

**REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL AND/OR
ENGINEERING SERVICES BY UNION COUNTY FOR FFY 2015 & FFY 2016
FLORIDA DEPARTMENT OF AGRICULTURE FUNDING**

Union County, Florida hereby request proposals from qualified individuals or firms to provide Architectural and/or Engineering services for the Union County Extension Office and Agricultural Educational Center. Union County has received a total of \$ 480,000.00 for design and construction of an Extension Office and Agricultural Education Center from the Florida Department of Agriculture. Therefore; procurement and contracting will follow Union County procurement policy regulations. Union County reserves the right to select one or more architectural and/or engineering firms to provide design, bidding and construction observation services for the project.

At the discretion of the Board of County Commissioners, the County reserves the right to use this Request for Proposals (RFP) to contract with the selected firm or firms to provide design, bidding and construction observation services for similar projects funded through other funding sources.

The project involves the design and construction of an Extension Office and Agricultural Education Center to be located at 15460 SW 154th Loop, Lake Butler, FL 32054.

Architectural and/or Engineering Services will include needs and feasibility investigation, surveying, testing, design, cost estimating, permitting, bidding coordination, coordination of construction contracting, and construction observation.

The evaluation criteria that will be utilized in the selection of a project architect and/or engineer are as follows:

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| 1. The reputation of the firm, quality of work and timeliness of completion of similar projects. | 20 pts. |
| 2. The reputation of the proposed management team and the cumulative number of years the members of the team have been licensed Architects and/or Engineers in the State of Florida. | 20 pts. |
| 3. The number of projects that are similar in scope to the County's project, the proposed management team has successfully completed. | 20 pts. |
| 4. Approach to designing the improvements including an outline of the proposed tasks to be carried out. | 20 pts |
| 5. The quality of the references provided by the respondent for similar projects. | 20 pts |

In the event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked above the other firm or firms involved in the tie.

Architectural & Engineering Service fees will be negotiated after ranking is completed utilizing the Florida Consultants Competitive Negotiation Act (CCNA).

Respondents are required to submit an original and _____ () copies in a sealed envelope marked "SEALED PROPOSAL FOR UNION COUNTY AGRICULTURE EDUCATION CENTER ARCHITECTURAL AND/OR ENGINEERING SERVICES". Proposals must be received by _____ p.m. on ____ (date) _____, at the Union County Board of County Commissioner's Office located at 15 NE 1st Street, Lake Butler, FL 32054, attention Ms. Dianne Hannon, BCC Secretary. The mailing address is 15 NE 1st Street, Lake Butler, FL 32054

Union County reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposal process and to award the contract(s) in the best interest of the County.

Architectural and/or Engineering service contract(s) may be subject to grant/loan award and release of funds by the funding agency.

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