

**REQUEST FOR
STATEMENT OF QUALIFICATIONS**

NUMBER
SOQ # MASD 18-01

January 31, 2018

MINERSVILLE AREA SCHOOL DISTRICT

Engineering Services to design specifications and manage
a Jr./Sr. High School Paving Project

SUPERINTENDENT'S OFFICE
1 Battlin Miners Drive
P.O. Box 787
Minersville, PA 17954

Dr. Carl G. McBreen
Superintendent

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

PAVING PROJECT

SOQ # MASD 18-01

1.1 Purpose and Objective

The Minersville Area School District (MASD) is soliciting written statement of qualifications (SOQ) from qualified engineers to design specifications, oversee the bidding process and be our project manager for a paving project at the Jr./Sr. High School. MASD intends to award a contract to the respondent deemed most qualified and responsive to this request and whose proposal best benefits MASD.

1.2 Background

MASD is a school system with a Pre K–12 student population of approximately 1,300 students. The students are educated in three (3) school buildings; which are made up of:

<u>School Building</u>	<u>Grades</u>	<u>School Day</u>
Early Childhood	Pre K to K	9:00 A.M. to 3:30 P.M.
Elementary Center	1st to 6th	8:45 A.M. to 3:20 P.M.
Jr./Sr. High School	7th to 12th	7:50 A.M. to 2:50 P.M.

Attached is an estimate of work that needs to be complete at our Jr./Sr. High School (See Attachment A, pages 1 and 2). Core samples have been taken and the results will be provided upon selection of an engineering firm.

1.3 Scope of Services

At a minimum the engineering company should submit:

- Statement of qualifications – company wide
- Statement of qualifications – name of authorizing person and listing of team members. Note: Any substitutions to this list need MASD’s prior approval.
- Scope of work proposed
- Firm’s fee schedule – design specifications, bid process, and project manager fees need to be listed separately.
- Timeline from design to bid
- Contract terms
- List of references for authorizing person and company
 - Minimum of five (5) references with projects of at least \$750,000 preferably in Government, K-12 school settings.
 - Project name and location
 - Project cost
 - Project start and end dates
 - Project contact information where work was completed

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

PAVING PROJECT

SOQ # MASD 18-01

1.4 Inquiries

- A. Questions concerning this SOQ MUST be submitted in writing no later than February 7, 2018 by 3:00 P.M. EST and sent preferably via e-mail:
Jennifer C. Laudeman, Business Manager
1 Battlin Miners Drive, Minersville, PA 17954
Office: (570) 544-1400 extension 1015; Fax: (570) 544-6162
jlaudeman@battlinminers.com
- B. MASD Schools reserves the right to withdraw this SOQ at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- C. MASD reserves the right to waive minor irregularities in response proposals, provided action is deemed in MASD best interests.

1.5 Projected Timetable

Use the following timetable as a guide for planning purposes. MASD reserves the right to adjust the timetable as necessary during the SOQ process.

<u>Event</u>	<u>Date</u>
SOQ Issued	January 31, 2018
Deadline for submitting questions	February 7, 2018 by 3:00 P.M. EST
Qualifications Due at District Administration	February 13, 2018 by 2:00 P.M. EST
SOQs opened at District Administration	TBD and closed.
Board Decision	February 28, 2018

1.6 Terms and Conditions

- A. The contract resulting from this SOQ will be for the Jr./Sr. High School paving project.

1.7 Instructions for Proposal

- A. Compliance with the SOQ
- Proposals must be in strict compliance with this Statement of Qualifications request and in the proposal response format contained herein. Failure to comply with all provisions of the SOQ may result in disqualifications. All information requested must be submitted, or a statement giving the rationale of the proposer for not submitting requested information.

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

PAVING PROJECT

SOQ # MASD 18-01

B. Delivery of Proposals

1. All proposals are to be delivered before 2:00 P.M. Eastern Standard Time on: February 13, 2018 to:
Superintendent's Office
1 Battlin Miners Drive
P.O. Box 787
Minersville, PA 17954

MASD will not accept any proposals received after 2:00 P.M. EST or delivered to a location other than what is listed above. Late or incorrectly delivered proposals will be returned to the Offeror at their expense or destroyed after 30 days.

Proposers must submit one (1) original, and (3) exact duplicate, numbered copies of the proposal response.

List the Proposal Number "18-01" on the outside of the box or envelope and note, "SOQ enclosed".

