

**LEON COUNTY SCHOOL BOARD**  
**RFQ 402-2018 Professional Architectural Consulting Services for**  
**Kate Sullivan Building 1 Window Replacement Project**

Pursuant to Section 287.055, Florida Statutes, and the Chapter 6A-2.0010, F.A.C. the Leon County School Board, is seeking Professional Architectural Consulting Services for Kate Sullivan Building 1 Window Replacement.

Architectural respondents who are interested in providing Architectural Consulting to the Leon County School Board are hereby notified and shall submit six (6) bound Qualification Statements no later than 4:00 pm. Local time on Wednesday, August 30, 2017 to the reception desk of the Leon County School Board, Facilities and Construction, 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303, 850-617-5900. Label shall read:

RFQ 402-2018 Professional Architectural Consulting Services for Kate Sullivan Building 1 Window Replacement,  
Attn: Danny Allbritton, Director of Construction.

**All responses must be submitted in a sealed package and shall be clearly marked on the outside with the solicitation number, date, and time of solicitation opening.** The Leon County School Board, Facilities and Construction Office is not responsible for the premature opening or a delay in the delivery of any solicitation package which is not properly marked. It is the respondent's responsibility to assure its response is submitted at the place and time indicated in this solicitation. Any response which is not properly marked and delivered to the specified address, which results in its inadvertent premature opening or delayed receipt by the Facilities and Construction Office, may result in its rejection.

**CAUTION: Qualification Statements received at the designated office after the exact time specified for receipt will not be opened, evaluated or considered for agreement award**

Instructions for completion and submission of the Qualifications Statement may be obtained on our website at <http://www.leonschools.net/Page/4233> or request assistance from Leon County School Board, Facilities and Construction, 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303, 850- 617-5900. Qualification Statements submitted via facsimile or electronic mail will **not** be considered.

The following dates and activities tentatively identify the project milestones:

RFQ Advertisement:	August 4, August 11 and August 18, 2017
Submittal Deadline:	August 30, 2017                      4:00 PM Local Time
Short List Committee:	September 5 – September 12, 2017
Short List Contacted:	September 13, 2017
Interview Committee Date:	September 25 – September 29, 2017
Recommendation to Superintendent:	Shall be placed publicly on Leon County School Board Docs.
Tentative Recommendation Board Award:	Tuesday, October 10, 2017
Notification to Architects:	After Board approval.

The Leon County School Board reserves the right to waive any informality in the selection process and to reject any or all qualification statements when such a waiver or rejection is in the best interest of the School Board of Leon County.

The Leon County School Board is an equal opportunity agency.

Publish Dates: August 4, August 11 and August 18, 2017

All public advertisements for projects are published in the Tallahassee Democrat.