

REQUEST FOR STATEMENT OF QUALIFICATIONS ENVIRONMENTAL SERVICES

The Jackson County School Board (JCSB) is requesting Statement of Qualifications from firms for environmental services that will include but not be limited to:

- Site Assessment – Phase I, Preliminary Environmental Assessments, Geohazard and Soil Engineering Studies, Human/Ecological Health Risk Assessments.
- Remediation – Remedial Action Work Plans, Remedial Design, Remedial Implementation.

If your firm is interested in being considered by the Jackson County School Board, please submit three copies of your completed Statement of Qualifications to:

Stuart Wiggins,
Jackson County School Board
2903 Jefferson Street
Marianna, Florida 32448

Completed Statement of Qualifications must be received no later than **3:30 p.m. on, Friday, February 25, 2010**. Submittals received after this time and date will not be accepted by the Jackson County School Board. Facsimile (FAX) copies or e-mail copies of the Statement of Qualifications will not be accepted. The JCSB reserves the right to accept or reject any and all Statement of Qualifications, to negotiate with any or all responsible firms, and to waive any informality in the process. The Jackson County School Board is not responsible for any expenses related to the preparation or presentation of the Statement of Qualification, including travel costs.

Statement of Qualifications may be withdrawn by the firm submitting the Statement at any time prior to the closing date and time for receipt of Statement of Qualifications.

In order to control information disseminated regarding this Request for Statement of Qualifications, organizations interested in submitting Statement of Qualification are directed not to make personal contact with members of the Governing Board or Administration with the exception of the individual listed above.

The attached documents outline the required submittal information as well as the selection criteria to be used by the District. If you have any questions, please contact Stuart Wiggins at (850) 482-1200 ext. 233.

ATTACHMENT A SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall respond to each item noted below, within the specific format described. Please limit response information to relative information only. Supplemental brochure information will not be accepted and may result in the disqualification of the submitting firm.

1. COVER LETTER/LETTER OF INTEREST

Must include name of firm, address, telephone number, fax number, e-mail address, type of firm (i.e., corporation), and name of Principal to contact. Letter must be signed by representative of firm with authorization to bind firm by contract. (Maximum of 2 pages).

2. FIRM ORGANIZATION, CREDENTIALS, BACKGROUND

Provide a brief history of the firm including the following information:

- Number of years in business.
- Senior member and length of association.
- Location of office which will perform the work.
- List of basic services provided by firm.
- Experience in working with the Florida Department of Environmental Protection (FDEP) and your ability to assist the JCSB.

3. PROJECT TEAM

A. Identify the following key personnel and provide their qualifications:

- Principal-in-Charge
- Project Director/Manager

B. Given your current and planned workload, does your firm have the capacity to handle this project in an expedient manner to meet scheduled deadlines?

4. FIRM RESOURCES

- Experience in meeting original schedules and timelines.

5. RELEVANT EXPERIENCE

- List of school projects similar in scope of work.

6. CLIENT SATISFACTION/REFERENCES

- References of those who may be contracted regarding your similar work.

ATTACHMENT B SELECTION PROCESS

All Statement of Qualifications received by the specified deadline will be reviewed by the JCSB for content, completeness, experience and qualifications. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process.

The JCSB may also contact references and clients provided by the firms selected to be interviewed.

The JCSB reserves the right to complete the selection process without proceeding to an interview process and may choose to select a firm based on the information supplied in the Statement of Qualifications.

The JCSB reserves the right to select the Statement of Qualifications, which, in its sole judgment, best meets the needs of the JCSB.

SELECTION CRITERIA

- A. Responsiveness to Request for Statement of Qualifications – breadth and depth of response.
- B. Professional reputation of firm.
- C. Satisfaction of current/prior clients (References).
- D. School district environmental experience of the firm.