

JACKSON COUNTY SCHOOL BOARD

Civil Engineering Services

Deadline: **February 25, 2010**

The Jackson County School Board of Marianna, Florida, (the "Board") hereby requests proposals from qualified individuals or firms to provide professional engineering services to the Board under a "continuing contract," as such term is defined in Section 287.055(2)(g), Florida Statutes. SCOPE OF WORK. Successful firm(s) under continuing contract shall provide civil engineering services for projects undertaken by the Board, including without limitation, all or some of the following tasks: 1. Project design and design services including preliminary drawings, final design, technical specifications, bid documents, contract documents with opinion of probable construction cost. 2. Cost benefit studies 3. Information management 4. Scope of work 5. Technical and construction administration services during construction. 6. Permitting, including the preparation and submission of permit applications to all levels of Government jurisdictions. 7. Advertising and bidding service, providing to the Board advertisement to bid, conduct pre-bid meeting, assist in bid service and award, and preparation of contract documents for the Board and contractor execution. 8. Professional services during construction. Answer questions of contractor and/or Board. Review drawings, change orders and pay requests. Prepare and submit record drawings to the Board and other Governmental agencies. An original and **four** copies of sealed proposals should be submitted to the Jackson County School Board office, Attention: Stuart Wiggins Facilities Director, 2903 Jefferson Ave., Marianna, FL 32446, **before 3:00 p.m., on Friday, February 25, 2010**. Sealed proposals should be clearly marked "Proposal for Engineering Services." Questions regarding the RFP, or requests for more detailed information may be directed to the office of the Facilities Director (850) 482-1200. The Board reserves the right to reject any and all proposals, to negotiate changes in the new scope of work or services to be provided, and to otherwise waive any technicalities or informalities.

Jackson County School Board
RFQ for Continuing Civil Engineering Services

The Jackson County School Board is soliciting letters of interest and statement of qualifications from registered, qualified engineers and engineering firms in the State of Florida, pursuant to section 287.055 Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide professional engineering services for the Jackson County School Board.

The School Board expects that interested individuals and firms will make every effort to assemble a team with the requisite experience and qualifications to perform required services as may be required by the School Board and staff. The Board reserves the right to accept or reject any and/or all submissions, to approve or reject any sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of the Board.

Attached are important instructions and specifications regarding responses to the RFQ. Failure to follow these instructions could result in Proposer disqualification.

Questions regarding this proposal must be submitted in writing and sent to Stuart Wiggins, Facilities Director, 2903 Jefferson Ave., Marianna, FL 32446. All questions must be received by February 18, 2010

Prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Qualifications with the School Board members, any employee of the School Board, except as directed above. Such communications initiated by a Proposer shall be grounds for disqualifying the offending Proposer from consideration for award of the proposal and/or any future proposal.

Submittal Requirements

Interested parties are invited to submit on 8.5 x 11 one original and four (4) copies in a sealed envelope to the Coordinator's office. The envelope should be labeled "RFQ for Continuing Civil Engineering Services and marked with the respondent's name and address. Proposals may be mailed, express mailed or hand delivered to:

Jackson County School Board
Attn: Stuart Wiggins
2903 Jefferson Street
Marianna, FL 32446

Submittals shall be received by the School Board only at the above address prior to 3 p.m. (Central Standard Time), February 25, 2010. The delivery of the submittal on the above date and prior to the specified time is solely the responsibility of the Proposer. The submittal may be withdrawn either by written notice to the School Board or in person, if properly identified, at any time prior to the above submittal deadline.

SCOPE OF SERVICES

The Jackson County School Board is seeking proposals from Florida certified engineering firms interested in providing engineering and other related services to the School Board under a continuing contract conforming to the stipulations outlined within Chapter 287.055 of the Florida Statutes, also known as the "Consultant's Competitive Negotiation Act." These services may include, but are not limited to, performing any or all of the following tasks related to the construction, improvement or maintenance of infrastructure and buildings.

