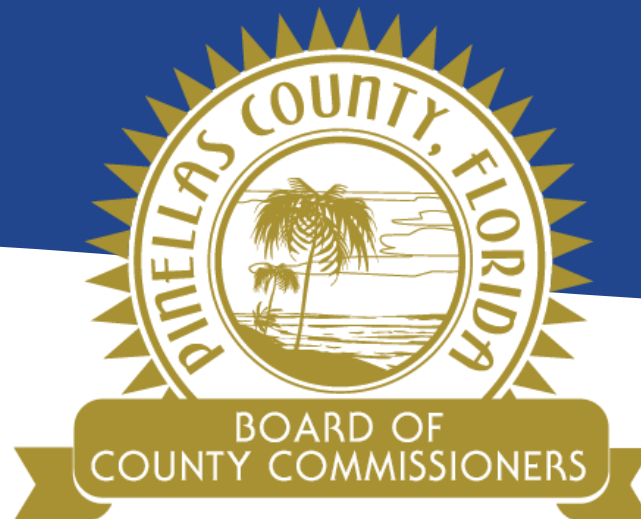


Construction Prequalification Process

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Our Vision:
To Be the Standard for
Public Service in America

Prequalification process



Codified process in place since 1970.

- Prequalification of construction contractors is performed by non-employee volunteers meeting four times per year.
- The intent of the prequalification process is to determine the financial capacity and experience of firms prior to competitive solicitation.
- The purpose is to hire responsible firms for large capital improvement projects.
- Only those firms who have been evaluated prequalified are notified and may submit competitive bids.

Challenges with the current process



It's a manual process.

- The entire prequalification process and support of the committee is performed manually, using in-house developed software which is no longer supported.
- The Purchasing Division has migrated to the BuySpeed platform to eliminate many of the programs currently used to operate the Division. BuySpeed does not contain prequalification functionality, nor could staff locate commercial software supporting this functionality.

Challenges with the current process



There's an administrative burden.

- Staff supports the Prequalification Committee by scheduling meetings, preparing agendas, keeping minutes, and providing information and guidance.
- Prequalification is an overlay to the existing bidding process, creating additional steps.
- Because of the amount of work that has to be performed manually, a full-time position supports the process.

Alternate methods of prequalification



Florida Department of Transportation (FDOT) has a program.

- FDOT has a prequalification process, established by state law.
- The law also requires that the County allows FDOT prequalified contractors to bid on CIP projects.
- Approximately 30% of County prequalified contractors are also prequalified with FDOT.

Alternate methods of prequalification



We have an existing two-step qualification process.

- For non-construction projects and CIP projects with no prequalification requirements, we currently have a two-step bid process that qualifies firms during the competitive process.
- Bonding capacity; experience with contracts of like size and discipline; affidavit of non-suspension or debarment from other governmental agencies; and prior County experience are used to determine capacity to perform.
- This process essentially uses the same methodology as the committee to qualify firms. The main difference is that under our current structure, firms are not notified of opportunities and cannot submit a response if they are not prequalified; in a two-step bid process, all firms are notified and may submit qualification responses. Only those firms deemed qualified may submit a priced proposal. The two-step process is less restrictive, allowing any firms to enter the competitive process.
- By state law, all CIP contracts must be bonded in an amount equal to the contract price to ensure a firm has the financial capacity and experience to perform.

Using the two-step process

Pros

- No changes in bonding requirements
- Reduces administrative burden
- Eliminates manual process
- Provides same level of protection from non-performance risk
- Allows more opportunity for firms

Cons

- Unqualified firms might submit qualification proposals that will be rejected in the first step of the solicitation process

Path forward to hire construction firms



Reduce administrative burden and simplify the process.

- Suspend the codified prequalification process for a 12-month period.
- Allow staff to solicit construction contracts using the described two-step qualification process for the 70% of our suppliers who are not FDOT prequalified.
- Report on success of alternate methods including the use of FDOT contractors and two-step bidding process at the end of the year.
- If successful, recommend modification of code to eliminate current construction prequalification process.