



Baker County Public Schools



Sherrie Raulerson, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251

www.bakerk12.org

Fax: (904) 259-1387

**REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL/ENGINEERING SERVICES FOR A NEW
BAKER COUNTY ELEMENTARY SCHOOL
MACCLENNY, FLORIDA**

I. INTRODUCTION

Baker County, Florida is requesting written proposals from qualified architectural firms to provide professional Services for the Design Phase on a proposed New Elementary School.

II. It is the County's intention to employ the Firm to provide overall Project Design, Cost Benefit Studies if needed, Information Management, Scope of Work, Technical and Construction Administration Services during the Construction.

III. PROPOSAL INSTRUCTIONS AND GENERAL INFORMATION

Proposal Submissions: Submit (5) copies of a written proposal no later than 4:00 p.m. on April 22, 2019.

Baker County District School Board
392 South Boulevard, East
Macclenny, Florida 32063
(904) 259-6251

Proposals must be responsive to the requirements and questions of the Request for Proposal.

Reservations: Baker County District School 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.

Method of Selection: Proposals will be reviewed by the Baker County District School Board which will recommend a ranking of firms. Presentations may or may not be required. Upon acceptance of the recommendation negotiations will be entered into.

Please respond by including but not limiting your response to the following:

1. Company name and length of time in business.
2. Company Location.
3. Availability of time to start and complete project
4. Insurance carrier and applicable coverage (errors and omissions).
5. Qualifications of staff to be utilized on this project with names, short resumes, length of time with firm, and previous clients served. Experience must be with submitting firm.
6. Names of five (5) previous School Board clients within the past five to six (5 - 6) years (that have received Special Facilities Construction Funding) with phone numbers and contact person.
7. Description of previous experience, to include budget, final cost, time schedule, change orders, etc. Part of the experience should reference projects worked on of similar size.
8. Firm's ability to prepare for submission of Board Approved Phase III Documents on or before June 1, 2019.
9. Firm **must** have a working office within a 175 mile radius of Macclenny, Florida.

Request for information shall be in writing. Refer all written requests to: Denny Wells at franklin.wells@bakerk12.org.

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay, District 1 🐾 Richard Dean Griffis, District 2 🐾 Paula T. Barton, District 3 🐾 Charlie M. Burnett, III, District 4 🐾 Patricia C. Weeks, District 5

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