



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

November 1, 2016

Ladies and Gentlemen:

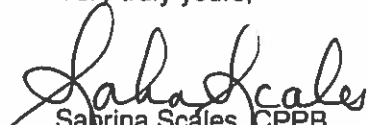
The Savannah-Chatham County Public School System (the "SCCPSS" or the "District") wishes to announce that we are requesting **Statements of Qualifications for "As Needed" Mechanical, Electrical and Plumbing Engineering Design Services (Annual Contract) under RFQ C17-01 (ESPLOST/General Funds)**, by a firm authorized to do business in the State of Georgia **A Pre-Proposal Conference will be held on November 16, 2016 at 10:00 A.M., in Room 303 of the Savannah-Chatham County Public School System's Central Offices Building, located at 208 Bull Street, Savannah, Georgia 31401.** Offerors are encouraged to attend.

Enclosed is a Request for Qualifications (RFQ) packet, sometimes called a Request for Proposals (RFP), which outlines the services being solicited and instructions which describe the submission of the Statement of Qualifications (sometimes referred to herein as "statement(s)" or "proposal(s)"). This cover letter is not a part of the Request for Qualifications (RFQ) and information herein is for reference only. All Statements of Qualifications should be delivered to the District Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. The advertising dates for this RFQ C17-01 are **November 1, 2016, through November 14, 2016, and November 15, 2016, through December 6, 2016.** **Statements of Qualifications will be accepted prior to 2:00 P.M. on Tuesday, December 6, 2016,** at which time they will be entered into a register which will be available for public review. If you wish to receive a copy of the register, please enclose a self-addressed stamped envelope with your Statement of Qualifications, and a copy of the register will be mailed to you.

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBEs") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. The Board expects that prime contractors on district construction projects will make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business. Statements of Qualifications received after the time and date for submittal stipulated in the RFQ will not be opened or considered, and will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their Statements of Qualifications are stamped by Purchasing Department personnel before the deadline indicated.

If you desire a copy of all Project Documents via US Mail, FedEx, or UPS, please notify the Savannah-Chatham County Public School System's Purchasing Department at (912) 395-5572. As a courtesy, an unofficial copy of the solicitation document (only) may be available via the District's web page at www.sccpss.com. If you have any questions concerning this RFQ, please submit them in writing to the address above or fax them to 912-201-7648. Verbal inquiries will not be considered. Your interest and participation in submitting a Statement of Qualifications in response to this RFQ is greatly appreciated.

Very truly yours,


Sabrina Scales, CPPB
Purchasing Director

**REQUEST FOR QUALIFICATIONS:
Mechanical, Electrical and Plumbing Engineering Design Services
(Annual Contract)
RFQ C17-01 (ESPLOST/ General Funds)**

*Mission – To ignite a passion for learning and teaching at high levels
Vision – From school to the world: All students prepared for productive futures*

"AN EQUAL OPPORTUNITY EMPLOYER"

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CONE OF SILENCE REQUIREMENTS:

A "Cone of Silence" is imposed upon this Request for Qualifications (RFQ) after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective offeror for this solicitation, including any persons affiliated with or in any way related to a prospective offeror, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the statements for qualifications (proposals), program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective offerors from circumventing the process for selection set forth in this RFQ.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing's designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the statement of qualifications packet itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the bidder(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing's designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any prospective offeror may result in the rejection of the prospective offeror's response and disqualify the prospective offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District's Purchasing Department.

I. GENERAL / INTRODUCTION

The Savannah-Chatham County Public School System (the "District" or the "Owner") is soliciting competitive sealed Statements of Qualifications for "As Needed" Mechanical, Electrical and Plumbing Engineering Design Services (Annual Contract). ("Statement of Qualifications" may herein be abbreviated "Statement" or "Response" or "Proposal." "Architect and Engineer" is commonly abbreviated as "Design Professional" or "MEP.") Each responding firm (hereinafter each referred to as "the Offeror") must be authorized to do business in the State of Georgia and experienced in the planning, design and construction administration of K-12 public schools or educational support facilities. Offerors shall meet the terms and conditions set forth in this document and all attachments.

The competitive sealed Statement of Qualifications process stipulated in this RFQ differs from competitive sealed bidding in two important ways:

- It permits negotiation and discussions with competing Offerors, and
- It allows comparative judgmental evaluations to be made on various criteria in addition to cost, for award of a contract.

The advertising date(s) for Request for Qualifications (RFQ) C17-01 are **November 1, 2016, through November 14, 2016, and November 15, 2016 through December 6, 2016.**

Statements of Qualifications should be delivered to the District Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401.

Statements of Qualifications will be accepted prior to 2:00 P.M. on Tuesday, December 6, 2016. This deadline for Statements of Qualifications will be extended at least 72 hours, excluding Saturdays, Sundays, and legal holidays, if the District issues any addenda modifying the plans or specifications for the project within a period of 72 hours, excluding Saturdays, Sundays or legal holidays, prior to the advertised time for opening the Statements of Qualifications. Under such circumstances, it will not be necessary to re-advertise the RFQ. Any addenda released within 72 hours of the advertised time for opening the Statements of Qualifications will be provided to all firms that attend the Pre-Proposal Conference.

A Pre-Proposal Conference will be held on November 16, 2016 at 10:00 A.M., in Room 303 of the Savannah-Chatham County Public School System's Central Offices Building, located at 208 Bull Street, Savannah, Georgia 31419. Offerors are encouraged to attend.

STANDARD TERMS AND CONDITIONS OF REQUEST FOR QUALIFICATIONS

This Section includes basic minimum standard requirements established by the District for the performance of the "As Needed" Mechanical, Electrical and Plumbing Engineering Design Services sought by the District. Additionally, this Section includes the basic minimum requirements established by the District for responding properly to this RFQ; any Statement of Qualifications which does not respond in a manner that meets these requirements will be considered non-responsive, and the Offeror will not be considered for award of a Contract. NOTE that important additional requirements are stipulated in Attachments to this RFQ.

A. Owner Administration of Project

The District is the Owner of the Project. To assist in its administration of the Project, the District may employ a Program Manager (abbreviated "PM"). Certain actions indicated in this RFQ to be performed by the District may instead be performed by the PM, on the behalf of the District. Should at any time the District determine it to be in its best interest to discontinue the services of the PM, thereby assuming administration of the project, all Offerors, or if during the period of performance of services procured by this RFQ, the Design Professional, shall be required to adhere to procedures established by such a change. This stipulation does not seek to describe, establish, or limit administration responsibilities of the Design Professional.

