

## South Florida AGC

by Denis Herrmann  
Coordinator,  
Design and Construction Contracts,  
The School Board of Broward County



**T**he School Board of Broward County, Florida commenced the Contractor Pre-Qualification program about two years ago and over 320 applications have been submitted, reviewed and processed by the staff and Contractor Pre-Qualification Review Committee (CPQRC) since that time. The goal of the pre-qualification program is to establish a pool of contractors

## FEATURE

# Procedures and How-To Tips

## Contractor Pre-qualification Required by The School Board of Broward County, Florida

qualified to bid and perform the hundreds of projects bid each year by the school district. Denis Herrmann, Coordinator, Design and Construction Contracts, and, Daisy Rodriguez, Clerk Specialist, are the staff responsible for the Pre-Qualification process commencing with quarterly "All-Calls", followed by CPQRC review meetings, and finalized with the notification to the contractor of the results of the application review process.

The CPQRC membership is comprised of staff and community volunteers who carefully review and consider the information provided in the contractor applications and then make recommendations to the Superintendent of Schools regarding whether the contractor should be pre-qualified. The Superintendent then makes recommendations to The Board as to whether to certify a contractor or deny the application. The staff members include representatives of the Purchasing Department, Minority/Women Business Enterprises Office, Maintenance Department, and the Facilities and Construction Management Division. The volunteer committee members include representatives from the

contracting, design, and trades communities.

About two-thirds of the contractor applications are processed successfully the first time they are submitted and result with the issuance of a one-year certificate. The certificate indicates the type of contracting and dollar value of the projects the contractor is qualified to bid and perform. In order to establish these criteria contractors must provide license verification, organizational information, experience history, litigation history, financial information, insurance certification and other data relevant to the capabilities of the contractor. A complete and compliant application may take up to 60 days for review by the CPQRC and the issuance of a response to the contractor. Unfortunately, contractors often make errors while preparing the application resulting with a much longer turnaround time. Contractors can ensure the timely processing of the application and assist the CPQRC by avoiding the most common and simple errors. Some of the more common errors include:

- Failure to use the form provided
- Failure to sign and seal documents
- Failure to provide the required number of copies
- Failure to organize and tab the applications according to the outline provided
- Providing significantly more information and numbers of pages than required
- Incomplete information related to the experience and qualifications of the contractor
- Incomplete information related to litigation and claims

# FEATURE

## Procedures and How-To Tips

- Failure to Provide Original Copy of Surety Letter of Intent
- Missing Power of Attorney with the letter of intent

Each year the district issues a notice to the contractor two months prior to the expiration of the contractor's pre-qualification certificate. The goal is to complete the recertification process prior to expiration of the certificate. If there has been no change in the license verification, organizational information, experience history, litigation history, insurance certification or other details of the contractor the only requirement is the submission of a cover letter and letter of intent from surety, or, current audited financial statements. In these cases, since the information is minimal, the verification, review and turnaround can be as little as 30 days. Often contractors unnecessarily submit the entire application requiring a full review of the application. This

results with a more lengthy review process and the types of errors that further delay the process. Contractors are urged to submit the minimal amount of information during the annual recertification process. Unless there are changes to the licensing, organizational information, experience history, litigation history, insurance certification or other details, submit only the cover letter and letter of intent. If there are changes to licensing, organizational information, experience history, litigation history, insurance certification or other details, contractors should submit information regarding only those items that have changed. The submission of a complete application during the annual recertification is not required.

The procedures regarding contractor pre-qualification can be found in Board Policy 7011 (found under Board Policies) and can be viewed at the [browardschools.com](http://browardschools.com) website. These

procedures set forth how the pre-qualification program proceeds and the consequences for poor performance by a contractor. Also available through the website (found under Departments/Facilities/Contracts) is the list of pre-qualification applications and their status. The school district is always striving to streamline its processes and provide the contractors the best service possible.

Any inquiries should be faxed to 954-765-6088 and/or addressed to:

**CPQRC**  
c/o Denis Herrmann, Coordinator,  
Design and Construction Contracts  
Facilities and Construction  
Management Divisions  
Compliance and Contracts  
1700 S.W. 14th Court  
Fort Lauderdale, Florida 33312