

LEGAL NOTICE

RFQ 20-101

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATIONS TO HAMILTON COUNTY HIGH SCHOOL AND OTHER MINOR PROJECTS.

The Hamilton County School Board, in compliance with Consultants' Competitive Negotiations Act, Section 287.055, F.S., seeks qualifications and performance data for professional services.

Scope of Services:

Professional architectural and engineering services for design, plans, and specifications for renovations to the Hamilton County High School and other minor projects as approved in the Educational Plant Survey, any future Supplemental Educational Plant Survey, and/or the 5-Year District Facilities Work Program.

Services to be rendered may involve design preparation and/or review, inspections, consultations, and recommendations as may be appropriate. As work progresses, and upon completing professional consulting services at various stages of each project, the Consultant will promptly make written reports of findings describing the project, work performed and results of such work, together with any pertinent observations that should be brought to the attention of the Owner. Unless otherwise agreed upon between the parties, the Consultant will furnish one electronic submission of such reports which will be e-mailed directly to the Owner's designated representative, and, when required, one signed and sealed original which shall be delivered to the Owner's designated representative. All reports will become the exclusive property of the Owner and may be used as the Owner determines.

Design must meet all Current State Requirements for Educational Facilities (SREF) and associated codes and statutes.

Submittal Requirements:

Firms desiring to provide professional services for the above projects shall submit one (1) original and six (6) copies of expression of interest containing all of the requested information by Tuesday, October 29, 2019, at 2:00 p.m. Mail or deliver clearly marked RFQ# 20-101 sealed submissions to:

Michael D. Vinson Jr.
Director of Business Services
Hamilton County School Board
5683 US Highway 129 South, Ste 1
Jasper, FL 32052

Questions or comments specific to these submissions shall be directed to Craig Newsome, Maintenance Supervisor, by phone at (386) 792-7903 or via e-mail at craig.newsome@hamiltonfl.com.

General Criteria to Be Included:

1. Professional qualifications and capabilities of the firm and specific individuals to be assigned to the project. Resumes should be included.
2. Past performance in similar activities for school boards or other agencies within the last five years. Title and brief description of each project to include client, year completed, scope of work involved in each project, and total cost.
3. Current and near future workload.
4. Proof of licensing in accordance with Florida Statutes.
5. Firm's office location closest to Jasper, FL.
6. Any additional data supporting firm's capability in regard to this project.
7. Disclosure of any potential conflict of interest due to any other clients, contracts, or property interest for this project.
8. Include a notarized statement certifying that no member of your firm's ownership, management, or staff has vested interest in any aspect of or department of the Hamilton County District School Board.

Selection Process:

Submissions may be reviewed by the Facilities Construction Committee and short listed. The committee may then entertain oral presentations by short listed firms prior to evaluating and ranking each firm based on the following criteria: firm's approach to the project, ability of professional staff, prior experience, current and projected workload, and firm's location. The committee's ranking will then be presented to the Hamilton County District School Board along with a recommendation.