

CITY OF HIALEAH
REQUEST FOR PROPOSAL

2010/11-0200-36-005



**MANAGEMENT OF CONSTRUCTION, ARCHITECTURE AND
DESIGN CHARTER HIGH SCHOOL
LOCATED AT THE CITY OF HIALEAH EDUCATIONAL ACADEMY,
2590 West 76th Street
HIALEAH, FLORIDA**

CITY OF HIALEAH
ADVERTISEMENT
and
INVITATION FOR REQUEST FOR PROPOSALS

Sealed, written Request for Proposals (RFPs) will be received by the Office of the City Clerk of the City of Hialeah, Florida, 501 Palm Avenue until **11:00 A.M., MONDAY, MARCH 7TH, 2011**, at which time all request for proposals will be publicly opened and read aloud in the Council Chambers, 3rd Floor, for furnishing the following:

***MANAGEMENT OF CONSTRUCTION, ARCHITECTURE AND
DESIGN CHARTER HIGH SCHOOL***
RFP No. 2010/11-0200-36-005

Evaluation criteria: Financial Viability - 25%, Technical Proposal - 25%, Price Consideration – 40%, Prior Experience 10%. The City discourages companies that do not meet high professional standards and experience to apply.

Proposal forms for all requests for proposals may be obtained at the Purchasing Office, City Hall, 501 Palm Avenue, 4th Floor, Hialeah, Florida, by calling Carlos F. Lopez at 305-883-5846, or via email to: CLopez@hialeahfl.gov.

Request for Proposals shall be submitted in sealed envelopes and shall bear on the face, thereof, the RFP Number, and the complete name and address of the proposer.

The City of Hialeah reserves the right to reject any and all RFPs, or to waive any informalities in the proposals submitted.

The City of Hialeah reserves the right to accept or reject RFPs on each item separately or as a whole.

CITY OF HIALEAH, FLORIDA



Michael Flores
Purchasing Director

Advertisement Date:
February 7TH, 2011

PART I
GENERAL INFORMATION

1.1 INTRODUCTION

The City of Hialeah, a Florida municipal corporation, hereinafter referred to as “City”, is actively seeking the services of an experienced and qualified proposer to manage and operate a charter senior high school.

The objectives and goals of the charter school include, but are not limited to, the following:

1. Establish career academies.
2. Develop career education curriculum targeting high-growth, high-demand occupations in Design, Architecture, Construction and related fields.
3. Create complementary two-way language immersion curriculum to prepare students for predominantly bilingual workplaces and postsecondary education.
4. Integrate dual enrollment into career education curriculum to improve student success, graduation, and postsecondary matriculation rates.

Services may include, but are not limited to, the following:

1. Academic, facility, and operational compatibility
2. Academic design and curriculum
3. School Operations
4. Financial Management and Budgeting
5. Procurement
6. Student recruiting and marketing plan
7. Staffing/ human resources
8. Transportation
9. Food Service
10. Information Technology
11. School Maintenance.
12. Grant writing

This RFP is a competitive procurement process. The City will consider factors such as qualifications, experience, innovation, creativity, and project approach. It is the City's intention to solicit proposals from as many proposers as are interested, to evaluate the proposals, to conduct oral presentations if necessary, to verify the information presented, and to negotiate and award a contract to the most responsive and responsible proposer.

1.2 DEFINITIONS

Whenever the following terms or pronouns in place of them appear in the contract documents, the intent and meaning shall be interpreted as follows:

1. City: The term "city" shall be construed as if the phrase "of Hialeah" follows the term "city."
2. City Council: Whenever the term "city council" is used, it shall be construed to mean the city council of the City of Hialeah.
3. Contract: The written contract by and between the City and the proposer selected by the City Council pursuant to the terms of the RFP.
4. Mayor: The administrative agent acting for and on behalf of the city.
5. Proposer: The individual, group, company, joint venture etc. submitting a proposal for the services contemplated.
6. Proposal: The proposal shall include all documents listed herein. Proposal will be reviewed to insure all specification have been properly addressed, furnishing the information needed to facilitate a proper technical, financial and background evaluation. Proposers may be contacted on those proposals found to require minor clarification. Proposers whose proposals do not adhere to the specifications, contain consistently vague responses, or omit information will be disqualified from further evaluation.
7. General terms and specifications: The directions, provisions, and requirements contained herein or attached hereto, together with all written contacts made or to be made, setting out or relating to the method and manner of performing the work to be performed under the contract.