B. Receipt & Registration of Statements of Qualifications

Statements of Qualifications (and any subsequent modifications) will be time-stamped upon receipt. Immediately after the date and time stipulated for receipt of all Statements of Qualifications, all Statements that were delivered in a timely manner will be entered into a register, which will be available for public review. The Statements will not then be publicly opened, and no information contained within the Statements of Qualifications shall be released or discussed. Statements and modifications will be shown only to District personnel having a legitimate interest. Only after Contract(s) are awarded will statements be open to public review.

Statements of Qualifications received after the time and date for submittal stipulated herein this RFQ will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their Statement of Qualifications is stamped by Purchasing Department personnel before the deadline indicated. Statements received after the time and date for submittal stipulated herein this RFQ will not be opened, reviewed, or considered.

C. Scope of Services

The Scope of Services to be provided is detailed in Attachment A, "SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT" (including exhibits attached thereto).

D. RFQ Clarifications / Addenda

If any questions should arise prior to the date and time indicated below pertaining to the RFQ documents, Offeror may deliver, mail, or fax (***no verbal communications or e-mails will be accepted***) a written request for clarification or interpretation to:

Savannah-Chatham County Public School System
Attention: Director of Purchasing
208 Bull Street, Room 213
Savannah, GA 31401
Fax No: 912-201-7648

Any clarification interpretation of documents shall be made by Addendum to the RFQ. At least one Addendum will be issued, which will include as a minimum a list of all potential Offerors who signed attendance at the Pre-Proposal Conference. A copy of each Addendum issued will be mailed or faxed to each Offeror receiving a set of RFQ documents. **All inquiries to which Offerors wish to see responses included in an Addendum must be**

submitted on or before 5:00 p.m., on Friday, November 18, 2016. The District shall not be responsible for any other explanation of questions submitted after this date. The District shall mail, fax, or contact Offeror for pickup of any Addenda prior to 72 hours before the closing date and time of the solicitation, December 6, 2016 at 2:00 PM.

The Offeror must acknowledge receipt of all Addenda on the CERTIFICATION FORM (Form 1). Failure by the Offeror to acknowledge each and every Addendum on the CERTIFICATION FORM will render the Offeror's Statement of Qualifications non-responsive.

E. Pricing

In the event the Offeror wishes to provide additional services above and beyond the stated requirements of this RFQ at "no cost" to the District, these services should be identified and included in the RFQ response. Pricing information is not to be included as a part of the Statement of Qualifications. The District has established a Compensation Schedule for Architectural and Engineering Services (Board Policy FGC-E(2)), based on the Stated Cost Limitation (SCL) of the project. The District reserves the right to negotiate an appropriate fee for any project. Fees shall not exceed amounts approved by the State Board of Education for capital outlay projects.

F. Signed Statements of Qualifications Considered Offer

The signed Statement shall be considered an offer on the part of the Offeror, and shall be deemed accepted upon a majority affirmative vote of the Board of Education, the governing body for the District. In case of a default on the part of the Offeror after such acceptance, the District may take such action as it deems appropriate, including legal action for damages or lack of required performance.

G. Non-Response by Prospective Offerors

If a Statement of Qualifications is not to be submitted, but Offeror wishes to remain on the District's list of potential providers, Offeror should complete and return the CERTIFICATION FORM (Form 1) and the LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION document (Form 2) found in this packet marked "No Response".

H. Compliance with Specification / Terms and Conditions

The Request for Qualifications, Legal Advertisement, General Terms and Conditions, RFQ Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Offeror's Response, any Addenda, and/or any other pertinent documents form a part of the Offeror's Statement of Qualifications and by reference are made a part hereof.

I. Communications Regarding Qualifications of Offerors

All submissions shall be final. Once Statements of Qualifications are submitted, any communication between the Offerors and the District regarding the content of Statements of Qualifications shall take place only at the sole discretion and instigation of the District, and shall occur only in written form, except as expressly authorized herein.

Verbal clarifications to or discussions regarding any Offeror's submission will be considered by the District ONLY at specified and scheduled oral presentations, for the purpose of:

- Promoting understanding of the District's requirements and the Offerors' Statements.
- Facilitating the possible arrival at an agreement that is most advantageous to the District, taking into consideration established evaluation factors and price.

J. Errors in Statements of Qualifications

Offerors are expected to fully inform themselves as to conditions, requirements, and specifications before submitting Statements. Failure to do so will be at the Offeror's own risk. The Offeror may withdraw a Statement of Qualifications

prior to the stipulated submittal deadline by requesting to do so in writing; however, this written request must be presented to the District in a manner that is sufficient to make clear that the Offeror seeking to withdraw a Statement of Qualifications is in fact the Offeror indicated on the CERTIFICATION FORM (Form 1) submitted previously as a part of the Statement of Qualifications of which withdrawal is sought.

K. Public Information

It is the policy of the District that at the conclusion of the selection process, the contents of all Statement of Qualifications will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, but only if clearly listed and identified as such in the Statement. The District shall not be responsible or liable for its failure to protect trade secrets or proprietary information. In the event that no Contract is awarded as the result of this RFQ, all Offerors will be notified. The District will keep all original Statements and will destroy all copies after 30 days, allowing Offerors opportunity to retrieve the copies should they wish. The original Statements will be kept on file in the District Purchasing Department.

L. Offeror's Essential Credentials and Business Structure

A responsible Offeror for the purpose of this RFQ is stipulated to be one who meets, or who by the time and date for submittal of Statements of Qualifications stipulated herein this RFQ, can meet all requirements for licensing, bonding, insurance, and service contained within this Request for Qualifications. The District has the right to require any or all Offerors to submit documentation, in addition to that required by this RFQ, of the ability to perform, provide, or carry out the services requested. Offeror's majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

The Offeror must be licensed to perform the Services solicited by this RFQ. The Offeror's Georgia Mechanical, Electrical and Plumbing Engineering Professional's license, as well as the name of the individual who serves as the Qualifying Agent for the Offeror are required with each Statement of Qualifications. The Georgia Mechanical, Electrical and Plumbing Engineering Professional's License provided here shall be the one stamped on all Construction Documents used in obtaining a building permit in association with the Work of this Project. As applicable, the Company name on the Georgia Mechanical, Electrical and Plumbing Engineering Professional license must be identical to that name entered on the required CERTIFICATION FORM (Form 1). If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which incorporated is required. Also, a copy of the current local business license held by the Offeror, from the municipality where it is located, is required.

This RFQ seeks to solicit Offers from any legal form of business. If the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided as a part of the Statement of Qualifications. The PJV agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like.

If a joint venture, information and documentation must be provided to establish whether the joint venture is a business entity created for the purpose of functioning as the joint venture, or whether the joint venture is operated through the existing legal status of the venture partners. All information regarding the legal structure and reporting of income for tax purposes of the PJV must be provided. The District may disqualify from consideration the Offer of any PJV when it determines such disqualification to be in its best interest.

