

**REQUEST FOR QUALIFICATIONS
SUWANNEE COUNTY SCHOOL DISTRICT
1729 SW Walker Ave.
Suite 200
LIVE OAK, FL 32064
RFQ NO. 19-201
Electrical Design and Engineering Services**

Preliminary Scope of Project is for the evaluation of the existing electrical services at RIVEROAK TECHNICAL COLLEGE, evaluation of proposed additions, design and drawings of required upgrades, construction documents for the upgrades, assistance with construction award, inspection and signoff of executed work.

THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA (HEREIN KNOWN AS **THE BOARD**), WILL RECEIVE SEALED PROPOSALS AT THE SUWANNEE COUNTY SCHOOL BOARD OFFICE. PROPOSALS MUST BE SEALED IN AN ENVELOPE. THE ENVELOPE MUST BE CLEARLY MARKED, **REQUEST FOR QUALIFICATIONS (RFQ) 19-201, Electrical Design and Engineering Services**, AND MAILED OR HAND DELIVERED TO 1729 SW WALKER AVE, SUITE 200, LIVE OAK, FLORIDA 32064, PRIOR TO **3:00 PM, LOCAL TIME, WEDNESDAY, AUGUST 8, 2018**. PROPOSALS RECEIVED TIMELY WILL BE OPENED, TABULATED AND EVALUATED AT THE ABOVE TIME IN THE SUWANNEE COUNTY SCHOOL BOARD OFFICE (UNLESS NOTIFIED OF A DIFFERENT LOCATION) AND WILL THEN BE PRESENTED TO THE BOARD FOR ACTION AT THE NEXT REGULARLY SCHEDULED MEETING.

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 Wednesday, August 8, 2018 by 3:00 p.m.

Mail or hand-deliver clearly marked RFQ #19-201, sealed submissions to:

Vickie DePratter, Chief Financial Officer
Suwannee County School Board
1729 SW Walker Ave., Suite 200
Live Oak, FL 32064

QUESTIONS REGARDING THE SCOPE OF WORK, SITE LOCATIONS AND THIS RFQ SHOULD BE DIRECTED TO MARK CARVER, DIRECTOR OF FACILITIES, SUWANNEE COUNTY SCHOOL DISTRICT AT (386)647-4151 (office) 386-688-4775 (cell) E-mail 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

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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 Selection 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.

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

THE BOARD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR ANY PART OF ANY OR ALL PROPOSALS AND THE RIGHT TO SECURE EXPERT ADVICE IN EVALUATING AND SELECTING THE LOWEST RESPONSIBLE PROPOSAL.