1.3 INFORMATION / CLARIFICATION

For information concerning this RFP, contact the Purchasing Agent, Michael Flores by mail to: City of Hialeah, Office of Management and Budget, Purchasing Division, Attention: Michael Flores, 501 Palm Avenue, Fourth Floor, Hialeah, Florida 33010, via facsimile to (305) 883-5871 or via email mflores@hialeahfl.gov. Michael Flores may also be reached by telephone at (305) 883-5865.

Except as provided in the pre-qualifications conference, it is requested that all questions regarding this RFP be submitted in writing and in advance of the deadline for receipt of completed proposals listed in Section 1.8 of this RFP. Questions should be sent to: City of

Hialeah, Office of Management and Budget, Purchasing Division, Attention: Michael Flores, 501 Palm Avenue, Fourth Floor, Hialeah, Florida 33010. To facilitate prompt receipt of questions, they can be sent to the Michael Flores, Purchasing Agent via FAX at 305-883-5871 or email mflores@hialeahfl.gov.

No questions of a material nature can be answered after the deadline for receipt of completed proposals listed in the schedule section of this RFP, and no part or portion of your proposal in response to this RFP can be sent via FAX, unless specifically requested by the City.

1.4 ELIGIBILITY

To be eligible to respond to this RFP, the proposer must be regularly engaged in the business of planning, organizing, developing, operating, staffing and maintaining of charter senior high schools. In addition, the proposer must have: (1) prior successful experience in providing similar services to a municipality; (2) financial support; (3) required equipment; and (4) organization sufficient to ensure that they can satisfactorily provide the services if awarded a contract within one month of proposal due date or a reasonable period of time thereafter.

The proposer shall not have any pending criminal charges against the firm, principal owners, partners, corporate officers, or management employees. Proposers meeting or exceeding the above eligibility requirements will be evaluated in accordance with evaluation criteria contained in the RFP and as further determined by the City Council.

1.5 MAYOR AND CITY COUNCIL

The administration of the contract is vested in the Mayor, subject to the selection of the proposer by the City Council by adoption by resolution or approval by motion. The instructions of the Mayor are to be followed.

To prevent all disputes and litigation, it is agreed by the parties hereto that the Mayor shall decide all questions, difficulties and disputes of whatever nature that may arise relative to the interpretation, prosecution and fulfillment of the contract, and as to the character and quality of any work done and his decisions upon all claims, questions, and disputes shall be final and conclusive upon the parties thereto.

The payment of any compensation, whatever may be its character or form or the giving of any gratuity, or the granting of any valuable favor by the proposer to any agent or representative of the Mayor or City Council, directly or indirectly, is strictly prohibited, and any such act on the part of the proposer will constitute a violation of the contract.

1.6 SUMMARY OF SERVICES

The proposer awarded this project will be responsible for coordinating all phases of the planning, designing, organizing, developing, operating, staffing and maintaining of a charter senior high school.

1.7 CONTRACT PERIOD

The term of the contract is for a period of 3 years with an option for renewal for 2 years, at the discretion of the City.

1.8 RFP SCHEDULE OF EVENTS

The anticipated schedule for the proposals in response to the RFP and the selection of a proposer are as follows:

1.	RFP available for distribution	February 3, 2011
2.	Advertisement(s)	February 3, 2011
3.	Pre-proposal conference	February 21, 2011
4.	Deadline for receipt of completed proposals	March 7, 2011
5.	Begin evaluation/selection process	March 8, 2011
6.	Oral Presentation (short-listed)	To be scheduled
7.	Award by City Council	March 22, 2011

1.9 RFP AVAILABILITY

Copies of this solicitation package can be obtained through the Purchasing Agent, Michael Flores by mail to: City of Hialeah, Office of Management and Budget, Purchasing Division, Attention: Michael Flores, 501 Palm Avenue, Fourth Floor, Hialeah, Florida 33010 or via facsimile to (305) 883-5871. Michael Flores may also be reached by telephone at (305) 883-5865 or email mflores@hialeahfl.gov or Carlos Lopez at (305) 883-5846 or email clopez@hialeahfl.gov.

Proposers who obtain copies of this RFP from sources other than the City's Purchasing Division risk the potential of not receiving addenda since their names will not be included in the list of proposers participating in the process for this particular request. Such proposers are solely responsible for those risks.