The District WILL NOT enter into an agreement with more than one legal business entity. Additionally, if two or more projects have not been previously undertaken and successfully completed by a PJV Offeror, each party to the PJV responding to this RFQ must submit complete but separate Statements of Qualifications, with each separate Statement making clear that it is a part of a PJV Offer. It is required that each participant in a PJV be routinely and on a daily basis in the business of providing services which are closely similar or identical to those Services solicited by this RFQ.

M. Standards of Acceptance of Statements of Qualifications for Contract Award

The District reserves the right to reject all statements of qualifications (proposals) or any statement of qualification (proposal) that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to re-advertise or terminate this RFQ at any time before the Board of Education awards a contract for any reason.

The District has the right to disqualify any Offeror from consideration when such Offeror cannot demonstrate its ability to deliver requested services or when investigation shows it is not in a position to perform the solicited services in a manner that is in the best interest of the District.

N. Compliance With Laws

The Offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, County, and City statutes, ordinances and rules during the performance of any contract between the District and the Offeror. Any such requirement specifically set forth in any contract document between the Offeror and the District shall be supplementary to this section and not in substitution thereof.

O. Insurance Requirements

Before performing any work on the awarded contract, the successful Offeror shall procure and maintain, during the life of said contract, insurance coverage as prescribed in the Form of Agreement. The policies of insurance shall be primary and written on forms acceptable to the District and placed with insurance carriers approved and licensed by the Insurance Commission of the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A(-). Further, the contractor will provide copies of all insurance policies required hereunder. No changes are to be made to these requirements without prior written specific approval by the District.

The Offeror shall review the Consultant Professional Agreement and once contracted, shall be required to shall provide the Specified Coverages and Limits of Insurance. Immediately, and before the start of the Project, the successful Offeror / Architectural and Engineering Professional must provide to the District a Certificate of Insurance as evidence of all insurance coverages and limits stipulated therein the Consultant Agreement. There is no waiver of subrogation rights by either party with respect to insurance. Additionally, within 30 days of notice of award of a Contract, a certified copy of all policies in their entirety (including the Declarations pages) shall be provided to the District.

The Offeror must meet certain minimum insurance requirements at the time a Statement of Qualifications is submitted, which include current certificate(s) and a letter from insurer. Insurance certificates of current existing polices and coverage's will be required as a part of each Statement of Qualifications, as well as a letter from the Offeror's insurer stating that the Offeror can provide required limits of insurance specified by this RFQ, pending award of a contract.

P. Indemnity Provisions

To the maximum extent permitted by Georgia law, the Offeror shall indemnify and hold harmless the District, the Board of Education and their respective board members, officers and employees (collectively the "Indemnitees") from any and all claims, liabilities, damages, losses and costs of any kind, including, but not limited to, claims for personal injury (including death), property damage, and the District's reasonable attorneys' fees and expenses incurred in the defense thereof, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Offeror or anyone employed or utilized by the Offeror in the performance of this Agreement. The foregoing notwithstanding, the parties agree that this indemnity provision will not require the Offeror to indemnify the Indemnitees for claims arising from the Indemnitees' sole negligence. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

Q. Certification of Independent Submission

By submission of a Statement of Qualifications, the Offeror certifies that in connection with this Request for Qualifications:

1. The information in this Statement of Qualifications has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition with any other Offeror or with any competitor;
2. The information in this Statement of Qualifications has not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to the District's final determination regarding this RFQ, directly or indirectly to any other Offeror or to any competitor; and
3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a Statement of Qualifications for the purpose of restricting competition.
4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

R. Development of Local and Minority / Woman Business Enterprises.

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBEs") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. The Board expects that prime contractors on district construction projects will make and document good-faith efforts to maximize the utilization of qualified LMWBE's as subcontractors and suppliers for District Projects. The Board encourages all members of the local construction community, regardless of ownership or size, to work together on District projects so that all can grow their businesses for the benefit of the Savannah-Chatham community. This solicitation is subject to Board policy FG and regulations thereunder.

Offeror shall take all reasonable steps in accordance with this solicitation to insure that local and disadvantaged enterprises have that maximum opportunity to participate in the resulting contract. No Offeror shall discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the Offeror shall make good faith efforts to select contractors, service providers, vendors, and suppliers from local and disadvantaged enterprises.

The Offeror must demonstrate a good faith effort to provide opportunity for LMWBEs, in part by providing as a part of its Statement of Qualifications the forms provided in this RFQ, which shall be completed in a manner sufficient to provide documentation of such good faith efforts. Those forms pertaining to development of local and disadvantaged enterprises include:

- LOCAL AND/OR MINORITY / WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION (Form 2)
- LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS (Form 3)
- LOCAL AND MWBE DEVELOPMENT DOCUMENTATION (Form 4)

Good faith efforts should include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.

A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this

requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person having origins in any of the Black racial groups of Africa;
2. Hispanic American: A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race.

A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

S. Protests.

Any actual or bona fide prospective Offeror who is aggrieved in connection with this RFQ may protest to the Purchasing Director. By submitting a Statement of Qualifications in response to this RFQ, the Offeror agrees that this RFQ, as modified by Addendum, is fitting and proper, and that no claim or grievance against the District that is attributable to the content of the RFQ exists. Any protest shall be submitted within five business (5) days after the action by the District on which the grievance is based, but in no case later than five business (5) days after the date of the District's notice of intent to award the Work of this RFQ, which will be transmitted by fax to all Offerors.

The District shall not intentionally withhold information that is stated in this RFQ to be forthcoming at certain intervals, but failure of the District to notify an Offeror who might be aggrieved by the content of such notification shall not give rise to any claim or rights resulting from said failure. Only formal protests will be considered, and in order for a protest to be considered as formal, it must be presented in written form, and must contain a minimum of the following:

- A specific identification of the statutory or regulatory provision(s) that the District's purchasing staff member or department is alleged to have violated,
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above,
- A precise statement of the relevant facts that include timelines and all involved parties, and
- An identification of the issue(s) that needs to be resolved that support the protest.

The letter of protest shall be taken under consideration by the Chief Financial Officer and the Superintendent, who shall respond to the protesting offeror within ten (10) business days of receipt of the letter of protest. This written decision shall be final and conclusive.

T. Award of Contract.

The Selection Committee will receive and evaluate all Statements of Qualifications (proposals) submitted in response to this RFQ. The District will evaluate each Statement of Qualification (proposal) based on its technical merit and conformance to the requested information. Upon completion of the evaluation by the Selection Committee, the firms will be ranked using criteria described in Section 11.0 of Attachment A and the District will create a short list of Offerors reasonably susceptible of being selected for award. The District may interview shortlisted firms at its discretion. Based on its rankings, the Selection Committee will recommend up to five Offerors to the Superintendent for future project engagements. The District reserves the right to not award a contract or to negotiate with any of the selected firm(s), the right to cancel or re-advertise this RFQ, or to separately advertise any specific architectural/engineering project.

