

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

RFQ NO. 12-202

The Suwannee County School Board, in compliance with the Consultants' Competitive Negotiations Act, F.S. 287.055, seeks qualifications and performance data for professional services.

Scope of Services:

Architectural services for design, plans and specifications for remodeling and construction of recommendations in the Educational Plant Five Year Survey Report for Suwannee District Schools, as well as other construction and remodeling projects deemed relevant during the next five (5) years and approved by the Board or on a future (SPOT) Educational Plant Survey. New construction and remodeling currently consists of projects determined to be a priority as indicated in the Five (5) Year Work Plan for Suwannee Primary School, Suwannee High School, and Branford High School (as outlined in the Educational Plant Five Year Survey Report). Project priorities may change due to funding.

Design must meet all current State Requirements for Educational Facilities (SREF), Florida Building Code, NFPA Life Safety Code and all other codes that may apply to the type of project being designed.

Submittal Requirements:

Firms desiring to provide professional services for the above project(s) shall submit one (1) original **and six (6) copies** of expression of interest containing all of the requested information listed below as General Criteria by March 15, 2012 at 2:00 P.M.

Mail or deliver submissions, clearly marked as REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES, RFQ NO. 12-202, to:

Vickie Music, Chief Financial Officer
Suwannee County School Board
702 2nd Street NW
Live Oak, Florida 32064
(386) 647-4609

Questions or comments specific to these submissions may be directed to Vickie Music, Chief Financial Officer, (386) 647-4609 or to Mark Carver, Director of Facilities, (386) 647-4151.

General Criteria To Be Included: Bound and tabbed as follows

1. Professional qualifications of firm and specific individuals to be assigned to the project. Resumes should be included.
2. Past performance in similar activities within the last three years. Title and brief description of each project to include client, year completed, scope of work involved in each project and total cost.
3. Current and near future workload.
4. Proof of licensing in accordance with Florida Statutes.
5. Any additional data supporting firm's capability in regard to this project.
6. Disclosure of any potential conflict of interest due to any other clients, contracts or property interest for this project. Include a notarized statement certifying that no member of your firm's ownership, management, or staff has vested interest in any aspect of or department of the Suwannee County School Board.

Selection Process:

All submissions will be reviewed by the Facilities Construction Committee and short listed. The committee may then schedule oral presentations to the Board by evaluating and ranking each firm based on the following criteria: firm's approach to the project, ability of professional staff, prior experience, current and projected workload, and firm's location. The Board's ranking will then be given to the Superintendent for compiling and then forwarded to the Suwannee County School Board for approval.

All prospective professionals are hereby cautioned not to contact any other member of the selection committee, the Suwannee County School Board, nor to attempt to persuade or promote through other channels. All contacts must be channeled through the office of the Chief Financial Officer or the Director of Facilities. Failure to comply with these procedures shall be cause for disqualification of firm.