1.10 PROPOSAL SUBMISSION

All proposals must be submitted on 8 ½" by 11" paper, neatly typed on one side only, with normal spacing and margins. An unbound original and nine individually bound copies, a total of ten, of the complete proposal must be received by the date shown in the RFP Schedule of Events.

The original and all copies must be submitted in a sealed envelope stating on the outside the proposer's name, address, telephone number and the RFP title to:

City of Hialeah
City Clerk's Office
Attention: David Concepcion, City Clerk
501 Palm Avenue, Third Floor
Hialeah, Florida 33010

The City Clerk's office is open Mondays through Fridays from 8:30 a.m. to 5:00 p.m., excluding City observed holidays.

An officer or principal of the legal entity, which is legally authorized to enter into a contractual relationship in the name of the proposer, must sign the proposal and must affix the company's corporate seal to the complete proposal.

The submittal of a proposal by a proposer will be considered by the City as constituting an offer by the proposer to perform the required services as stated therein.

1.11 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on February 21st, 2011 at 11:00 a.m., at the third floor conference room, City Hall, 501 Palm Avenue, Hialeah, Florida.

In order to maintain a fair and impartial competitive process, the City can only answer questions orally at the pre-proposal conference and will avoid private oral communication with prospective proposers during the proposal preparation and evaluation period. Hence, this pre-proposal conference will be the only opportunity for the proposers to ask questions orally as to form and content. Please respect this policy and do not attempt to query City personnel regarding this RFP except during the pre-qualifications conference.

Any other request for such interpretation should be in writing, addressed to the Purchasing Agent, Michael Flores by mail to: City of Hialeah, Office of Management and Budget, Purchasing Division, Attention: Michael Flores, 501 Palm Avenue, Fourth Floor, Hialeah, Florida 33010 or via FAX to (305) 883-5871, and to be given consideration must be received no later than April 3, 2008.

Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the RFP which, if issued, will be mailed by registered mail or hand-delivered to all prospective proposers (at the respective addresses furnished for such purposes) prior to the date fixed for submittal of completed proposals. Failure of the proposer to receive any such addenda of interpretation shall not relieve any proposer from any obligation under his or her proposal as submitted. All addenda so issued shall become part of this RFP.

1.12 RFP POSTPONEMENT/CANCELLATION

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; postpone or cancel at any time this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

1.13 COSTS INCURRED BY PROPOSER

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the proposer. No payment will be made by the City for any responses received, nor for any other effort required of or made by the proposer prior to commencement of work as defined by a contract approved by the City Council.

1.14 PROPRIETARY/CONFIDENTIAL INFORMATION

The proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection following the opening of the proposal packages in compliance with Fla. Stat., Ch. 119.

1.15 NEGOTIATIONS

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms from a technical and monetary standpoint.

The City reserves the right to enter into contract negotiations with the selected proposer. If the City and the proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with another selected proposer. This process will continue until a contract acceptable to the City has been executed or all proposals are rejected. No proposer shall have any rights against the City arising from such negotiations or termination thereof.

1.16 RULES, REGULATIONS, LICENSING REQUIREMENTS

The proposer shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein. The proposer is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), and any and all other local, state and federal directives, ordinances, rules, orders and laws.

1.17 REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one which follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the

RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

1.18 CRIMINAL CONVICTION

If the proposer is an individual, it shall disclose to the City if he or she has been convicted of a felony at any time. If the proposer is a corporation, partnership, joint venture or other legal entity, it shall disclose whether any officer, director, shareholder, owner, executive or person having any interest (legal, equitable, beneficial or otherwise) has been convicted of a felony at any time. For the proposer to whom this provision is applicable, certified copies of the arrest report and court dispositions shall be included with the proposal.

1.19 PUBLIC ENTITY CRIMES

Pursuant to Fla. Stat. §287.133(2)(a), a person or affiliate who has been placed on the convicted proposer list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or proposer under a contract with any public entity; and, may not transact business with any public entity as provided in Fla. Stat. §287.017.

1.20 CODE OF ETHICS

In accordance with Hialeah Code §26-2, each person or entity that seeks to do business with the City in an amount in excess of one hundred dollars must disclose under oath, prior to a contract being executed by the City with a person or entity seeking to do business with the City, such person's full legal name and business address. Such contract shall also require the disclosure under oath of the full legal name and business address of all individuals having any interest (legal, equitable, beneficial or otherwise) in the contract. Post office box addresses are not acceptable. If the contract is with a corporation, the information shall be provided for each officer and director and each stockholder holding, directly or indirectly, five percent or more of the outstanding stock in such corporation. If the contract is with a partnership, the information shall be provided for each general partner. If the contract is with a trust, the information shall be provided for the trustee and each beneficiary of the trust.