No specific projects have been identified at this time. Project contracts will be awarded to selected firms on an "as needed" basis. If a contract, satisfactory and advantageous to the District, can be negotiated at a fee considered fair and reasonable, then award shall be made to the firm in the rotation. Otherwise, negotiations will be formally terminated and negotiations will be entered into with the next firm in the rotation, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the District choose to reuse the documents from an existing District project, the District may award a contract to the firm or person who prepared the original documents.

Contracts will be awarded to firms on a rotating basis in a manner that is equitable to all firms selected and is in the best interest of the District. The District reserves the right to negotiate or solicit competitive price proposals from one or more of the firms selected to provide services under this contract or negotiate with the firm that it deems best suited to provide services on a given work order.

U. Offeror Performance.

The successful Offeror(s) will be evaluated by the District over the duration of the contract period. Performance will be documented. Poor performance may result in the Offeror being disqualified on future RFQs.

V. Cancellation / Default of Contract.

Cancellation or Default of a contract shall be as prescribed in Attachment A, "Scope of Service, Form of Proposal, Selection Process and Form of Agreement."

III. RFQ SUBMITTAL INSTRUCTIONS

All Statements of Qualifications must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the Statement to be deemed nonresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

A. Completion of CERTIFICATION FORM (Form 1) & LOCAL AND/OR DISADVANTAGED BUSINESS ENTERPRISE DEVELOPMENT INFORMATION Form (Form 2)

1. Complete the attached CERTIFICATION FORM. Include a contact person for this RFQ with a phone number where that person may be reached. **Include this form as the first page of the submittal.**
2. Complete the LOCAL AND/OR MINORITY/ WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION Form (Form 2) with pertinent information for local, minority/Women/majority designation. Please also complete the "How Did You Hear About This RFQ?" section. This information is for statistical use only.
3. Complete all required documents within the Forms Section of this RFQ.

B. RFQ Preparation and Submittal

All Statements of Qualifications shall be submitted as described in the RFQ documents in the number of required copies and format:

1. Typewritten, single-spaced in a size, not smaller than 11 and not larger than 13 point font, and signed by an authorized representative of the Offeror. ALL SIGNATURE SPACES MUST BE SIGNED BY THE RESPONSIBLE PRINCIPAL ESTABLISHED IN THE CERTIFICATION FORM (FORM 1). Signatures must be original, penned in blue ink; facsimile, printed, copied or typewritten signatures are not acceptable. Smaller fonts may be used as necessary when completing forms, where allowable space is defined.
2. Submitted in a sealed package, which is plainly marked with the RFQ number and title, and date and time of the RFQ submittal deadline. The content of each Statement of Qualifications must be limited to one single binder or package.
3. Submitted on statement forms as included in this RFQ and in accordance with instructions stated above and within the provisions of all Attachments.
4. Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the date and time of the RFQ submittal deadline. Whether sent by mail or by means of personal delivery, the Offeror assumes the risk for having the Statement of Qualifications deposited on time and at the place specified on the first page of this RFQ. Offerors are responsible for ensuring that their Statement of Qualifications are stamped by Purchasing Department personnel before the submittal deadline indicated.
5. Statements of Qualifications or any portions thereof submitted by facsimile or email transmission will not be accepted.
6. Statement of Qualifications is an irrevocable offer for a period of ninety (90) days from the date of the RFQ submittal deadline.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each Statement constitutes an offer and may not be withdrawn or modified except as provided herein. Offerors shall provide the original and specified number of copies of Statements containing all pertinent documentation. The District assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the Statement.

IV. SCCPSS RFQ FORMS

The Savannah-Chatham County Public School System (SCCPSS) Forms listed below are a part of this RFQ. In order for a Statement of Qualifications to be considered responsive, Forms 1 thru 10 must be fully completed, executed, and submitted as a part of the Statement. Failure to submit and execute the forms will render a Statement non-responsive. The actual Forms are found at the end of this RFQ, subsequent to any Sections that follow this Section, IV. "SCCPSS RFQ FORMS."

- FORM 1:** **CERTIFICATION FORM:** Certifies that the offeror has carefully reviewed all provisions of the solicitation and hereby agree to be bound by said provisions of this package.

- FORM 2:** **LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION:** Required to assist District with documenting status of participating offerors.

- FORM 3:** **LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS:** Required for certifying and documenting evidence of good faith efforts to utilize local and Disadvantage Business Enterprises on this contract.

- FORM 4:** **LOCAL AND MWBE DEVELOPMENT DOCUMENTATION:** Required to assist District in evaluating good faith efforts of Offerors.

- FORM 5:** **DISCLOSURE OF RESPONSIBILITY STATEMENT:** Certifies and documents Offeror's ability or responsiveness to provide services in accordance with governmental business practices.

- FORM 6:** **CONTRACTING AFFIDAVIT AND AGREEMENT:** Required by O.C.G.A. § 13-10-91 for all firms providing service(s) to public sector entities. This form requires compliance regarding hiring and verification of employees.

- FORM 7:** **FORM OF BUSINESS DISCLOSURE STATEMENT:** Confirms identity and legal status of Offeror.

- FORM 8:** **STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS:** Documents active participation in SCCPSS schools as encouraged by Board Policy FGC.

- FORM 9:** **SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(3) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

- FORM 10:** **SUB-SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(4) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

V. ATTACHMENTS TO RFQ:

The following listed attachments to this RFQ, including any exhibits attached thereto, are a part of this RFQ as if included herein the main body of this RFQ verbatim.

Attachment A: SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT (including exhibits attached thereto)

Exhibit 1: Standard Consultant Agreement

Exhibit 2: RFQ Evaluation Form

CERTIFICATION FORM
RFQ C17-01

The undersigned Offeror certifies that he/she has carefully read the preceding list of instructions to Offerors and all other data applicable hereto and made a part of this Request for Qualifications. Offeror further certifies that the Statement of Qualifications submitted is in accordance with all documents contained in this RFQ, and that any exception taken thereto may disqualify his/her Statement of Qualifications, and that any misrepresentation of facts hereby subject Offeror to debarment from future District procurement. Offeror understands and agrees all Statements of Qualifications are FINAL.

The Offeror in response to this RFQ is hereby stipulated to be none other than*:

Company _____
Federal Taxpayer ID No.

