts Max)	C Distance Mitigation Plan (Depending on Effectiveness of Plan 0-2 pts)
DUVAL COUNTY	2	2	
SURROUNDING COUNTY	1	1	
ELSEWHERE IN FLORIDA	1	1	
OUTSIDE FLORIDA	0	1	

APPENDIX D

WORKLOAD RATING TABLE

RATING	CURRENT WORKLOAD/PROFESSIONAL- TECHNICAL EMPLOYEES (Based on Professional Services Fees)
5	0-10,000
4	10,001-20,000
3	20,001-30,000
2	30,001-45,000
1	➤ 45,000

APPENDIX E

VOLUME OF DCPS WORK RATING TABLE

RATING	CURRENT DCPS VOLUME (Fee Basis)
5	0-75,000
4	75,001-150,000
3	150,001-225,000
2	225,001-300,000
1	> 300,000

APPENDIX F



**DUVAL COUNTY
PUBLIC SCHOOLS**

**OFFICE OF ECONOMIC OPPORTUNITY
PROPOSED SCHEDULE OF PARTICIPATION**

Name of Contractor/Consultant:				
Project Title:			Project No.:	
Date:			Base Bid Amount:	
Code (See below)	Firm Name	Phone #	Scope of Work to be Subcontracted (indicate if the Contract will include Labor & Material)	Dollar Value

Total Dollar Value (s)

Percentage of Base Bid (%)

SMALL, MICRO, M/WBE CODE:

SBE	Small Business Enterprise
MBE	Micro Business Enterprise
AA	African American
AS	Asian American
HA	Hispanic American
NA	Native American
WBE	Women Business Enterprise

The undersigned will enter into a formal Agreement with the SBE, MBE, M/WBE firms (Subcontractors/Proposers) identified herein for work listed in this schedule conditioned upon execution of a contract with the Duval County School Board.

The undersigned will enter into a formal Agreement with the MBE firms (Subcontractors/Proposers) identified herein for work listed in this schedule conditioned upon execution of a contract with the Duval County School Board.

Signature: _____ Title: _____

Under penalties of perjury, I declare that I have read foregoing conditions and instructions and the facts as revealed to the DCSB herein, are true to the best of my knowledge and beliefs.

Signature: _____ Title: _____

Date: _____

This form is required by DCPS and must be submitted with the bidder's or proposer's response to a bid or Request For Proposal (RFP). If this form is not submitted at the time of submittal, the bid or RFP will be rejected.

**LETTER OF INTENT TO PERFORM AS A SBE and /or M/WBE SUBCONTRACTOR/PROPOSER
(FORM 2)**

TO:

(The name of General Contractor/Consultant)

DCSB PROJECT NAME & NO.: _____

The undersigned intends to perform work in connection with the above project as (check one):

an individual a corporation a partnership a joint venture

The status of the undersigned is confirmed on the attached **SBE and M/WBE Identification Affidavit** (OEO FORM 2A).

The undersigned is prepared to perform the following work in connection with the above project:

(Specify in detail, work items or parts thereof to be performed)

at the following price: \$_____. Of which, _____ Percent (%) of the dollar value of this subcontract will be sublet and/or awarded to non-minority subcontractors.

The undersigned agrees to enter into a formal Agreement with you to perform the above work, if you are awarded the prime contract. **(For Professional Services contracts, proposers need not enter into contractual agreements with any SBE or M/WBE at this time.)**

(Date)

(Telephone Number)

(Fax Number)

(S/MBE Firm Name)

(Type or Print Name)

(S/MBE Firm Address)

(Signature)

(City State & Zip Code)

(Title)

(M/WBE Firm Name)

(Type or Print Name)

(M/WBE Firm Address)

(Signature)

(City State & Zip Code)

(Title)

OEO FORM 2



**DUVAL COUNTY
PUBLIC SCHOOLS**

**OFFICE OF ECONOMIC OPPORTUNITY
IDENTIFICATION AFFIDAVIT
(FORM 2A)**

STATE OF _____

COUNTY OF _____

I HEREBY DECLARE AND AFFIRM THAT I AM THE _____

(Give Title: Owner, President and duly authorized representative of Co-Venturer, etc.)

_____ whose address is

(Name of Firm)

(Address)

I hereby declare and affirm that I am a certified Small Business Enterprise (SBE) with DCPS and/or a Minority/ Women Business Enterprise (M/WBE) with DCPS as defined by the contract documents cited below, and that I will provide on request information to document this fact.