1.21 INSURANCE

All insurance policies required must be secured no later than ten days after the contract is presented to the successful proposer for signature. Prior to the execution of a contract by the City and prior to the issuance of the notice to proceed, the successful proposer shall furnish certificates of insurance which indicate that insurance coverage has been obtained for all required insurance policies. The successful proposer agrees to secure and pay the premium or premiums for the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below. Each policy will be in the name of the proposer with the City named as an additional insured and shall be maintained in at least the limit fixed with

respect hereto, and shall cover all of the proposer's operations hereunder.

It is not the intent of this schedule to limit the types of insurance required herein:

1. Worker's compensation insurance as required by Fla. Stat., ch. 440;
2. Public liability insurance on comprehensive basis in amounts not less than one million dollars per occurrence for bodily injury and property damage combined with completed operations and board form property damage coverage included;
3. Contractual liability insurance covering all liability arising out of the terms of the contract documents;
4. Automobile liability insurance covering all owned, non-owned, and hired vehicles used in connection with the work, in amounts not less than one million dollars per occurrence for bodily injury and property damage combined; and
5. Owner's protective liability insurance issued in the name of the City as sole insured in amounts not less than one million dollars. This policy must be endorsed to indicate that any premium, whether deposit or final, will be the sole obligation of the successful proposer.

The proposer agrees that the insurance coverage required shall include those classifications as are listed in the standard liability insurance manuals which most nearly reflect the operations of the proposer.

Companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength, shall issue all insurance policies required that the company must be rated no less than "A" as to management, and no less than Class "X" as to financial strength, by latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the Risk Manager of the City.

The successful proposer shall maintain all insurance during the entire term of the contract. Failure to maintain the insurance required above shall be just grounds for suspension or termination of the contract.

Certificates of Insurance must be sent to Robert Lloyd-Still, Risk Manager, City of Hialeah, 501 Palm Avenue, Third Floor, Hialeah, Florida 33010. For information regarding the City's insurance requirements for this project, the Risk Manager may also be contacted by telephone at (305) 883-8059 or via FAX at (305) 883-5896.

1.22 CONTRACT

The successful proposer will be required to sign a contract with the City incorporating the terms and conditions outlined in this RFP.

PART II
SCOPE OF SERVICES

2.1 SCOPE OF WORK

GENERAL REQUIREMENTS

Proposers must be authorized to do business in the State of Florida and must possess all required registration, certification and licenses in accordance with all applicable Florida Statutes, ordinances and regulations.

Proposer must be headquartered or maintain a regional office in the South Florida region which includes an area spanning from Monroe County to Palm Beach County.

By responding to this RFP, the proposer agrees to comply with all the provisions of Florida Law, including Sections 1002.33 and 1013.62, Florida Statutes, which is the legislation authorizing and governing charter schools, as well as all requirements necessary to ensure the health, safety, and welfare of students and employees in accordance with standards established by federal, state and local laws, regulations and administrative rules.

The City has been granted an approved charter application to operate a municipal charter high school commencing in the 2011-2012 school year. The proposer agrees to comply with the approved charter application, the terms stipulated in the schools charter contract (at this time, the charter contract is being negotiated with the charter sponsor), and all applicable laws, ordinances, rules and regulations.

The proposer must have been in business for a period of no less than 3 years. In the event of a joint venture, the sub-consultant must also have been in business for a period of no less than three years.

It is understood that any respondent submitting a proposal shall be required to permit authorized officials or agents of the City to inspect proposer's offices, premises, program records, financial statements, audits, and other documents or records related to this RFP.

It is understood the City reserves the right to contact any reference, business associate, client, subcontractor, prime contractor, regulatory agency, administrative body, or professional organization or association in order to substantiate the information provided in the proposer's submittal in response to this RFP, and make investigations as it deems appropriate.

Proposing team members responding to the RFP must be present at a presentation to the selection review committee.