Street Address **City** **State** **Zip** **Phone No.** **Fax No.**

Responsible Principal _____
Phone Number of Responsible Principal

**If the Offeror is a joint venture that is a business entity created for the purpose of functioning as the joint venture, enter above the correct legal information for the joint venture business entity which intends to enter into a contract with the District for the Services solicited by this RFQ. If the joint venture is operated through the existing legal status of the venture partners, enter above the correct legal information for only the one venture partner with majority participation in the joint venture, or if all venture partners are equal in the joint venture, enter information for only the venture partner which intends to enter into a contract with the District for the Services solicited by this RFQ.*

IF different than the Responsible Principal listed above, the Contact Person for this RFQ is hereby authorized to be*:

Contact Person for this RFQ _____
Phone Number of Contact Person

Receipt of the following Addenda is hereby acknowledged: # _____ # _____ # _____ # _____
(All Addenda Issued MUST be acknowledged in order for Statement of Qualifications to be considered responsive.)

This is to certify that I, the undersigned Offeror, have read the instructions to Offeror and agree to be bound by the provisions of the same, this _____ day of _____, 201 _____, by:

Responsible Principal **Title** _____
Authorized Signature

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201 _____

Notary Public; My Commission Expires: _____

DO NOT include any attachments to this form.
SCCPSS RFQ FORM 1



LOCAL AND/OR MINORITY/WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status. See Section R, "Development of Local and Minority / Woman Business Enterprises" for information to assist in completing this Form.

OFFEROR: _____ RFQ # C17-01
(ESPLOST/General Funds) Mechanical, Electrical and Plumbing Engineering Design Services (Annual Contract)

Please check ownership status as applicable:

- Local
- African American
- Majority
- Woman
- Hispanic
- Non-Local

Name, Title	Authorized Signature	Date
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SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201_____

Notary Public; My Commission Expires: _____

HOW DID YOU HEAR ABOUT THIS RFQ?

(This information is for statistical use only.)

- City of Savannah, Department of Economic Development
- Received Request for Qualifications by Mail
- The Savannah Tribune Legal Ad
- Other _____
- The Herald Legal Ad
- Savannah News Press Legal Ad
- Visiting the Purchasing Office

DO NOT include any attachments to this form.

SCCPSS RFQ FORM 2

LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS

Offerors are required to submit with the Statement, evidence of good faith efforts utilized to ensure that Local and MWBE are provided with the maximum opportunity to compete on this contract. Such good faith efforts of an Offeror will include, but not limited to, the following:

Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities	YES or NO. Please explain:
Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities	YES or NO. Please explain:
Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms	YES or NO. Please explain:
Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors	YES or NO. Please explain:
Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities	YES or NO. Please explain:
Other efforts	YES or NO. Please explain:

_____ Company _____ Name, Title _____ Authorized Signature _____ Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201_____

_____ Notary Public; My Commission Expires: _____

*Include attachments to this form only as deemed necessary.
Any attachments to this form must be marked clearly on each page with the words, "Attachment to Form 3."*

SCCPSS RFQ FORM 3

LOCAL AND MWBE DEVELOPMENT DOCUMENTATION

**Project Name: Mechanical Engineering, Electrical Engineering and Plumbing Services
(Annual Contract) RFQ #: C17-01 (ESPLOST/General Funds)**

Enter below documentation of efforts made by the Offeror to enlist the participation of Local and/or MWBE.

Firm Name	Person & Date Contacted	Telephone # & Email Address	Type of Services	Method of Communication

Note: Provide additional copies of this form if necessary, numbering each.

 Company Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2014

 Notary Public, My Commission Expires: _____

*Include attachments to this form only as deemed necessary.
 Any attachments to this form must be marked clearly on each page with the words, "Attachment to Form 4."*

SCCPSS RFQ FORM 4

DISCLOSURE OF RESPONSIBILITY STATEMENT

List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
Not Applicable { } or List:

List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.
Not Applicable { } or List:

List any convictions or civil judgments under state or federal antitrust statutes.
Not Applicable { } or List:

List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
Not Applicable { } or List:

List any prior suspensions or debarments by any government agency.
Not Applicable { } or List:

List any contracts not completed on time.
Not Applicable { } or List:

List any penalties imposed for time delays and/or quality of material and workmanship.
Not Applicable { } or List:

List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
Not Applicable { } or List:

List any pending civil actions against company for nonperformance of contract.
Not Applicable { } or List:

I, _____, of _____
Name of Individual, Title & Authority Company Name

Declare under oath that the above statements, including any supplemental responses attached hereto, are true.

_____ State of _____
Authorized Signature
County of _____

Subscribed and sworn to before me on this _____ day of _____ 201_____ by representing him/herself to be of the company named herein.

_____ Notary Public; My Commission Expires: _____

DO NOT include any attachments to this form.
SCCPSS RFQ FORM 5

CONTRACTING AFFIDAVIT AND AGREEMENT

CONTRACTOR AFFIDAVIT UNDER O.C.G.A § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201__ in _____ (city), _____ and (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__

Notary Public

My Commission Expires:

DO NOT include any attachments to this form.
SCCPSS RFQ FORM 6

FORM OF BUSINESS DISCLOSURE AND INSURANCE COVERAGE STATEMENT

Please make clear the exact type of legal entity that will perform this contract. Describe below the nature of the business organization and the financial participation of any member business entities. State the appropriate information to show that the business organization has all required licensing and authorization to provide the type of service proposed.

Form of Business:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Partnership*	<input type="checkbox"/> Limited Liability Partnership
	<input type="checkbox"/> Limited Liability Corporation	<input type="checkbox"/> Joint Venture*

If the Offeror is a partnership or joint venture, attach to this Form (Form 8) a copy of the contractual agreement between the participants in the partnership or joint venture. The partnership or joint venture Offeror must comply with all requirements, including those stipulated in Section L, "Offeror's Essential Credentials and Business Structure."*

Full Legal Name and Physical Address of Business Organization (must match information in Form 1):

As Applicable, Full Legal Name and Physical Address of Each Other Party to Partnership or Joint Venture:

The Offeror must be licensed to perform the Services solicited by this RFQ. **Attach to this Form a copy of the Offeror's Georgia Design Professional's license, which must be identical to that name entered above and on the CERTIFICATION FORM (Form 1)**.** Enter below the name of the individual who serves as the Qualifying Agent for the Offeror. Also, if Offeror is a corporation, **attach to this Form a copy of a current Annual Corporate Registration issued by the State in which incorporated**.** Also, **attach to this Form a copy of the current local business license held by the Offeror from the municipality where it is located**.** See Section L, "Offeror's Essential Credentials and Business Structure," for additional information.

The Offeror must meet certain minimum insurance requirements at the time a time a Statement of Qualifications is submitted. **Attach to this Form written insurance certificates of current existing policies and coverages**, and attach also a letter from insurer stating that the Offeror can provide the required limits of insurance specified by this RFQ pending award of a contract.** See Section O, "Insurance and Bonding Requirements," for additional information.

