



Board of County Commissioners
Office of Purchasing
Title: Design/Build Contracts

Effective Date: 12/20/96 Supersedes Date:

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I. Authority:

The County Administrator is authorized to determine that a County project shall be constructed under a Design/Build contract and shall authorize the preparation of a Design/Build Criteria Package.

II. Design Build Evaluation Committee:

1. For each Design/Build project there shall be a Design Build Evaluation Committee composed of the following persons:
 - a. County Administrator, or designee
 - b. Purchasing Manager, or designee
 - c. A representative of the user department for which the project will be constructed.
 - d. Other person(s) appointed by the County Administrator
 - e. The Design/Build Criteria Professional may assist the Selection Committee as a Technical Advisor.
2. The Design Build Evaluation Committee shall serve in an advisory capacity to the County Administrator and Board of County Commissioners through completion of the Design/Build project.
3. The Design Build Evaluation Committee shall interview and recommend the Design/Build Criteria Professional and the Design/Build firm.

III. Design/Build Criteria Package:

1. All Design/Build projects require a Design/Build Criteria Package to define the project parameters which are to be used to assist the Design Build Evaluation Committee in evaluating the proposals. The Design/Build Criteria Package consists of performance oriented drawings or specifications, or both, of the project.
2. The Design/Build Criteria Package shall be prepared and sealed by a Design/Build Criteria Professional employed by or retained by the County.



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IV. Design/Build Criteria Professional:

1. Acceptable entities who may act as the Design/Build Criteria Professional include, but are not limited to:
 - a. Florida licensed professional engineers and architects employed by the County.
 - b. A Florida licensed engineering or architectural firm providing management services to the County.
 - c. Engineering and architectural firms selected by the County pursuant to Section 287.055, Florida Statutes, to be the Design/Build Criteria Professional and licensed to practice in the State of Florida.
2. A Design/Build Criteria Professional who has been selected to prepare the Design/Build Criteria Package shall not be eligible to render services under a Design/Build contract executed in accordance with the Design/Build Criteria Package.
3. The County Administrator or designee shall consult with the Design/Build Criteria Professional concerning its duties which include, but are not limited to:
 - a. Assist and advise the Design Build Evaluation Committee in the preparation of the Design/Build Criteria Package and the minimum information to be requested for Design/Build firms Qualification Statements.
 - b. Assist and advise in the evaluation of the responses or bids submitted by the Design/Build firms.
 - c. Assist and advise in the approval by the County of the detailed working drawings and/or specifications of the project.
 - d. Evaluation of the compliance of the project construction with the Design/Build Criteria Package.



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V. Selection of Design/Build Criteria Professional:

1. Except in public emergency projects, the Design/Build Criteria Professional shall be selected in accordance with the requirements of Chapter 287, Florida Statutes.
2. The Design/Build Criteria Professional shall be selected with special consideration for specific experience and ability relating to the type of project required by the County. The Design Build Evaluation Committee shall also consider such factors as the Design/Build Criteria Professional's:
 - a. Professional personnel qualifications
 - b. Past performance in the preparation and evaluation of Design/Build Criteria Packages and resultant submittals, including benefits in using this method of project delivery.
 - c. Ability to meet time and budget requirements
 - d. Office location and ability to respond to the County's needs
 - e. Recent, current, and projected workloads
 - f. The volume of work previously awarded to each qualified Design/Build Criteria Professional by the County, with the object of effecting an equitable distribution of contracts among qualified Design/Build Criteria Professionals, provided the distribution does not violate the principle of selection of the most highly qualified Design/Build Criteria Professionals; and
 - g. Other factors appropriate to the specific project.
3. A Design/Build Criteria Professional who has been selected to render services in connection with a specific Design/Build Criteria Package shall not be eligible to render services under the Design/Build contract.



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VI Selection of Design/Build Firm:

1. Except in emergency circumstances, the Purchasing Manager shall publish in a newspaper of general circulation, a public announcement providing a general description of the Design/Build project. The public announcement shall include a brief statement of the qualifications for the Design/Build firm and request Qualifications Statements.
2. The Design Build Evaluation Committee, with the assistance and advise of the Design/Build Criteria Professional, shall establish the qualifications required for the Design/Build firm, and solicit Qualifications Statements under the public announcement. The qualifications required may include the following factors:
 - a. Prior work experience and performance, with previous Design/Build experience of the submitting firm's team working together as a team, considered a primary factor;
 - b. The proposed key personnel to be engaged in the Design/Build project;
 - c. Proof of compliance with all certification and license requirements;
 - d. The financial capacity of the firm; and
 - e. Other factors appropriate to the specific project.
3. The Design Build Evaluation Committee shall evaluate the Qualification Statements and establish a short list of at least three (3) qualified Design/Build firms to whom a Request for Proposal (RFP) shall be issued. The Design Build Evaluation Committee shall require preparation of the Request for Proposals which shall include:
 - a. The technical proposal (proposed design), with a preliminary CPM project schedule, and price proposal shall be submitted in separate sealed envelopes. After shortlisting, the proposed design and price shall be reviewed at the discretion of the Design Build Evaluation Committee.



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- b. The selection procedure for evaluating the Request for Proposals may include, but is not limited to; shortlisting, oral presentations by Design/Build firms, review of the Request for Proposals, a scoring or judgemental ranking process established by the Design Build Evaluation Committee, and value analysis of the price proposals.
- c. The Design Build Evaluation Committee may consider recommendations of the Design/Build Criteria Professional in the evaluation of Request for Proposals to assure compliance with the Design/Build Criteria Package.
- d. The selection criteria for evaluating Request for Proposals may include:
 - (1) The ability, capacity, and skills of the firm to perform the contract or provide the service required.
 - (2) Whether the firm can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the firm.
 - (4) The quality of performance of previous contracts or services.
 - (5) The previous and existing compliance by the firm with laws and ordinances relating to the contract or services.
 - (6) The sufficiency of the financial resources and ability of the firm to perform the contract or provide the service.
 - (7) The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
 - (8) The ability of the firm to provide future maintenance and services.



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(9) The number and scope of non-conforming conditions attached to the proposal.

4. The Design Build Evaluation Committee shall review the Request for Proposals and recommend the three (3) most qualified Design/Build firms to the Board of County Commissioners or County Administrator, as appropriate, who shall award the Design/Build contract.

VIII. Construction and Supervision:

After award of the contract to a Design/Build firm, the County Administrator may direct that the Design/Build Criteria Professional evaluate compliance with the Design/Build Criteria Package during construction of the project.

IX. Public Emergency Projects:

1. **Regulatory or legal mandates** In the case of regulatory or legal mandates, the committee shall be authorized to negotiate with the best qualified firm available at the time.
2. In the event of a public emergency presenting a threat to public health, safety, or welfare, or a threat of other substantial loss to the County, the County Administrator is authorized to direct negotiations with the best Design/Build firm available at the time, and award a Design/Build contract.
3. After the County Administrator declares an emergency, the County Administrator or a County Administrator appointed negotiations team shall negotiate a contract for Design/Build services for the project at a price determined to be fair and competitive, subject to the requirements of the existing emergency. In making the determination, the County Administrator or the appointed negotiations team shall give full consideration to the scope and complexity of the project, and the requirements of the existing emergency.