

## LEGAL NOTICE

### RFQ #18-202 REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR NEW CONSTRUCTION OF ADMINISTRATION BUILDING AND OTHER MINOR PROJECTS.

The Suwannee County District School Board, in compliance with the Consultants' Competitive Negotiations Act, F.S.287.55, seeks qualifications and performance data for professional services.

#### **Scope of Services:**

Professional Architectural services for design, plans and specifications for the new construction of the Administration Building for Suwannee District Schools and other minor projects as approved in the Facilities Five Year Work Plan, Educational Plant Survey or on a future (SPOT) Educational Plant Survey.

The services of the Consultant may involve design preparation and/or review, inspections, consultations, and recommendations as may be appropriate. As work progresses, and upon completing the professional consulting services at various stages of each project, the Consultant will promptly make written reports of findings describing the project, work performed and results of such work, together with any pertinent observations that should be brought to the attention of the Owner. Unless otherwise agreed upon between the parties, the Consultant will furnish one electronic submission of such reports which will be e-mailed directly to the Owner's designated representative, and, when required, one signed and sealed original which shall be delivered to the Owner's designated representative. All reports will become the exclusive property of the Owner and may be used as the Owner determines.

Design must meet all Current State Requirements for Educational Facilities (SREF) and associated codes and statutes.

#### **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 by Friday, September 1, 2017, at 2:00 p.m.

Mail or deliver clearly marked RFQ# 18-202, sealed submissions to:  
Vickie Music DePratter, Chief Financial Officer  
Suwannee County School Board  
1729 SW Walker Ave.  
Suite 200  
Live Oak, Florida 32064  
(386) 647-4609

Questions or comments specific to these submissions shall be directed to Mark A. Carver, Director of Facilities, by phone at (386) 647-4151 or via e-mail at mark.carver@suwannee.k12.fl.us.

#### **General Criteria To Be Included:**

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 District School Board.

#### **Selection Process:**

All submissions will be reviewed by the Facilities Construction Committee and short listed. The committee may then entertain oral presentations by short listed firms prior to 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 committee's ranking will then be presented to the Suwannee County District School Board for approval.

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**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 Director of Facilities. Failure to comply with these procedures shall be cause for disqualification of firm.**