Name of Qualifying Agent for the Georgia Architectural and/or Engineering Professional's license of the Offeror, and license number:

Full Name: _____ License Number: _____

Name, Title	Authorized Signature	Date

Company _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201_____

_____ Notary Public; My Commission Expires: _____

Attachments to this form must be marked clearly on each page with the words, "Attachment to Form 8."

*****At least five(5) attachments to this Form are REQUIRED.***

SCCPSS RFQ FORM 7

STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS

The Board of Education encourages design and engineering professionals who do business with SCCPSS to actively participate in our schools and provide career direction to students interested in learning more about these fields, to include supporting student career days, construction mentorship programs, and other related activities. (excerpt from Board Policy FGC)

List below current and planned activities which support SCCPSS schools.

School	Business and/or Individual Name	Date(s)	Activity

SCCPSS RFQ FORM 8

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE
SUBCONSULTANT/SUPPLIERS**

SCCPSS RFQ FORM 9

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ and _____ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

SCCPSS FORM RFQ 10

ATTACHMENT "A"

"As Needed" Mechanical, Electrical and Plumbing Engineering Design Services (Annual Contract)

MECHANICAL, ELECTRICAL AND PLUMBING ENGINEERING DESIGN SERVICES SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT

RFQ #C17-01 (ESPLOST/General Funds)

1.0 CONE OF SILENCE:

A "Cone of Silence" is imposed upon this Request for Qualifications (RFQ) after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective offeror for this solicitation, including any persons affiliated with or in any way related to a prospective offeror, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the statements for qualifications (proposals), program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective offerors from circumventing the process for selection set forth in this RFQ.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing's designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the statement of qualifications packet itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the bidder(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing's designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any prospective offeror may result in the rejection of the prospective offeror's response and disqualify the prospective offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District's Purchasing Department.

2.0 PURPOSE:

The Savannah-Chatham County Public School System, on behalf of the Board of Public Education for the City of Savannah and the County of Chatham (the "Board" or "District"), is soliciting proposals from mechanical, electrical and plumbing engineering design (MEP) firms (the "Design Professional"), authorized to do business in the State of Georgia, with experience in the planning, design and construction of K-12 facilities. All respondents to this RFQ are subject to the instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully.

The District reserves the right to reject all statements of qualifications (proposals) or any statement of qualification (proposal) that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to re-advertise or terminate this RFQ at any time before the Board of Education awards a contract for any reason.

The purpose of this Request for Qualifications is to solicit qualifications for the purposes of entering into contracts through competitive negotiations for the professional services of a mechanical, electrical and plumbing engineering design (MEP) firm, authorized to do business in the State of Georgia with experience in the design and construction of K-12 facilities. The MEP firm shall provide professional services for the project as described in Section 6.0 of this document.

3.0 PROJECT BUDGET:

Projects will be defined on an "as-needed" basis. A stated cost limitation will be determined for each task assigned under this Agreement. Funding may be from any of several accounts managed and maintained by the District including ESPLOST.

4.0 BACKGROUND:

The Savannah Chatham County Board of Education desires to engage future mechanical, electrical and plumbing engineering design teams for future projects involving the planning, design, permitting and construction administration services for various building and site facilities in accordance with the Georgia State Department of Education Guidelines for Educational Facility Sites. The Design Professional is to be familiar with all Federal, State and Local code compliance with projects of this description and accommodate the City of Savannah, Georgia Department of Education, Georgia Department of Natural Resources; Savannah-Chatham County Public School System design criteria and current State Educational Standards.

5.0 SITE INFORMATION:

The project sites may be located at any of the existing 62 facilities currently maintained and operated by the District or at a new site(s) being purchased or developed by the District.

6.0 SCOPE OF SERVICES:

The selected MEP Engineering Firms (Design Professional) shall furnish all expertise, labor and resources for the planning, design, permitting and construction administration necessary to complete a wide range of potential project assignments. The services provided shall be complete and sufficient to comply with the Georgia Department of Education requirements. All work will conform to the Georgia Department of Education Facilities Services Unit *Guidelines for Educational Facility Site, Construction, and Reimbursement*, 160-5-4-.16. The following generally highlights the services the Design Professional may be required to perform:

6.1 Project Scope:

- 6.1.1 The scope of work may include, but not be limited to, MEP related design and permitting of portable classrooms/restrooms, modification of existing classrooms and core spaces, auxiliary buildings, athletic facilities, addition of laboratories, modification of alarm and surveillance systems, modification of HVAC systems, site modifications, lighting, and any other MEP related improvements requested by the District.
- 6.1.2 The Design Professional shall assemble a multidiscipline team of design professionals capable of providing services including at a minimum:
 - 6.1.2.1 Mechanical Engineering Design Services
 - 6.1.2.2 Electrical Engineering Design Services
 - 6.1.2.3 Plumbing Engineering Design Services
- 6.1.3 The Design Professional shall perform onsite inspections of the work. Each inspection shall yield a written and photographic report detailing progress, as well as any problems and solutions observed. All inspection reports shall be copied to the District's representative.
- 6.1.4 The Design Professional shall manage the scheduling, coordination, and actual submittal of deliverables requiring approval of the Georgia Department of Education and address all comments necessary to obtain approvals.
- 6.1.5 The District will provide required surveying and testing services under most circumstances. In the event of an emergency or other extenuating

circumstances, the District reserves the right to include these or other services under the project scope.