This firm is interested in quoting/bidding on the following categories of work being procured by the Duval County School Board under Project No. _____.

(Specify in detail, work items or parts thereof to be performed)

Attachment

Under penalties of perjury I declare that I have read the foregoing conditions and instruction and the facts are true to the best of my knowledge and beliefs.

(Date)

(Signature)

(Title)

OEO Form 2A

Revised 03/2015



DUVAL COUNTY
PUBLIC SCHOOLS

**Pre-Award Waiver for Good Faith Efforts
(OEO Form 4)**

Note: Completion of this form is not required if established goals are met or exceeded.

Minority/Women Business Enterprises (M/WBE) **Small & Micro Business Enterprise (SBE/MBE)**

CONSULTANT'S FIRM: _____

PROJECT TITLE: _____

PROJECT NUMBER: _____ DATE: _____

The bidder may request a full or partial waiver of the mandatory Small, Micro, Minority and Women Business Enterprise goals established for the project for good cause by submitting the this form and documentation to the OEO no less than 48 hours **prior** to the solicitation closing date. Under no circumstances shall waiver of a mandatory subcontracting requirement be granted without submission of adequate documentation of Good Faith Efforts by the vendor and careful review by the OEO. **A prime contractor will need a minimum score of 80 points in order to demonstrate a good faith effort.** Any act or omission by the District shall not relieve the bidder of this responsibility. The OEO shall base its determination of a waiver request on the following criteria:

Criteria listed below are excerpted from the DCPS Policy 7.72 and the Procedures Manual. A response is required to address each cited paragraph. Additional pages may be added as necessary.

1. Attendance at pre-bid conference, if held: **Yes** **No** **Not Held (5 points)**
2. Whether and when the bidder provided written notice to all certified MWBE/SBE listed in the DCPS OEO Directory that can perform the type of work to be subcontracted and advising the MWBE/SBE of the specific work the bidders intends to subcontract; acknowledgement of MWBE/SBE interest in the contract is being solicited; and how to obtain information for the review and inspection of contract plans and specifications. **(20 points)**

Provide complete list of all MWBE/SBE solicited.

Provide the date letters were transmitted (MWBE/SBE will be canvassed as to who sent them letters and what date they were received.) Provide a copy of solicitation and all other letters sent to MWBE/SBE. Recommended information in your solicitation letter should have included, but was not be limited to, the following:

- Project specific information
- Name of Prime Contractor
- Areas of work available for subcontracting
- Contact person's name and phone number (MWBE/SBE firms will be canvassed regarding your responsiveness to their calls and project information they received from your firm.) Bonding requirements of your firm
- Availability of specifications and plans through your office.
- Bid opening date and all addendum information.
- Your requirements/time frames/payment schedules.

3. Has the bidder selected feasible portions of work to be performed by MWBE/SBE, including, where appropriate, breaking contracts or combining elements of work into feasible units? The ability of the bidder to perform work with its own work force will not in itself excuse a bidder from making positive efforts to meet the established goals. **(15 points)**

If appropriate, detail any subcontracting category that you have broken down to assist MWBE/SBE firms and list firms that have been made aware of this reduced scope.

Subcontracting Category	MWBE/SBE FIRM
_____	_____
_____	_____
_____	_____
_____	_____

4. Has the bidder provided interested MWBE/SBE assistance in reviewing the contract plans and specifications? Name the MWBE/SBE firms provided assistance, and describe how your firm provided such assistance. **(15 points)**

5. Whether the bidder advertised in general circulation, trade association, and/or minority/women – focused media concerning the subcontracting opportunities. **(5 points)**

The minority focused papers include:			
BLACK	HISPANIC	MAJORITY	OTHER
_____	_____	_____	_____

List which paper carried your ad and attach a copy of the ad

6. Has the bidder followed up initial solicitations of interest by contacting MWBE/SBE's to determine with certainty whether the MWBE/SBE was interested? **(15 points)**

Name the MWBE/SBE you followed up with and describe your follow up efforts.

7. Has the bidder negotiated in good faith with interested MWBE/SBE, not rejecting MWBE/SBE as unqualified without sound reasons and based on a thorough investigation of their capabilities? **(10 points)**

- a. Provide a detailed statement of the reasons why subcontracts were not entered into with a sufficient number of MWBE/SBEs to meet the established goals.

- b. Provide a list of MWBE/SBE Subcontractors you deemed unqualified and provide an explanation of the conclusion you reached.

