

**RFQ# 2024-05**  
**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL**  
**ARCHITECTURAL SERVICES FOR ENERGY CONTROLS AND CHILLER**  
**REPLACEMENT PROJECTS**

The Madison County School District, 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 Energy Control Systems and Chiller replacement at Madison County Central School and Chiller replacement at Madison County High School in the Madison County School District (Owner).

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 five (5) copies of expression of interest containing all of the requested information by **Monday, May 13, 2024 at 2:00 p.m.**

Mail or deliver clearly marked RFQ# 2024-05, sealed submissions to:

Tracie Truesdale, Procurement Specialist  
Madison County School District  
210 NE Duval Ave.  
Madison, FL 32340  
(850) 973-1537

A **mandatory** vendor presentation meeting will be held in the Board Room of the Madison County School District, 210 NE Duval Ave, Madison, Florida 32340, on **Tuesday, May 14, 2024 at 1:30 p.m.**

Bid opening and review by the Professional Services Administrative Committee (PSAC) to be held on **Wednesday, May 15, 2024 at 1:30 p.m.** in the District School Board Meeting Room at 210 NE Duval Ave., Madison, FL 32340

Questions or comments specific to these submissions shall be directed to Tim Ginn, Facilities Supervisor, by phone at (850) 973-1543 (office), (850) 464-1879 (cell) or via e-mail at [timothy.ginn@mcsbfl.us](mailto:timothy.ginn@mcsbfl.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 Madison County School District.

**Selection Process:**

All submissions will be reviewed by the PSAC as defined by Madison County School Board Policy 6330. The committee will rank each firm based on the following criteria: results of the vendor presentations, 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 Madison County District School Board with recommendations for approval.

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