C. Evaluation of Proposals

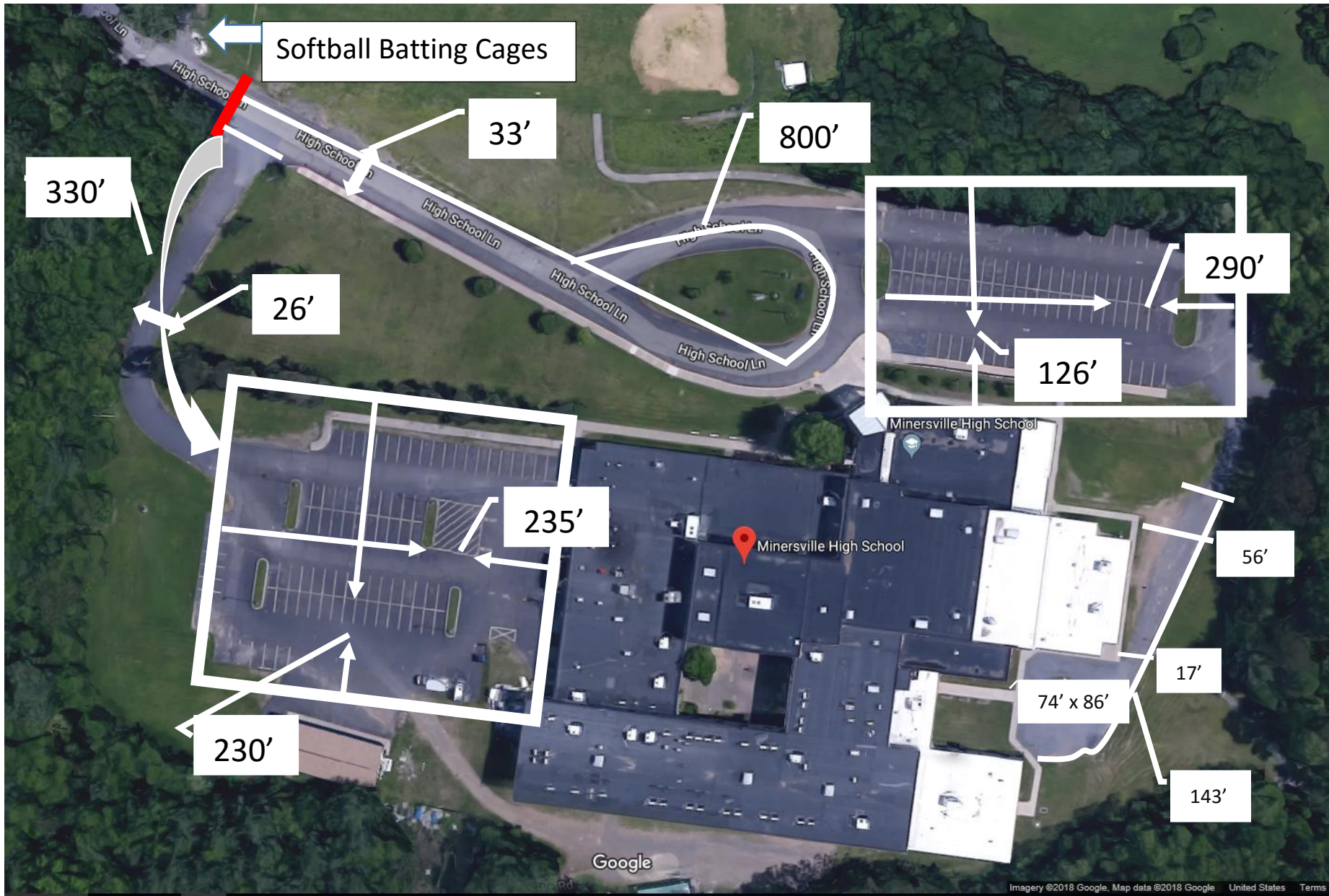
1. MASD will evaluate the proposals as deemed fit.

E. Acceptance of Proposals

1. The MASD Agent shall accept all proposals that are submitted properly. However, MASD, or designee, reserves the right to request clarifications or corrections to proposals.

F. Validity of Proposals

1. All proposals shall be valid for a period of one hundred twenty (120) days from the opening date of the request for Proposal.



*Measurements are good estimates.



*Measurements are good estimates.