The City of Hialeah Construction, Architecture and Design Academy (CAD) Charter School will lease space within the existing City of Hialeah Educational Academy (COHEA) Charter High School located at Slade Park, 2590 W. 76th Street, Hialeah, FL 33016, which is city property. It is anticipated that the current School will undergo a facility expansion within the next 2 years, to fulfill the needs of the expected student population and the specific career programs of both CAD and COHEA. Slade park is comprised of 13 acres housing the existing Educational

Facility, a recreation center building with concessions, 3 lighted baseball fields, 2 lighted basketball courts, 2 lighted tennis courts, 1 lighted Jr. in-line hockey rink, a children's playground, gazebo with picnic tables, Fire Station 7, and an e-library located within Police Substation 5, which is also on the property.

The current school is comprised of 15,000 sq. ft of gross area, including an Administration Area, Classrooms, and a Food Prep and Dining area.

INSTRUCTIONS FOR PROPOSERS

Letter of Transmittal

Briefly state the proposer's positive commitments and understanding of the work to be preformed. This should be no longer than two pages.

Qualifications

Proposers shall present evidence that they are fully competent and have the necessary staff, facilities and financial resources to plan, design, develop, staff, operate, equip and maintain the facility and programs as proposed in the approved charter. Proposers shall provide a description of the firm, company or organization(s) submitting a response to this RFP, including, but not limited to:

1. Size of the organization.
2. Range of activities (e.g., type /size of schools managed, similar projects, scope of services).
3. Financial history and stability (e.g., annual report, audited financial statements).
4. Evidence of legal entity.
5. Organizational structure.
6. Net worth and total assets.
7. Office locations.
8. Qualifications of principals.
9. Management experience (include resumes). Team members with appropriate expertise should also be highlighted, specifically team members that may be involved in academic programming and facility operation.
10. Affiliated companies or subcontractors that might partner with the proposer to successfully meet the requirements of this RFP and the terms and contracting fees/rates of said contractors.
11. References.

OPERATION PRO FORMA

Proposer shall present a start up budget as well as a 15-year pro forma based on the following guidelines including a start up budget.

Include expected management fee. Detail any services not covered by such fee.

Provide a 15 year pro-forma for capital outlay revenues and expenditures. The budget should include anticipated sources of capital outlay revenues, and shall detail your plan to address anticipated expenditures which should include, but not be limited to, an annual allocation to pay for the charter school's debt services or lease payment, allocations for short and long-term building maintenance, allocated to offset the cost associated with shared- use facilities, as well as other capital expenditures necessary for the establishment, operation and maintenance of the charter school.

SCHOOL GOVERNANCE

Describe your experience with governing boards and policy development. Include opportunities for training.

Describe what the proposer's future relationship will be with the City, governing board, principal, teachers, staff, parents and students.

SCHOOL CURRICULUM

Describe the academic program that would be implemented to ensure the charter school achieves its objectives and long term goals, as indicated in the approved charter application. (Include information regarding Sunshine State Standards, parental involvement and testing procedures to evaluate student's performance).

Describe your curriculum or a recommended curriculum and how it might be aligned with the mission and integrated with the academic program depicted in the approved charter application. Also, highlight your reading curriculum and/or other reading programs.

Provide evidence of experience with obtaining accreditation.

Proposer shall explain how the needs of ESE and LEP students will be met.

Proposer shall provide evidence of ability to achieve learning gains. Proposers should include information indicating other schools where the educational program and curriculum have been implemented, academic performance information for these schools, and proposer's role/function relative to these schools.

Describe your plan to assess student performance, educational strengths and weaknesses and rates of progress. Also, include the plan to relay pertinent information to parents and other stakeholders.

Describe how the educational programs and curricula of the charter school and MDCPS' proximate K-8 school could be linked to provide a seamless K-12 learning experience.

SCHOOL DEVELOPMENT AND MANAGEMENT

Timeline

Provide a development timeline for an August 2011 opening.

Staffing Plan

Describe your staffing plan (e.g. job descriptions and experience requirements; salary guidelines; human resource policies; including benefits, assessment, and recruitment plans; professional development and continuing education).

Proposers should include a teacher experience profile (e.g., 0-2 years, 3-10 years, 10+ years) for a representative sample of previous schools that they have opened and a teacher qualification profile (e.g., numbers of teachers in and out of field, by subject area) and teacher retention information for a representative sample of schools they have managed for 1 or more years. Given the anticipated critical teacher shortage in Florida and requirements of the No Child Left Behind Act, proposers should address how a stable teaching staff will be maintained throughout the term of the management agreement and identify any anticipated positive or negative impacts to the public school system's pool of teachers.