-
-
- c. For those MWBE/SBE Subcontractors contacted, but determined to be unavailable, provide either:
 - i. A signed letter to the bidder from the MWBE/SBE stating they are unavailable;
 - OR**
 - ii. A statement from the bidder that the MWBE/SBE refused to submit a letter after a reasonable request; and a detailed statement from the Bidder of the reasons for the bidder's conclusion.
-
-
-

- 8. Has the bidder effectively used the services of available minority/women community organizations; minority/women contractors' groups; local, state and federal minority/women business assistance offices; and other organizations that provide assistance in the recruitment and placement of minority/women business enterprises? **(5 points)**

List small or micro business enterprise organizations and minority/women organizations contacted.

Organization	Person Contacted	Phone Number	Date Contacted

- 9. Describe any efforts to advise and assist interested MWBE/SBE Subcontractors in obtaining supplier relationships, bonds, lines of credit, or insurance. **(10 points)**

Please provide a list of MWBE/SBE Subcontractors you assisted.

SIGNATURE OF COMPANY OFFICIAL DATE COMPANY ADDRESS

PRINT NAME CITY/STATE/ZIP

POSITION TELEPHONE FAX

OEO Form 4



**MBE MONTHLY REPORT
OFFICE OF ECONOMIC OPPORTUNITY
UTILIZATION REPORT
(OEO Form 5)**

Name of Contractor/Consultant:		For the Time Period of:			
Project Title:		Project No.:	Total Contract Amount: \$		
Contact Person:	Phone No.:	Email:			
<input type="checkbox"/> Annual Contract If Annual, please note Activation No.: _____ S/MBE Goal: _____ W/MBE Goal: _____					
Type of Project: Services	<input type="checkbox"/> A/E	<input type="checkbox"/> Construction	<input type="checkbox"/> Design	<input type="checkbox"/> Construction Management	<input type="checkbox"/> Professional
Code	Firm Name	Scope of Work	Monthly Payments	Cumulative Payments	

PERCENTAGE OF OVERALL CONTRACT COMPLETION: _____%

SMALL, MICRO, M/WBE CODES:

SBE	Small Business Enterprise	MBE	Micro Business Enterprise	WBE	Woman Business Enterprise
AA	African American	AS	Asian American		
HA	Hispanic American	NA	Native American		

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature

Title

Date

NOTES: THIS FORM MUST BE COMPLETED AND SUBMITTED WITH CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS. IN ADDITION, PLEASE SUBMIT A COPY OF THIS FORM DIRECTLY TO THE OFFICE OF ECONOMIC OPPORTUNITY AT: 4880 BULLS BAY HIGHWAY, JACKSONVILLE, FL 32219

**APPENDIX G
SCOPE OF SERVICES**

**FACILITIES CONDITION ASSESSMENT AND PLANNING SERVICES CONSULTANT
ON CONTINUING CONTRACT BASIS**

1. GENERAL INFORMATION

a. Duval County Public Schools requires services to complete comprehensive educational facility assessment services of facilities supporting K through 12 and computer database creation as described herein. The assessment services include: identify current facility material condition deficiencies, enter observed data into the database, recommend corrections for all deficiencies, provide cost estimates for corrections and forecast future capital renewal costs. All observed material condition data shall be provided in an electronic database format specifically intended for use in facility management. Only current ‘off the shelf’ software is acceptable. Minor modifications to the software are acceptable to support interface with Duval County Public Schools existing computerized maintenance management system.

b. Facilities to be assessed

The assessment will include 160 existing facilities, which occupy an estimated 14,500,000 square feet as shown on Exhibit A.

c. Project Requirements

All assessment data must be stored in a software database that supports project objectives and requirements as described in this document. THE SOFTWARE AND OTHER SYSTEMS AND PROCEDURES MUST PROVIDE DUVAL COUNTY PUBLIC SCHOOLS THE CAPABILITY TO CONTINUE TO UPDATE ALL DATA, MANAGE DEFERRED MAINTENANCE REDUCTION AND PREDICT FUTURE CAPITAL RENEWAL, AND SPECIFICALLY ASSIST IN BUDGET REQUIREMENT PREPARATION USING INDUSTRY STANDARD DATA. Qualified construction professionals must perform inspections. In addition, services provided must meet the following requirements:

- Provide a plan to strategically and efficiently reduce the current backlog of deferred maintenance.
- Enhance facility-planning capabilities by addressing the highest priority needs and future needs.
- Support development of present and future maintenance and new construction budgets.
- Create a plan to bring all schools to a defined standard (standards will be defined by the consultant and Duval County Public Schools).
- Minimize actual on-site evaluations of schools of same design/age. Use of computer modeling techniques is encouraged.
- Provide a method to ensure parity among schools.
- Train Duval County Public School personnel to augment the consultant assessment team. Training topics will include assessment standards and data entry into the database.