- Feasibility analysis
- Cost Estimating
- Funding research
- Preparation of grant/loan applications
- Design, including site design
- Permitting
- Contract and construction management
- Inspections
- Testing
- Other similar civil engineering work
- Meeting with elected officials and School Board staff to consult on issues and projects requiring professional engineering analysis and evaluation
- Providing land use planning, surveying, geological and/or geo-technical services
- Advising elected officials and School Board staff on such matters as may materially affect the School Board's physical infrastructure and facilities.

TERMS AND CONDITIONS

Conformity and adherence to the terms and conditions of these solicitations shall be a condition considered by the Jackson County School Board as part of its review process. In determining submission acceptance, any data submitted or related to the Offeror's proposal, required or voluntary, shall be subject to evaluation as deemed appropriate and in the best interest of the School Board, including the conduct of the Offeror or any representative of the Offeror with regard to a Jackson County School Board official or employee. Inaccurate and misleading information provided in an Offeror's proposal may result in rejection of the proposal. Submittals in response to this Solicitation will be reviewed against the criteria listed herein, and award of contract shall be made in accordance to standard purchasing procedures, the Jackson County School Board Procurement Policy and applicable regulations of the State of Florida.

Evidence of current professional engineering registration is required.

A certificate of Insurability for professional errors and omission liability shall be provided before contract execution at minimum amounts as follows:

- Professional engineering services exclusive of design and permitting of capital projects - \$100,000
- Professional engineering services for design and permitting of capital projects - \$1,000,000.

SUBMITTAL FORMAT

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issues of the RFQ. It is requested that the responses be in the same order as the selection and evaluation procedures:

The submittals should include the following:

Firm Experience

- Brief overview of the firm's history and capabilities that includes the name of the firm's contact person, telephone, fax number, and email address **(Limit response to one page.)**
- Provide examples of recent projects located in Florida to indicate proficiency in similar work.
- Provide references (client name, contact name, address, and phone number) for three Florida clients for whom similar services have been provided.

Project Team Experience

- Provide an organizational chart of the proposed project team
- Identify any subconsultants that will be involved and include a description of their qualifications. **(Limit response to one page maximum per subconsultant.)**
- Provide resumes of all key personnel. **(Limit response to two pages per resume.)**

Approach

- Provide a brief narrative outlining how you propose to manage projects in order to meet schedules and budget requirements. **(Limit response to two pages.)**
- Relative to the scope of services, describe the specific ability of the firm. Include any innovative approaches to providing the services; describe how the firm ensures constructability and design performance; describe how the firm interacts with the regulatory agencies, elected officials, and staff. **(Limit response to five pages.)**
- Provide description of the firm's familiarity with the Jackson County School Board or the ability to become familiar with the School Board and local conditions.

SELECTION AND EVALUATION PROCEDURES

Following the closing date for receiving proposals, a Review Committee will convene to review each submitted proposal. The Review Committee will evaluate each firm based on the information contained with the individual proposal. The evaluation criteria listed below will be used to rank the firms and presented to the School Board for final approval. The School Board reserves the right to reject any and all proposals for any reason, to waive any informalities or irregularities in the proposal process, and to award a contract in the best interest of the School Board.

Continuing Engineering Services

RATING CRITERIA

All submittals received in accordance with this Request for Qualifications will be evaluated using the following worksheet.

Consultants will be evaluated using a number of factors including but not limited to the following:

Firm Experience

- Experience and expertise of the consulting firm in projects similar to those in the Request for Qualifications (20 points)

Project Team Experience

- Experience and expertise of key personnel in providing services similar to those in the Request for Qualifications (20 points)

Approach

- Approach to projects (10 points)
- Demonstrated ability to complete project in a timely manner (10 points)
- Demonstrated ability to work with County and regulatory agency staff (20 points)
- Familiarity or ability to become familiar with School Board facilities (15 points)

Overall

- Quality of submittal (clarity, conciseness, and compliance with the requirements as stated in the Request for Qualifications. (5 points)

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