Enrollment Marketing Strategy

Provide an enrollment marketing plan to ensure target enrollment is achieved. All associated costs should be included in the operation pro forma. Be specific about any plans related to municipal applicants.

Registration and Admission

Describe your registration and admission process.

Information Technology Strategy

Describe the role and types of information technology to be used in the delivery of programs and services. Provide examples of technology support and integration throughout the curriculum for academic and administrative purpose. Also, indicate the method to be used for tracking attendance and enrollment.

Financial Management

Briefly and succinctly describe the financial management and internal accounting procedures and controls that will be provided, taking into account the role of the governing board and the City.

Indicate the proposed format and frequency of financial reporting to the City, governing board, school district, state and any other regulatory agencies as required by statute, administrative rule or policy.

Indicate proposer's plan to secure private donations, foundations funding and grant revenue. Outline your fund-raising strategy/ capacity.

Procurement

Describe plans for equipping the school and purchasing replacement items (e.g., textbooks; furniture, fixtures and equipment, technology). Include textbook adoption process and explain any vendor relationship or strategic alliances that currently exist.

Transportation

Present evidence of experience in developing a transportation plan to and from school. Include a list of qualifications sought for potential bus vendors and describe how the transportation routes might be chosen.

Food Service

Describe the plan for providing food service. If food service is to be provided through a contract with another entity, describe the arrangements that will be made, how the entity will be selected, and the qualifications required of the entity.

Outline the philosophy, policy, procedures and implementation plan to ensure that the school lunch program provide to the students at the charter school offers quality, nutritious, wholesome food, that meets established federal, state and county nutritional quality control standards, including food storage and preparation regulation.

Describe procedures to process free/reduced lunch applications for eligible students, including the process of obtaining National School Lunch Program status.

Extracurricular Programs/ Activities and Team Sports

Describe your plan to provide for extracurricular programs/ activities and team sport. Include all relevant information including types of programs/activities, when and where activities will be held, how student participation will be encouraged, staffing plan, how programs will be funded, anticipated expenditures, and any associated management fee.

Additional Activities

List any additional activities successfully implemented that helped to achieve positive academic gains, financial stability and/ or community involvement.

OTHER INFORMATION

The proposer should include any additional charter school information to assist the City in its evaluation of each proposal and optional additions to the Proposer's base proposal, if any, shall also be presented.

COMPENSATION AND TERMS OF AGREEMENT

List all the services to be provided to meet the needs of this RFP. If more than one level of service is available, Please describe.

The proposal shall detail the services for which the proposer will be compensated for the duration of the facility's existence and amount of compensation to be paid to the Proposer for each service on a monthly basis. (Indicate the title of the line item in the budget that houses these fees.) The proposal shall also detail the proposed length of the agreement and other relevant, proposed terms. Also indicate any services not listed in that might be available and associated fees.

Indicate your willingness to negotiate alternate fee arrangements (e.g. subordination of fees, fee reduction over time, fees tied to performance standards,) and the specific terms and conditions under which such alternate arrangements would be considered. Note specifically how your fee is to be determined in circumstances of a budget shortfall.

PROJECT ORGANIZATION AND STAFFING

The proposer must propose an adequate level of staffing to ensure the successful completion of the project in the required time frame. The proposer should possess the necessary skills and certifications for the roles they are filling.

The proposer must identify the personnel who will be assigned to this project and state their duties and responsibilities.

The proposer must propose a project manager who will be available for the duration of the project. This individual must have the deepest experience in managing projects of this nature.

The proposer must disclose all projects to which the project manager is assigned and indicate the time allocated for each project. As stated above, it is the City's intent that the same individual be available for the duration of this project.

The proposer must include resumes for all individuals proposed for this project. The resumes should include relevant experience in the planning, design, development, operation, and maintenance of charter high schools. These resumes should include project references that will be called by the City to verify experience. Resumes shall minimally include:

1. Experience with the proposer organization.
2. Experience with planning, design, development, operation, and maintenance of charter high school.

3. Names, positions, and current telephone numbers of persons who can provide information on individuals' experience and competence.
4. Listing of relevant projects with customer names, time periods and brief description of project scope.
5. Educational background and industry certification(s). (Note: Education will not be substituted for experience.)
6. The City reserves the right to approve all individuals assigned to this project. Proposals submitted without the required resumes may be eliminated from consideration.

