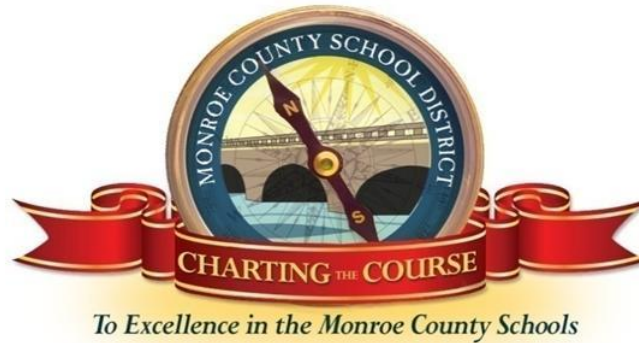


MARK T. PORTER
Superintendent of Schools



Members of the Board

District # 3
MINDY CONN
Chairwoman

District #4
JOHN DICK
Vice-Chairman

District # 1
BOBBY HIGHSMITH

District # 2
ANDY GRIFFITHS

District # 5
DR. SUE WOLTANSKI

Bid No: RFQ 2020023
Name of Bid: Architect / Engineer - General
Post Date: 4/6/20
Notice Post Time: 12:00 PM

Addendum No.1

The following will be added under Scope of Work – Section I

a. PURPOSE

1. To identify steps to be taken in the selection and acquisition of professional services of Architects and Engineers required for the execution of the Monroe County School District (MCSD) Educational Facilities Work Plan.
2. To procure professional services in an efficient, cost effective and timely manner and in compliance with Florida Statute (F.S) 287.055, Florida laws, rules, codes and School Board Policies including, but not limited to Policy 6330. The Board shall have the right to make exceptions to these procedures when valid public emergency conditions warrant. A valid public emergency is defined in Chapter 1013.46(1)(b) F.S.
3. To encourage qualified design professionals to submit statements of qualifications and performance data when such services are advertised.

b. INTENT

1. A/E professional services will consist primarily of schematic design, design development, construction document development, and construction monitoring for projects performed by traditional Architectural and/or Construction Management Firms or General Contractors.

2. Selected firms will be required to use State Requirements for Educational Facilities (SREF), Florida Building Code, Florida Plumbing Code, Florida Mechanical Code, Florida Accessibility Code, NFPA 70 NEC, Florida Fire Prevention Code, and MCSD design standards for assigned projects.
3. Each A/E team must consist of the following five professional disciplines, as a minimum, either in house or as a prime with consultants. Prime proposer and team members must be licensed to practice these five professional disciplines, as a minimum, as required by Florida Statutes. A Joint Venture firm must be duly licensed as a separate entity as required by Florida Statute.
 - i. Architecture
 - ii. Structural Engineering
 - iii. Civil Engineering
 - iv. Electrical Engineering
 - v. Mechanical Engineering

c. ABOUT THE PROCESS

- A. The Selection of Architect/Engineering services shall be in accordance with F.S. §287.055, the Consultants' Competitive Negotiation Act.
- B. Effective upon the release of this RFQ, any attempt by any responder to influence any member of the ranking committee, the Superintendent of Schools, or any Member of the School Board, or any employee of the School Board with regard to this selection outside the prescribed selection process will disqualify such a responder from doing business with the Monroe County School Board under this RFQ.
- C. The Ranking Committee shall determine qualifications, interest and availability by reviewing all written responses to the RFQ to determine the best qualified based upon the evaluation of written responses. A reasonable inquiry will be conducted by the Ranking Committee as to respondents' experience, past performance, quality of work, staffing and facilities, method of operation, interest in project, references, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results. Respondents are responsible to promptly supply additional information to the committee in connection with such inquiries.
- D. Following the review by the Bid Review Committee, each firm is ranked based on the matrix provided in the bid documents. Once all rankings are compiled, a recommendation

is made. In the event of a tie or extremely close ranking where the committee feels additional information is needed to determine a clear recommendation, a "short list" of no more than five (5) firms may be developed for interviews and then secondary ranking. That secondary ranking is independent of the first ranking and will be on a 1-5 scale (1 being the top choice.)

- E. The Monroe County School District Planning and Construction Department will negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. Negotiations may be conducted on a single or multi-session basis. The Department will continue to meet with the highest-ranked proposer until a satisfactory agreement is reached, or until negotiations are considered to be no longer productive.
- F. If an agreement cannot be reached, MCSD Planning and Construction will terminate negotiations with the proposer, advise the proposer of termination in writing, and proceed to negotiate with the next ranked proposer for that same project. Negotiations with the next ranked proposer will be conducted on the same basis and with the same maximum fee as with the previous proposer. If negotiations are unsuccessful, the proposer will be advised of termination and the process repeated with the third, and so on.
- G. If the MCSD Planning and Construction Department is unable to negotiate a satisfactory agreement (in the order of final ranking) with any of the firms, then the services may be re-advertised, or an alternative delivery method may be used to accomplish all or part of the required services.
- H. Once an agreement is reached, the MCSD Staff will take the recommendation to award to the Board for approval outlining negotiating points such as basic services, support fees, hourly rates, payment schedule(s), scope of work, and construction budget.