

SELECTION POLICY FOR PROFESSIONAL CONSTRUCTION RELATED SERVICES

7.71a

I. Introduction

- A. Purpose - The Professional Services Selection Committee (Committee) is designated by The School Board of Sarasota County, Florida (Board) to select companies to provide professional construction related services.
- B. ~~These services include, but are not limited to architectural, engineering, landscape architecture, land surveying, testing laboratories, construction management and design/build which services will be provided either for single specific projects or based on continuing contracts.~~ The submittal content and appendices are herein described.

CHAPTER 7.00 - BUSINESS SERVICES

APPENDIX A SARASOTA COUNTY SCHOOLS PROFESSIONAL SERVICES SELECTION COMMITTEE

AWARENESS SHEET

The chairperson of the Sarasota County Schools Professional Services Selection Committee shall meet with new members (persons never having served on the committee) for an orientation session to include at least the following items:

1. An explanation of the purpose of the committee and why they were appointed to serve.
2. An explanation of School Board Policy 7.71.
3. An explanation of the score sheet and scoring procedures utilized by the committee. Each scoring column shall be reviewed in conjunction with the PQS and an explanation of the interview process. The section of the PQS pertaining to pertinent columns shall be identified and the relevance of the information explained. Members shall be encouraged to rely on this information when scoring.
4. An explanation of the routines followed by the committee and their importance of regular attendance and timeliness for scheduled meetings.
5. An explanation that the committee must make three (3) major discernments when evaluating interviews:
 - a. The committee may be exposed to sophisticated marketing skills which have little or no relationship to the company's ability to successfully complete the project. Members must discern marketing skills from the substance of the presentation.
 - b. The purpose of the presentation is to determine how well the company understands the issues surrounding the project and to get a feel for how the company would approach the solutions. At this point in time, the company will not have received sufficient information to professionally address the project and propose a final solution. The committee should avoid fixating on details, but instead should evaluate the company's proposed methods in more general terms.
 - c. The committee may consider any review processes of the company either by end-user, peer review, or self-critique which may be included in the submitted application.
6. An explanation that although the selection process is primarily a numerical scoring procedure, the committee is encouraged to enter discussion at any time to identify and clarify pertinent issues for the purpose of consensus building.
7. An explanation of the provisions of the Florida Government in the Sunshine Law.

MAJOR, MINOR & CONTINUING CONTRACT PROJECT SCORESHEET

SARASOTA
County Schools

APPENDIX B
SCHOOL BOARD POLICY 7.71
SARASOTA COUNTY SCHOOLS
PROFESSIONAL SERVICES SELECTION COMMITTEE
MAJOR/MINOR & CONTINUING CONTRACT
PROJECT SCORE SHEET

PROJECT:

PROJ #: EST.COST/FEE:

Seat #__ Name:

SCOPE OF WORK:

ADVERTISEMENT	MEETING NOTICE
DATE:	DATE:
PAPER: Sarasota Herald Tribune	LOCATION: Construction Services Dept.

[illegible]

SHORTLISTING

DATE: _____

COMMITTEE MEMBERS' SIGNATURES

INTERVIEW

DATE:

COMMITTEE MEMBERS' SIGNATURES

NOTE: The highest score possible for the short-listing portion is 50 (+1 for minority firm) = 51;
The highest score possible for the interview/presentation portion is 80.

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APPENDIX D

SARASOTA COUNTY SCHOOLS PROFESSIONAL SERVICES SELECTION COMMITTEE

PROFESSIONAL QUALIFICATIONS SUPPLEMENT INFORMATION CONSTRUCTION MANAGERS

In lieu of the previous forms, Sarasota County Schools now requires that the following CONTENT be included in each submission:

1. The project in which the firm is interested.
2. The firm name, address, phone number, fax number, and year opened.
3. The main point of contact for the firm, including title, phone number and email address.
4. The firm's minority status in accordance with Florida Statutes.
5. A list of current projects including:
 - a. Project name, scheduled completion date, location and construction cost.
6. A list of related experience including:
 - a. Project name, completion date, location and construction cost.
 - b. For each of these projects, provide information on Timeline and Cost Control such as contract date, date of anticipated Substantial Completion, date of actual Substantial Completion, original contract budget, final contract cost and name/contact information for the Owner of the project.
 - c. Where applicable, provide a narrative of the time line and cost control measures and strategies employed to achieve the outcome.
7. The proposed team qualifications including:
 - a. The name, title, qualifications and license information of all in-house personnel.
 - b. The name, title, qualifications and license information of proposed consultants.
8. Signature of a principal of the firm, including name, title and date signed.

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APPENDIX E SARASOTA COUNTY SCHOOLS PROFESSIONAL SERVICES SELECTION COMMITTEE

PROFESSIONAL QUALIFICATIONS SUPPLEMENT INFORMATION ARCHITECTS/ENGINEERS/CONSULTANTS

In lieu of the previous forms, Sarasota County Schools now requires that the following CONTENT be included in each submission:

1. The project in which the firm is interested.
2. The firm name, address, phone number, fax number, and year opened.
3. The main point of contact for the firm, including title, phone number and email address.
4. The firm's minority status in accordance with Florida Statutes.
5. A list of current projects including:
 - a. Project name, scheduled completion date, location and construction cost.
6. A list of related experience including:
 - a. Project name, completion date, location and construction cost.
 - b. For each of these projects, provide information on Timeline and Cost Control such as contract date, date of anticipated Substantial Completion, date of actual Substantial Completion, original contract budget, final contract cost and name/contact information for the Owner of the project.
 - c. Where applicable, provide a narrative of the timeline and cost control measures and strategies employed to achieve the outcome.
7. The proposed team qualifications including:
 - a. The name, title, qualifications and license information of all in-house personnel.
 - b. The name, title, qualifications and license information of proposed consultants.
8. Signature of a principal of the firm, including name, title and date signed.

**APPENDIX F
SARASOTA COUNTY SCHOOLS
PROFESSIONAL SERVICES SELECTION COMMITTEE**

LOCATION RATING TABLE

The following points (1 – 5) will be automatically assigned based on the office location for the submitting firm:

- | | |
|--|----------|
| • Sarasota, Manatee, Charlotte, DeSoto | 5 points |
| • Pinellas, Lee, Hillsborough, Hardee | 4 points |
| • All other Florida counties | 3 points |
| • Out of state | 1 point |

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**APPENDIX G
SARASOTA COUNTY SCHOOLS
PROFESSIONAL SERVICES SELECTION COMMITTEE**

PROJECT ASSIGNMENT SHEET

DATE: _____ PROJECT #: _____ DEPT: _____

PROJECT: _____

The Professional Services Selection Committee, in accordance with School Board Policy 7.71 and 7.71a has selected the top three (3) companies and ranked them as indicated below:

1. _____

2. _____

3. _____

Signatures of Committee Members:

1001.41, FS

STATUTORY AUTHORITY:

255.0525, 255.20, 287.055,
287.057, 1001.43, 1001.51,
1011.06, 1013.45, F.S.

LAW(S) IMPLEMENTED:

STATE BOARD OF EDUCATION RULE(S):

6A-2.0010

HISTORY:

ADOPTED: 08/21/01

REVISION DATE(S): 10/07/2003, 05/06/2008, 04/07/09, 09/07/10, 11/6/18,
10/19/21

FORMERLY: 6.102