2. SCOPE

a. Task 1: Facility Condition Assessment

The Consultant shall perform building and facility inspections (see Exhibit A for facilities) to identify and quantify all deficient conditions in terms of

deferred maintenance, capital repair/plant renewal, and plant adaptation (including building and fire/life safety code non-compliance issues).

1) **The Facility Condition Assessment (FCA)** shall include:

- a) Identification and documentation of current facility condition deficiencies.
- b) Recommendations for corrections of all deficiencies.
- b) Development of cost estimates for all corrective actions.
- c) Development of planning and correction project packages for implementation.
- d) Forecasting of future facility renewal costs.
- e) Incorporation of pre-existing DCPS data into scope of services where appropriate.
- f) Prioritize order for correcting deficiencies.

2) **Data Standards and Elements**

The consultant will direct and assist Duval County Public Schools personnel in the development of facility condition data standards and collection standards. The contractor will use these standards to measure and report conditions for the following property elements:

- Site: grounds, utilities and paving systems
- Exterior systems: roofs, walls, window systems, exterior doors and structural components
- Interior systems: walls, doors, floors and ceilings
- Fire/life safety issues
- Readily achievable Americans with Disabilities Act requirements
- Heating, ventilation and air conditioning
- Electrical and electrical distribution
- Plumbing
- Fire protection
- Special construction
- Elevators and other vertical transport systems.

3) **Existing Data Integration**

In addition to facility condition deficiencies identified during the assessment, Duval County Public Schools-supplied facility condition data must be incorporated into the assessment software, analytical studies and reports. All Duval County Public Schools-supplied facility condition data will be identified as such and includes:

- 3 Year Asbestos Hazard Emergency Response Act (AHERA) Re-inspection
- Americans with Disabilities Act
- Duval County Public Schools Annual Comprehensive Safety Inspection Reports

4) **Corrective Actions and Costing**

Corrections must be recommended for each deficient condition identified and include cost estimates and details of the work required for repair. The data must be updateable by Duval County Public Schools personnel that have been trained by the contractor. Duval County Public Schools requires the estimates be based on nationally recognized construction estimating data such as R.S. Means.

Database must provide for future years financial data to be provided in ‘then years’ dollars.

5) **Deficiency Prioritization**

Because Duval County Public Schools expects the reduction of the current backlog of maintenance items to be a multi-year task, we must be able to assign a priority to each deficiency. Before data collection begins, the contractor and Duval County Public Schools will establish prioritization standards. The assessment software must be customizable to support these standards. An example of desired priority standards:

Priority 1 – Currently Critical (Immediate)

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility to operation

Priority 2 – Potentially Critical (year 1)

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

Priority 3 – Necessary/Not Yet Critical (years 2-5)

- Predictable deterioration
- Potential downtime
- Associated damage or higher costs if deferred further

Priority 4 – Recommended (years 6-10)

- Sensible improvement to existing conditions that is not required for the basic function of the facility
- Overall usability improvement
- Long term maintenance cost reduction

Priority 5 – Does Not Meet Current Codes but “Grandfathered”

- No action is required at this time—however, substantial work performed in the future may require correction

6) **Deficiency Categorization**

Each correction project identified will be assigned to one of the following categories:

- Life-safety code compliance
- Building code compliance
- Building integrity
- Appearance
- Energy
- Environmental

The assessment/database software must support this categorization.

7) **Facility Renewal Forecasting**

Because long-range funding for facilities is accomplished by identifying the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable, the contractor must:

- Analyze and model the rates of depreciation of each facility and report on the annual reinvestment rate to replace components as they become unusable, and
- Determine approximate replacement cost of each building component where cumulating of components will equal the replacement value of the building.

b. **Task 2: Capital Asset Planning and Management Software**

- 1) The Consultant will provide a capital asset planning and management software application, either hosted by DCPS or the Consultant, for managing the facilities condition information. The proposed system should be capable of accepting existing data from DCPS in addition to or in place of facilities assessment information provided by the Consultant.
- 2) Data Sorting
To reduce our deferred maintenance backlog, the assessment software must help us identify and manage future construction contracts or work orders. Because we will group deficiencies into single construction contracts or work orders, the software must allow data to be sorted by, at least, the following characteristics:
 - Construction Specification Institute (CSI) code
 - Deficiency priority (defined below)
 - Deficiency category (defined below)
 - Facility type
 - Facility location
 - Correction type
 - Repair cost
- 3) As described in other sections of this document, the contractor must:
 - a) Provide an appropriate set of software, systems and procedures that enable Duval County Public Schools personnel to continue to update all data, manage deferred maintenance reduction and predict future capital renewal
 - b) Provide assessment software that can sort, prioritize and support strategic work planning and packaging