6.2 Potential Phases of Work:

- 6.2.1 Preliminary Design Phase:** Design Professional shall provide customary Schematic and Design Development Phase services as described in A.I.A. Document B101. This Phase shall include design recommendations, estimated construction cost and anticipated construction schedule. For more complex or larger scope projects this phase may be divided into the traditional Schematic and Design Development Phases.
- 6.2.2 Construction Document Design Phase:** Based on the approved Preliminary Plans, Design Professional shall prepare final construction plans, technical specifications, supplemental conditions and cost estimate for the project construction as generally described in A.I.A. document B101. Design Professional shall provide all MEP design necessary to construct the project and obtain all necessary permits. Supplementary General Conditions shall conform to District standards or they may be in a format provided by the Design Professional subject to District approval.
- 6.2.3 Permitting Phase:** Design Professional shall obtain all required federal, state and local permits necessary to construct the project.
- 6.2.4 Bidding Phase:** Design Professional shall assist the District in soliciting bids for construction. This shall generally include addressing RFI's, assisting in preparation of addenda, attending a pre-bid meeting, and assisting with analysis of bids including bid negotiations if necessary.
- 6.2.5 Construction Administration Phase:** If requested, the Design Professional shall provide construction administration and observation which shall include:
- 6.2.5.1 Attend and conduct a pre-construction conference.
 - 6.2.5.2 Review shop drawings and other submittals carefully to ensure conformity with the plans and specifications.
 - 6.2.5.3 Check all items delivered to the job site to verify compliance with the Contract Documents and the shop drawings.
 - 6.2.5.4 Construction progress/coordination meetings will be coordinated by the Design Professional and held on a monthly basis.
 - 6.2.5.5 Review the Contractor's Monthly Pay Application to assure that payment is limited to only that which is appropriate.
 - 6.2.5.6 Evaluate the construction schedule on at least a monthly basis.
 - 6.2.5.7 Issue field orders, answer Requests for Information and prepare Proposed Change Orders as necessary.
 - 6.2.5.8 Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent. In general, visit the project at least once per week or more depending on the stage of construction.
 - 6.2.5.9 Attend final field inspections by regulating agencies for the project.
 - 6.2.5.10 Prepare preliminary and final punch lists for the project at Substantial Completion and Final Completion.
 - 6.2.5.11 Prepare all required closeout documents and request project acceptance by all applicable agencies.
 - 6.2.5.12 Construction observation and monitoring does not include exhaustive or continuous on-site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume

responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site.

- 6.2.5.13 Prepare all record drawings, and provide in pdf and dwg format. Provide pdf files of all specifications and owner's manuals. Provide three full size sets of printed record drawings and O&M manuals.

6.3 Items Provided by the District:

The District shall provide all *available* survey data and record drawing files for the project site. The District shall provide all testing which shall be coordinated by the Design Professional unless agreed to otherwise.

6.4 Deliverables:

Required deliverables will generally include:

- 6.4.1 Three (3) copies of Preliminary Design and Cost Estimate.
- 6.4.2 Three (3) sets of final Construction Documents and final Cost Estimate.
- 6.4.3 Three (3) sets of final Record Documents.
- 6.4.4 A tab divided binder containing all permit application submittals and approvals.
- 6.4.5 Provide a pdf file for all specifications and documents.
- 6.4.6 Provide all drawings produced in each phase in a PDF and DWG format.
- 6.4.7 Other deliverables as agreed to for each project assignment.

6.5 Meetings & Presentations:

If requested, Design Professional shall represent the District by presenting necessary oral and/or graphic presentations to State, County or City Agencies or any other group having interest in the project. Design Professional shall assist with preparation of presentation materials and handouts if necessary. Design Professional shall attend up to two progress meetings per month.

7.0 QUALIFICATION REQUIREMENTS: *Firms must meet the following Requirements:*

- 7.1 Firms must be experienced in the planning, design construction and renovation of K-12 Public School Programs.
- 7.2 Firms must have an established satisfactory record of performance for a reasonable period of time to ensure that they can satisfactorily execute the services requested.
- 7.3 Proposals shall be signed by an authorized representative of the Design Professional's Firm. The correct legal name of the entity that will perform the work shall be clearly stated. By submitting a Proposal, the Design professional certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the Proposal.
- 7.4 Proposals should be prepared simply and economically, providing a straightforward, concise description of the Design Professional's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- 7.5 Firms must be authorized to do business in the State of Georgia and must possess professional service registrations in accordance with applicable statutes, regulations, and rules.
- 7.6 Firms must be able to demonstrate financial strength appropriate to the scale of the project.
- 7.7 The selected firm will be required to meet the insurance requirements of the school District, as outlined in the attached Consultant Agreement.

8.0 STATEMENT OF QUALIFICATIONS:

Statements of Qualifications (proposals) must provide the required information and be submitted in the following order and format:

- 8.1 Be mechanically bound and should be limited to 8.5 inch x 11 inch pages printed on one side. Responses should be prepared simply and economically, providing a straightforward, concise description of the Architectural and Engineering Firm's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- 8.2 One (1) manually signed original (Clearly marked Original on the cover) and five (5) copies of the Proposal shall be submitted.
- 8.3 Proposals which have not been received by the school district on or before the scheduled receipt time as set forth in the RFQ will not be considered.
- 8.4 Include a letter of introduction and statement of interest, not exceeding one page, signed by an officer of the responding firm.
- 8.5 Table of Contents
- 8.6 Do not provide SF 330.

9.0 COMPLIANCE DOCUMENTS: TAB "A"

This is a compliance section and carries not evaluation points, however, Offerors must meet and document, herein, criteria as specified. Responses shall include the following:

- 9.1 The Offering Firm's Team (Offeror and Sub-consultants) licenses and registrations must be current in the State of Georgia at the time of submission.
- 9.2 Provide copy(ies) of the current State of Georgia mechanical engineering, electrical engineering and plumbing licenses for the firm and proposed sub-consultants.
- 9.3 Provide copy(ies) of the current Business License/Tax Certificate for the firm and all proposed sub-consultants, or formal legal documentation with respect to conducting business in the State of Georgia..
- 9.4 **Transmittal letter:** No longer than one page, identifying who has the authority to enter into an agreement with the District and how they may be contacted.
- 9.5 **General Information:**
 - 9.2.1 Company name, address, name of primary contact, telephone number, fax number, E-mail address and company website.
 - 9.2.2 If the firm has multiple offices, identify office(s) from which project will be managed and this office's proximity to the project site.
 - 9.2.3 Form of ownership (sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure), including state of residency or incorporation and number of years in business.
 - 9.2.4 Has the firm been involved in any litigation in the past five (5) years? List any active or pending litigation and explain.
 - 9.2.5 Provide Forms 1-10 with all Required Documents.

9.2.6 Provide a Completed W-9 Form.

10.0 INDIVIDUAL REVIEW:

Selection Committee Members shall use the RFQ Evaluation Form (Exhibit 2) to document their review and evaluation of the submission in accordance with the criteria listed below. The Purchasing Department staff will perform during the initial Administration Review a thorough check of:

11.0 SCORING CRITERIA:

11.1 PROJECT TEAM (25%): TAB "B"

11.1.1 Organizational Structure: Describe the firm's proposed organizational structure for the project team. List all key sub-consultants that may be used on a project assignment and designate all specific individuals and their roles on your team by submitting an organizational chart for the project team. Please list no more than two (2) names for each major discipline.

11.1.2 Team Leader: Please identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and the SCCPSS. Describe the level of authority this individual will have to act on behalf of the firm. Provide a detailed resume for this individual that highlights his/her education and professional registrations, experience in design of K-12 projects, experience in managing K-12 projects, and any other information that will demonstrate his/her leadership skills and ability to achieve customer satisfaction. For each project listed include specific information about the individual's role in the project and basic information about the engagement (Owner and current contact information, date completed, size and scope of work, project budget, etc.). Highlight any key problems solved or innovative or cost-saving solutions developed by the individual.