The proposer must provide a project organization chart showing all personnel by name and classification who will be assigned to this work and their related responsibilities. The chart must depict all staff assigned to this project.

2.2 ADDITIONAL PROJECT REQUIREMENTS

The proposer must propose services in terms of all tasks and deliverables that must be performed from project inception to completion. The proposer must designate which tasks and deliverables among those specified are deemed mandatory, critical to the success of this project and must be performed by the proposer. The proposer must also designate which tasks and deliverables may be optional or may be conducted directly by City staff, in lieu of the proposer.

The proposer must include an executive overview in this proposal that provides a general description of the proposal for the City and addresses key features of the services and benefits included in the proposal. Please include information that uniquely qualifies the proposer's organization or strategy to meet the requirements. Please specify what advantages the proposer may have over its competition. The executive overview must be displayed prominently in the front of the proposal for ease of reference.

The proposer is requested to provide details on the features, functions, or other considerations exclusive of the specified requirements that the company affords the customer that may provide a distinct value to the City. In the event it is determined that such features, functions, or other considerations provide a distinct benefit, the City reserves the right to give the proposer additional consideration. The City will make the sole assessment of the relative merits of each added value proposal to the agency.

The proposer must agree to act as prime contractor on this project and must guarantee the performance and delivery of all tasks, goods and services under this contract regardless of the number of subcontractors employed by the proposing proposer. Note: a key consideration driving the selection criteria for this project award is the actual experience and qualifications of the proposer. As such, the team proposed in this RFP must be contractually guaranteed to be available throughout this project.

All findings, documentation, and other deliverables under this contract will become exclusive property of the City.

**PART III
EVALUATION/SELECTION PROCESS**

The contract award will be based on the following components.

3.1 STEP #1: INITIAL SCREENING

The City will review proposals for initial decisions on responsiveness and responsibility. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

3.2 STEP #2: PROPOSAL EVALUATION

A committee will be established to evaluate and rate all proposals on the criteria listed below. The criteria are itemized with their respective weights and each proposer shall be judged depending on the merit of its proposal as determined by the committee in accordance with:

FINANCIAL VIABILITY 25%

Provide certified financial statements, balance sheets, income statements, and statements of change in financial condition for the two most current completed fiscal years, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheets and income statements submitted, or with an explanation for a material change in the financial condition. The proposer should demonstrate that it has the financial ability to remain in business while going through the process to obtain a Notice of Acceptance from the City when there will be no income generated by this contract. These statements are to be signed by the Chief Financial Officer; and

A set of unaudited financial statements consisting of a balance sheet, statement of income and expenses, and statement of changes in financial condition for the current fiscal year to date. These statements are to be signed by the Chief Financial Officer. A copy of the most recent business income tax return will be accepted if financial statements are unavailable.

TECHNICAL PROPOSAL 25% PRIOR EXPERIENCE 10%

The proposer must submit a detailed resume of the proposed project manager, a description of similar services and a list of all clients, addresses and telephone numbers, for whom the proposer has performed services similar to those described in this RFP.

The proposer must have prior successful experience in providing similar services, have satisfactory financial support, required equipment, and organization sufficient to ensure that they can satisfactorily provide the services if awarded a contract within one month of proposal due date or a reasonable period of time thereafter.

The proposed project manager must have three or more years of direct experience within the last five years, in the planning, design, operation and maintenance of charter senior high schools in scope and complexity to this RFP.

List all contracts that the proposer has performed for the City. The City Council will review the proposer's past performance on City contracts.

Describe in detail additional services and/or enhancements that your company would provide.

Describe your financial and staffing capabilities.

Provide an implementation plan and schedule for the proposed services and development of the planning, design, operation and maintenance of charter senior high schools.

Describe any non-financial benefits to be provided to the City.

Describe the role of affiliated companies or subcontractors that might partner with the proposer to successfully meet the requirements of this RFP and the terms and contracting fees/rates of said contractors.

PRICE CONSIDERATION

25%

3.3 STEP #3: INTERVIEWS/ SITE VISITS

The City reserves the right to interview top ranked firms that are considered most competitive. If interviews are conducted, rankings of firms shall be determined by combining results of interviews and proposal submittals. Site visits to proposer's processing centers and/or cities where systems are in use may be made at the discretion of the City. Again, results of these visits, if taken, would be combined with the results of written evaluations in reaching a final decision.