4) Project Planning and Packaging

Identifying the current deficiencies and predicting future deficiencies will provide a basis for purchasing facility capital renewal. Strategic purchasing will reduce our overall facility operation costs. The assessment software must provide the ability to package multiple deficiencies into a single construction project based on priorities (see the section on prioritization), associated work items, trades involved, building name and building type. It must also allow for future changes and updates to already developed work packages.

Duval County Public Schools will participate in determining appropriate work packaging strategies. We envision an iterative optimizing process, one that draws upon the contractor's expertise and uses the analytical capabilities of the deficiency database. The packaged corrections must interface with Duval County Public Schools' existing O&M computerized maintenance management system. Data output in an electronic format that can be exported to the existing computerized maintenance management system database and imported by Duval County Public School personnel trained by the contractor is acceptable.

5) Software Specifications

The software will be licensed to Duval County Public Schools and meet the following criteria:

- a) Be a centrally shared database.
- b) Have an easy-to-use interface. Easy-to-use is defined such that an individual with entry-level knowledge of MS Windows and MS Office is able to use

the software. Duval County Public Schools Technology Department personnel will be the sole decision maker.

- c) Allow multiple user access through the district's current network.
- d) Allow a minimum of 5 concurrent users.
- e) Provide security levels (read-only, read and edit, full system capability).
- f) Allow for updating by the licensor on a regular basis.
- g) Include online help files and detailed print documentation.
- h) Software provided shall function in a Microsoft Windows NT operating system.
- i) Software should be optimized for client/server operations.

6) Hardware Specifications

Minimum hardware requirements necessary to operate the contractor provided software shall be provided with the proposal/Qualifications. Hardware required shall be compatible with DCPS hardware standards. Provide bandwidth access requirements and concurrent user capabilities with proposal.

7) Training and Technical Support Requirements

The contractor must provide appropriate training and technical support. We require a structured training program to be conducted at Duval County Public Schools' facilities for approximately 5 individuals (to include a training manual and supporting documentation for each user).

c. **Task 3: Educational Needs Assessment**

The Consultant will evaluate the educational adequacy of each facility on criteria developed and confirmed in conjunction with DCPS staff and administration. The educational needs assessment criteria will utilize standards such as quantities, sizes, features, safety and security issues, site needs and any other factors that will affect the adequacy of the school facility per DCPS Educational Specifications. Each school will be scored for the educational adequacy of that facility defined by a baseline index. The Consultant will establish categories to organize deficiencies and their corresponding priorities.

The Consultant:

- 1) Working with DCPS staff and administration, determine and define process that will define a consistent baseline upon which to establish a relative Educational Adequacy Index (EAI) for each facility.
- 2) Develop and confirm criteria that will be used to access adequacy, such as quantities, sizes, features, safety and security, and site needs.
- 3) Establish categories to organize deficiencies and the corresponding priorities
- 4) Determine and gain approval of weight factors that will be used to compare and prioritize relative importance of inadequacies within each facility with other facilities.
- 5) Review each facility's existing documentation, such as drawing plans, capacities, history of renewal and renovations, etc.
- 6) Visit each facility and appropriate staff to become familiar with conditions and needs.
- 7) Numerically rate facilities according to approved criteria and weight factors.
- 8) Define scope required to correct educational inadequacies and deficiencies.
- 9) Describe physical scope of corrective solutions.
- 10) Provide construction cost estimate for each correction in current dollars in a

format that can be integrated into the Capital Asset Planning and Management software.

d. **Task 4: Facility Master Plan**

The Consultant will take the collected data from the tasks outlined above, plus the enrollment projections provided by DCPS, to prepare a master facilities plan recommendation. The Consultant will work with staff to present a list of “capital projects” which may include new facilities, additions, renovations or dispositions for the next five-year construction cycle, as well as a longer term (10 years) plan. The Master Plan shall provide a cost estimate and a prioritization schedule.

