

**APPENDIX B – MINIMUM QUALIFICATION FORM
RFP 099-20 FLEET SERVICES OPERATIONS BUILDING RENOVATION DESIGN SERVICES**

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED PROPOSER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE PROPOSER MUST COMPLETE THE PROPOSER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE PROPOSER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PROPOSER INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

Proposer shall have the following Minimum Qualifications to be considered eligible to submit a Proposal in response to this RFP.

It is the responsibility of the Proposer to ensure and certify that it meets the Minimum Qualifications stated below. JEA reserves the right to request back up documentation to confirm the Proposer meets the requirements stated herein. A Proposer not meeting all of the following criteria will have their Proposals rejected:

- The Proposer must provide one (1) public or private project reference similar to the scope of work as described in Appendix A - Technical Specifications, and have a value greater than or equal to \$300,000.00 in construction cost, and completed within the last three (3) years immediately preceding the proposal due date.
 - The project referenced must have been successfully implemented and completed.
 - The referenced project must also have been completed by the primary project manager who will be assigned to this project.
 - The reference provided will be contacted. A contact name, correct telephone number and email address must be provided for the reference company. Failure to do so may result in the rejection of the proposal.

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- The Company shall be the Architect of record for the project. References as an engineer on a project will be rejected.

REFERENCE PROJECT 1

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Project Name _____

Address of Work _____

Project Manager _____

Brief Description of Project (Scope of Services Provided): _____