11.1.3 Project Team: Please provide one (1) page resumes for each person listed on the Organizational Structure. In addition to education and professional registrations/associations include specific experience in projects involving K-12 projects. For each project listed include specific information about the individual's role in the project and basic information about the engagement (Owner and current contact information, date completed, size and scope of work, project budget, etc.). Highlight any key problems solved or innovative or cost-saving solutions developed by the individual.

11.2 RELATED EXPERIENCE (25%): TAB "C"

Provide up to ten (10) one page project summary sheets that best illustrate the Project Team's experience in the MEP design and construction of K-12 facilities. In addition to this you may include up to three (3) one page project summary sheets for each sub-consultant on the team. Include the following at a minimum:

- Project name
- Owner name and current contact name and information
- Dates of service
- Description of project
- Size of project (physical and financial)
- Type of project delivery method
- Firm's role in project or scope of work
- Key individuals on design team
- Owner feedback
- If constructed, who was the Contractor? Provide contact name and Contractor information.

11.3 PROJECT DELIVERY APPROACH (10%): TAB "D"

Provide a summary, no more than two (2) pages, that describes your firm's basic approach to delivering services to SCCPSS under this engagement. What is your strategy to delivering a successful project - your anticipated level of management responsibility and accountability for project concerns? Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the SCCPSS and others, as applicable. Provide your proposed methods and plans of communication. How have you been able to deliver successful projects for past clients? Why is your team the right one for the project?

11.4 COST AND SCHEDULE CONTROL (15%): TAB "E"

Provide a summary, no more than two (2) pages, that describes your firm's approach to controlling the cost and budgets and maintaining project schedules. What is your historic success rate with limiting change orders due to design errors or omissions? How often do Owners initiate change orders on your projects? What is your philosophy concerning value engineering?

11.5 REFERENCES (5%):TAB "F"

List client references for five (5) projects listed in Section 11.2 - Related Experience. Include the Owner name, addresses, telephone and facsimile numbers, and email addresses of key contact individuals with firsthand knowledge of your performance.

11.6 LOCAL BUSINESS EXPERIENCE(10%) AND MINORITY BUSINESS DEMONSTRATED EXPERIENCE(10%):TAB "G"

As part of the compliance review, staff from the Purchasing Department will review the Offeror's past performance and the information requested in Sections 11.6.1, 11.6.2, and 11.6.3 below. The Selection Committee will evaluate Offeror's history of actual achievement or participation by LMWBE firms on previous projects and its plan for this project.

11.6.1 Indicate if firm is a local business. (Reference RFQ, Part II, Section R. for definitions of local and MWBE businesses.)

11.6.2 For three to five similar projects, provide information summarizing the actual achievement of participation by LMWBE firms. Include owner reference information.

11.6.3 For this project, provide a narrative detailing the firm's plans to maximize the utilization of qualified local, minority, and women owned business enterprises in compliance with Board policy.

12.0 CONSULTANT SELECTION PROCESS:

The Selection Committee will receive and evaluate all Statements of Qualifications (proposals) submitted in response to this RFQ. The District will evaluate each Qualifications statement based on its technical merit and conformance to the requested information. Upon completion of the evaluation by the Selection Committee, the firms reasonably susceptible for being selected for an award will be ranked using criteria described in Section 11.0. The District may interview shortlisted firms at its discretion. Based on its rankings, the Selection Committee will recommend up to five Offerors to the Superintendent for future project engagements. The District reserves the right to not award a contract or to negotiate with any of the selected firm(s), the right to cancel or re-advertise this RFQ, or to separately advertise any specific architectural/engineering project.

No specific projects have been identified at this time. Project contracts will be awarded to selected firms on an "as needed" basis. If a contract satisfactory and advantageous to the District can be negotiated at a fee considered fair and reasonable, then award shall be made to the firm in the rotation. Otherwise,

negotiations will be formally terminated and negotiations will be entered into with the next firm in the rotation, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the District choose to reuse the documents from an existing District project, the District may award a contract to the firm or person who prepared the original documents.

Contracts will be awarded to firms on a rotating basis in a manner that is equitable to all firms selected and is in the best interest of the District. The District reserves the right to negotiate or solicit competitive price proposals from one or more of the firms selected to provide services under this contract or negotiate with the firm that it deems best suited to provide services on a given work order.

12.0 CONTRACT PERFORMANCE PERIOD:

The selected firm(s) shall provide professional services for the project as described in Section 6 of this document. This is a multi-year requirements type service. Performance period will be for an initial one year term with the option to renew for three(3) additional one year terms. The Savannah Chatham-County Public School System reserves the right to re-solicit proposals if deemed to be in the best interest of the District.

13.0 SCHEDULE:

- 13.1 Pre-proposal Conference: A Pre-Proposal Conference will be held on November 16, 2016, at 10:00 A.M., in Room 303 of the Savannah-Chatham County Public School System’s Central Offices Building, located at 208 Bull Street, Savannah, Georgia 31419. Bidders are encouraged to attend.
- 13.2 Statements of Qualifications will be accepted up to the Deadline for submission of RFQs as noted in the Schedule of Events in paragraph 13.3 and shall be delivered to and stamped by the District’s Purchasing Department, to the attention of Mrs. Sabrina Scales, Purchasing Director, 208 Bull Street, Room 213, Savannah Georgia, 31401. Late proposals will not be accepted and will be returned to the Offeror unopened.
- 13.3 Schedule of Events:

Event	Date	Time
District issues public advertisement of RFQ	11/1/16 11/15/16	
Pre-Proposal conference will be conducted in Room 303 of the Savannah-Chatham County Public School System’s Central Offices Building, located at 208 Bull Street, Savannah, Georgia 31419.	11/16/16	10:00am
Request for interpretations cutoff date	11/18/16	5:00 PM
Addenda cutoff Date	12/1/16	2:00 PM
Deadline for Submission of RFQs	12/6/16	2:00am
District completes evaluation and issues notification to Short-listed firms	TBD	TBD

District conducts a pre-proposal conference for Short-listed firms at site	TBD	TBD
Deadline for submission of written questions from Short-listed firms	TBD	TBD
District response to all requests for interpretation from Short-listed firms	TBD	TBD
Interviews/Presentations from Short-listed firms	TBD	TBD
Intent to Award Letters Issued	TBD	TBD
Award Recommendation presented to Board	TBD	TBD

11.4 The above schedule of Events represents the District's best estimate of the schedule to be followed. The District reserves the right to adjust the schedule as it deems necessary.

12.0 LIST OF EXHIBITS

Exhibit 1: Standard Consultant Agreement

Exhibit 2: RFQ Evaluation Form

END OF RFQ