2. EXCLUDED SERVICES

DCPS does not envision requiring the following services:

- 1) Site selection for recommended new facilities
- 2) Available funding studies; analysis of tax base
- 3) Any work related to buildings not owned by the district
- 4) Evaluation of conditions concealed by construction
- 5) Destructive investigation
- 6) Materials testing
- 7) Condition analysis of underground utilities
- 8) Energy audits
- 9) Design services

3. INCORPORATION OF EXISTING DATA

DCPS currently has a significant quantity of detailed studies, of varying degrees of accuracy. It is our desire to incorporate this data into the finished product DCPS database resulting from this process. In some cases, the reports are fully detailed complete with cost information, and can be incorporated without validation. In other cases, either the data is incomplete, out of date, or missing key cost information. In those instances, it is our desire to incorporate the existing data, but it will require validation.

In August, 2003, DCPS completed a comprehensive facility condition assessment report utilizing COMET software system. Reports from this system are available, but have not been updated. DCPS currently does not have access or software rights to the COMET system.

EXHIBIT A
FACILITIES CONDITION ASSESSMENT AND PLANNING SERVICES CONSULTANT
ON CONTINUING CONTRACT BASIS

Duval County Public						
Master Planning						
02/12/16						
Sch. No.	FACILITY	Type	School Capacity (Student Stations) 8-7-15	FAC NET SQ FT	ACRES	Age of Schools (Years)
3263	Abess Park Elementary	ES	830	112,273	18	21
3252	Alden Road Exceptional	ESE	198	49,799	20	43
3257	Alimacini Elementary	ES	942	136,019	20	28
3107	Anderson, Douglas Senior	HIS	1,340	140,892	12	94
3046	Arlington Elementary	ES	331	33,443	7	94
3240	Arlington Heights	ES	535	66,750	8	53
3213	Arlington Middle	MS	979	143,133	19	54
3065	Atlantic Beach Elementary	ES	623	49,388	10	77
3268	Atlantic Coast Senior High	HIS	2,443	302,588	163	6
3141	Axson, John Allen	ES	570	62,369	24	16
3038	Baldwin Junior Senior High	COMB	1,003	109,537	21	69
3161	Bartram Springs	ES	964	99,227	20	8
3084	Bayview Elementary	ES	435	51,780	8	62
3230	Beauclerc Elementary	ES	1,140	111,424	13	49
3078	Biltmore Elementary	ES	523	68,789	14	67
3269	Biscayne Elementary	ES	667	82,130	20	18
3015	Brentwood Elementary	ES	378	59,903	3	101
3217	Brewer, Don 3-5	ES	673	86,243	15	53
3206	Brookview Elementary	ES	711	69,691	15	54
3148	Brown, Richard L.	ES	758	77,534	16	63
3156	Butler, Eugene J. Middle YWLA/YMLA	MS	1,252	135,284	16	50
3158	Carver, George Washington Elementary	ES	598	54,546	14	59
3097	Cedar Hills Elementary	ES	559	50,242	12	61
3018	Central Riverside	ES	426	55,482	5	100
3142	Chaffee Trails Elementary	ES	808	99,439	20	11
3264	Chets Creek Elementary	ES	1,026	117,688	20	21
3232	Chimney Lakes Elementary	ES	1,030	134,742	18	28

Duval County Public						
Master Planning						
02/12/16						
Sch. No.	FACILITY	Type	School Capacity (Student Stations) 8-7-15	FAC NET SQ FT	ACRES	Age of Schools (Years)
3245	Crown Point Elementary	ES	1,104	120,307	18	36
3226	Crystal Springs Elementary	ES	1,225	147,384	16	55
3162	Daniels, R. V. K-2	ES	422	41,670	3	52
3145	Darnell-Cookman	COMB	1,263	125,085	12	114
3216	Davis, Jefferson Middle	MS	1,438	118,043	19	55
3045	Dinsmore Elementary	ES	683	49,704	14	64
3066	Dupont, Alfred I. Middle	MS	1,071	142,740	17	76
3087	Englewood Elementary	ES	444	46,661	10	61
3090	Englewood Senior High	HS	1,864	220,580	33	61
3255	Enterprise Learning	ES	896	133,051	17	19
3124	Evans, Saint Clair Academy Elementary	ES	672	63,133	18	64
3247	Finegan, Joseph Elementary	ES	658	75,769	15	49
3265	First Coast Senior High	HS	2,212	322,482	112	28
3020	Fishweir Elementary	ES	411	44,013	4	99
3063	Fletcher, Duncan U. Middle	MS	1,241	150,696	22	80
3223	Fletcher, Duncan U. Senior	HS	2,051	200,732	18	56
3154	Ford, John E. K-8	COMB	681	114,060	10	62
3235	Fort Caroline Elementary	ES	752	72,645	10	53
3238	Fort Caroline Middle	MS	953	108,005	25	51
3059	Garden City Elementary	ES	642	52,435	18	65
3146	Gilbert, Matthew W. Middle	MS	787	123,099	12	90
3014	Grand Park Career Center	ALT	570	31,202	4	102
3222	Greenfield Elementary	ES	592	51,224	8	53
3249	Greenland Pines Elementary	ES	957	117,043	20	30
3243	Gregory Drive Elementary	ES	852	50,210	21	50
3071	Hendricks Avenue	ES	659	74,473	24	74
3099	Highlands Elementary	ES	536	66,491	12	61