3.4 OVERALL RANKING

Following the evaluation of the proposals, the City will negotiate a contract with the highest graded proposer.

3.5 CONTRACT AWARD

The Contract award, if any, shall be made to the proposer whose proposal shall be deemed by the City Council to be in the best interest of the City. The City Council's decision of whether to make the award and which proposal is in the best interest of the City shall be final, unless vetoed by the Mayor and the veto is sustained.

**PART IV
MISCELLANEOUS PROVISIONS**

4.1 LITIGATION

All proposers are required to describe any prior or pending litigation, either civil or criminal, in which the proposer, any of its employees, subcontractors or sub-proposers is or has been involved within the last three years.

4.2 INDEMNIFICATION

The proposer agrees to indemnify and hold harmless the City, its elected and appointed officials, officers, agents, servants, employees and volunteers and their successors and assigns (all of whom constitute the indemnified parties), from and against any and all claims, demands, causes of action of whatsoever kind or nature, whether caused by the negligence or carelessness of the indemnified parties or the proposer, sustained by the indemnified parties arising out of, by reason of, resulting from, or in connection with the proposer's performance of the contemplated contract with the City, and from and against any resulting losses, costs, expenses, reasonable attorney's fees, liabilities, damages, orders, judgments or decrees.

4.3 RELEASE OF ALL CLAIMS/COVENANT NOT TO SUE

The proposer agrees to release, covenant not to sue and forever discharges the City, its elected and appointed officials, officers, agents, servants, employees and volunteers and their successors and assigns (all of whom constitute the released parties) of all liabilities, claims, actions, damages, costs or expenses that the proposer may have against the released parties arising out of or in any way connected with the contemplated contract between the City and the proposer, whether caused by the negligence or carelessness of the released parties, or otherwise.

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

1. He is _____ of _____, the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the prices in the attached Bids or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the _____ (Local Public Agency) or any person interested in the proposed Contract; and

The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

LEGAL SIGNATURE OF AFFIANT

(Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public - State of Florida

My Commission Expires: _____

Print, Type or Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known _____ OR Produced Identification _____

Type of Identification Produced _____

*Post office box addresses not acceptable.

**PURCHASING DIVISION
CITY OF HIALEAH DISCLOSURE AFFIDAVIT**

I _____ being first duly sworn, state:

The full legal name and business address* of the person or entity contracting or transacting business with the City of Hialeah are:

Phone Number: _____ Fax Number: _____

If the contract or business transaction is with a corporation, the full legal name and business address* shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a partnership, the full legal name and business address* shall be provided for each partner. If the contract or business transaction is with a trust, the full legal name and address* shall be provided for each trustee and each beneficiary. All such names and addresses are:

The full legal names and business address* of any other individual (other) than subcontractors, material men, suppliers, laborers, or lenders who have, or will have, any interest (legal, equitable beneficial or otherwise) in the contract or business transaction with the City of Hialeah are:

Tax ID Number (F.E.I.N) or Social Security Number: _____ - _____

PROOF OF CORPORATE STATUS

Please provide proof of corporate status. All vendors and bidders must be an active corporation in good standing in the State of Florida or any other State. If incorporated in a State other than Florida, then please provide proof that the corporation is registered to do business in the State of Florida in addition to proof of active corporate status. If incorporated in Florida, a computer print-out from the Department of State will be sufficient proof of corporate status. This requirement also applies to limited liability companies, partnerships, limited partnerships, joint-ventures, etc.

LEGAL SIGNATURE OF AFFIANT (Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public - State of: _____

My Commission Expires: _____

Print/Type and Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known ___ or Produced Identification ___
Type of Identification Produced _____

****Post office box addresses are not acceptable.**

SWORN STATEMENT PURSUANT TO SECTION 287.133
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO BE THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
(Print name of the public entity)
by _____
(Print individual's name and title)
for _____
(Print name of entity submitting sworn statement)
whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Section 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Section 287.133(1) (b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Section 287.133 (1) (a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Section 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
7. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The Entity submitting this sworn statement, or one or more of its officers, directors, executive, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

LEGAL SIGNATURE OF AFFIANT

(Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public - State of Florida

My Commission Expires: _____

Print, Type or Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known _____ OR Produced Identification _____

Type of Identification Produced _____

*Post office box addresses not acceptable.

Form PUR 7068 (Rev. 03/07/97)