Duval County Public Schools						
Master Planning Worksheet						
02/12/16						
Sch. No.	FACILITY	Type	School Capacity (Student Stations) 8-7-15	FAC NET SQ FT	ACRES	Age of Schools (Years)
3244	Highlands Middle	MS	1,250	135,255	38	49
3064	Hogan-Spring Glen Elementary	ES	526	58,995	20	76
3209	Holiday Hill Elementary	ES	660	69,112	17	58
3169	Hull, S. A. Elementary	ES	433	41,549	14	51
3214	Hyde Grove Elementary	ES	690	50,593	13	56
3077	Hyde Park Elementary	ES	551	58,180	20	66
3035	Jackson, Andrew Senior High	HS	1,456	168,327	19	90
3234	Jackson, Stonewall Elementary	ES	342	35,311	7	51
3144	Jacksonville Beach Elementary	ES	591	62,809	8	76
3229	Jacksonville Heights Elementary	ES	916	84,462	11	53
3048	Jefferson, Thomas Elementary	ES	537	56,168	10	90
3152	Johnson, James Weldon Middle	MS	957	134,994		67
3054	Johnson, James Weldon Training	COMB	814	106,272		64
3236	Jones, Mamie Agnes Elementary	ES	455	49,299	16	52
3027	Justina Road Elementary GRASP	ES	489	46,265	10	55
3279	Kernan Middle	MS	1,151	154,374	53	16
3231	Kernan Trail Elementary	ES	663	82,433	40	15
3220	King, Martin Luther Elementary	ES	703	62,459	12	54
3203	Kings Trail Elementary	ES	571	49,209	13	59
3025	Kirby-Smith Middle	MS	816	199,726	14	93
3037	Kite, Henry F. Elementary	ES	355	38,060	5	91
3074	Lake Forest Elementary	ES	529	75,262	10	67
3085	Lake Lucina Elementary	ES	505	53,361	16	62
3069	Lake Shore Middle	MS	1,328	130,926	24	76
3256	Landmark Middle	MS	1,665	234,514	36	28
3031	Landon Middle	MS	733	111,430	10	90
3267	LaVilla School of the Arts	MS	765	118,244	13	17

Duval County Public Schools						
Master Planning Worksheet						
02/12/16						
Sch. No.	FACILITY	Type	School Capacity (Student Stations) 8-7-15	FAC NET SQ FT	ACRES	Age of Schools (Years)
3033	Lee, Robert E. Senior High	HS	1,844	182,736	15	90
3149	Livingston, Smart Pope Elementary	ES	852	100,875	10	63
3233	Lone Star Elementary	ES	713	66,025	13	50
3106	Long Branch Elementary	ES	407	46,376	6	99
3030	Loretto Elementary	ES	1,208	101,418	28	74
3082	Love Grove Elementary	ES	606	67,466	14	65
3073	Love, John Elementary	ES	294	40,496	4	65
3259	Mandarin Middle	MS	1,615	225,034	36	30
3258	Mandarin Oaks Elementary	ES	1,072	143,091	21	30
3260	Mandarin Senior High	HS	2,504	324,669	73	28
3032	Marine Science Education	ALT	197	13,510	2	89
3091	Mathis, Sallye B. Elementary	ES	606	66,546	12	60
3227	Mayport Elementary	ES	808	86,544	12	53
3254	Mayport Middle	MS	1,004	142,154	37	39
3228	Merrill K-2	ES	851	72,463	10	54
3021	Morgan, Annie R. Elementary	ES	479	52,888	8	100
3164	Mount Herman Exceptional Center	ESE	247	68,501	3	55
3246	Neptune Beach Elementary	ES	1,033	118,118	15	36
3150	New Berlin Elementary	ES	1,252	85,563	51.99	10
3221	Normandy Village Elementary	ES	658	60,967	12	54
3070	North Shore Elementary	ES	1,329	146,847	13	74
3155	Northwestern Middle	MS	778	113,931	22	59
3210	Oak Hill Elementary	ES	758	76,214	11	56
3270	Oceanway Elementary	ES	680	81,801	20	16
3062	Oceanway Middle	MS	1,009	139,143	22	76
3016	Ortega Elementary	ES	346	33,581	3	93
3170	Palm Avenue Exceptional	ESE	209	41,553	11	46

Duval County Public Schools						
Master Planning Worksheet						
02/12/16						
Sch. No.	FACILITY	Type	School Capacity (Student Stations) 8-7-15	FAC NET SQ FT	ACRES	Age of Schools (Years)
3086	Parker, Terry Senior High	HS	1,866	205,138	35	61
3208	Parkwood Heights Elementary	ES	539	48,808	12	58
3075	Paxon School SAS	HS	1,520	171,700	72	67
3163	Payne, Rufus E. Elementary	ES	677	55,077	12	54
3095	Pearson, Rutledge H.	ES	469	55,357	24	60
3280	Peterson, Frank H. Academy	HS	1,239	376,415	80	39
3205	Pickett Elementary	ES	341	32,584	30	60
3250	Pine Estates Elementary	ES	364	35,405	6	60
3159	Pine Forest Elementary	ES	491	49,428	12	56
3093	Pinedale Elementary	ES	828	80,339	12	60
3165	Raines, William M. Senior High	HS	1,841	217,102	36	52
3079	Ramona Elementary	ES	509	54,228	19	65
3285	Randolph, A. Philip Academy	HS	1,212	243,096	80	39
3202	Reynolds Lane Elementary	ES	518	76,109	11	60
3212	Ribault, Jean Middle	MS	1,041	123,152	19	57
3096	Ribault, Jean Senior High	HS	1,683	213,165	37	61
3262	Robinson, Andrew A.	ES	990	123,976	20	26
3006	Rutherford, Mattie V.	ALT	421	39,402	2	96
3239	Sabal Palm Elementary	ES	1,154	144,731	24	28
3083	San Jose Elementary	ES	850	74,963	25	65
3218	San Mateo Elementary	ES	667	52,045	28	54
3080	San Pablo Elementary	ES	495	63,538	18	65
3237	Sandalwood Senior High	HS	2,821	305,977	62	49
3225	Seabreeze Elementary	ES	588	48,950	12	54
3242	Sheffield, Louis S. Elementary	ES	942	63,319	32	51
3076	Southside Estates Elementary	ES	647	77,023	36	68
3211	Southside Middle	MS	1,198	133,330	17	57

Duval County Public Schools						
Master Planning Worksheet						
02/12/16						
Sch. No.	FACILITY	Type	School Capacity (Student Stations) 8-7-15	FAC NET SQ FT	ACRES	Age of Schools (Years)
3072	Spring Park Elementary	ES	504	52,586	14	74
3153	Stanton College Preparatory School	HS	1,636	158,871	20	63
3219	Stilwell, Joseph Middle	MS	1,233	112,621	27	53
3088	Stockton, John Elementary	ES	516	46,252	12	61
3207	Stuart, J E B Middle	MS	1,029	125,936	44	58
3116	Tillis, Sadie Elementary	ES	493	61,199	13	81
3098	Timucuan Elementary	ES	705	70,873	10	60
3128	Tolbert, Susie E. 3-5	ES	548	58,107	12	69
3251	Twin Lakes Elementary	ES	1,058	121,137	20	19
3253	Twin Lakes Middle	MS	1,462	185,688	70	19
3019	Upson, Ruth N. Elementary	ES	506	53,884	4	101
3068	Venetia Elementary	ES	468	46,434	16	74
3160	Waterleaf Elementary	ES	862			10
3143	West Jacksonville Elementary	ES	495	44,610	4	87
3012	West Riverside Elementary	ES	420	37,092	2	104
3241	Westside High School/Forrest	HS	1,809	189,157	34	51
3274	Westview- K8	COMB	1,498	166,199	46	8
3248	White, Edward H. Senior High	HS	2,190	205,287	41	47
3051	Whitehouse Elementary	ES	508	51,201	7	90
3094	Windy Hill Elementary	ES	652	64,111	13	61
3224	Wolfson, Samuel W. Senior High	HS	1,737	207,850	35	52
3089	Woodland Acres Elementary	ES	820	86,855	13	60
3166	Woodson, Carter G. Elementary	ES	699	58,515	10	50
						2016
			138,947	14,440,173	2,922	57
						<-- Average