

## PUBLIC NOTICE

Notice is hereby given that Holmes County School District has need for the professional services of:

**Mechanical/Electrical/Plumbing Engineer for existing facilities and minor additions**

**Structural Engineer for existing facilities and minor additions**

**Registered Architect for existing facilities and minor additions**

Services required from each consultant will be, but not limited to, developing plans and specifications for existing facilities, and technical review and support as needed. The plans designed for any of these projects may be subject to reuse by the Board. The School District may select one or more firms in each of the above categories to receive a continuing contract.

A continuing contract is a contract for professional services entered into in accordance with F.S. 287.055 between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000.00 or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contract shall not be required to bid against one another. The contracts will be awarded for a three-year period with optional renewals for a period of three additional years. This renewal may be exercised twice.

Interested firms should furnish four copies of the following information:

1. A letter of interest which identifies the work for which the firm is applying (Mechanical/Electrical/Plumbing Engineer/Structural/Architectural)
2. Proof of professional liability insurance.
3. Professional Consultant for Continuing Contract Information Form which can be obtained at the address shown below, or through electronic mail by request
4. Any other information which will assist the School Board in the evaluation of the applicant

Proposals will be received in the Office of the Facilities Administrator, Mr. Mickey Hudson, 701 East Pennsylvania Street, Bonifay, Florida 32425 (phone 850-547-9341) no later than 2:00 p.m. CST time on January 23, 2019.

**PROFESSIONAL CONSULTANT INFORMATION FORM FOR CONTINUING CONTRACTS**

Holmes County School District

RESPONSE DUE DATE: January 23, 2019, 2:00 p.m. C.S.T.

1. NAME, ADDRESS, TELEPHONE, AND FAX NUMBER OF APPLYING FIRM:

YEAR FIRM ESTABLISHED:

CONTACT PERSON:

TITLE:

NAME OF PROJECT MANAGERS THAT COULD BE ASSIGNED PROJECTS

2. IDENTIFY AND GIVE THE TITLE OF KEY PERSONNEL IN FIRM.

a.

b.

c.

d.

e.

f.

3. ENGINEERING TEAM COMPOSITION. List only full time employees of record on date as of this response for the Applying Firm and Special Consultant\*(if applicable).

a. Number of Principals \_\_\_\_\_

b. Number of Other

Technical Employees \_\_\_\_\_

Graduate Interns \_\_\_\_\_

Registered Engineers \_\_\_\_\_

Other (define)  
Construction Inspectors \_\_\_\_\_

Drafting Personnel or  
CAD Operators \_\_\_\_\_

Subtotal of Technical  
Staff (a & b) \_\_\_\_\_

c. Administrative and  
Clerical Staff \_\_\_\_\_

Others (define) \_\_\_\_\_

Subtotal of Support  
Staff (c) \_\_\_\_\_

d. Number & Percent of Minority  
& Women Employees: \_\_\_\_\_

4. IDENTIFY A MAXIMUM OF TEN PROJECTS OF SIMILAR TYPE, SIZE AND COST THAT MEET THE CRITERIA OF THIS REQUEST.

Give a brief description of each project and indicate the construction cost and provide name and telephone number of current client reference. Work performed by individuals while under previous employment must be identified clearly. Work of special consultants or associated firms must also be clearly identified. Use additional pages if necessary.

5. On your last five projects, how many were completed on schedule? How many were completed in budget?

6. CURRENT WORKLOAD – ALL PROJECTS

List the number and estimated total construction cost of Applying Firm's active projects for the categories listed below:

a. Up to and including the preliminary design phase

1. Number of Projects:

2. Estimated Total Construction Cost:

b. Contract document preparation phase

1. Number of Projects:

2. Estimated Total Construction Cost:

c. Construction phase

1. Number of Projects:

2. Estimated Total Construction Cost:

## 7. LITIGATION/CLAIMS INVOLVING FIRM'S PROFESSIONAL SERVICES

If Applying Firm is currently a named party to a lawsuit, has within the past ten years been named party to a lawsuit, or has been involved in the settlement of a claim against your firm based upon your firm's professional services, for any such lawsuit or claim, state:

a. The name of the parties involved:

b. The nature of the lawsuit or claim against your firm:

c. The current status, adjudication or settlement of said lawsuit or claim:

## 8. INSURANCE

State the name and address of Applying Firm's professional liability insurance carrier and amount deductible per claim:

9. I hereby swear or affirm that the information given on this application and any attachments is true and correct to the best of my knowledge and belief, and I understand that the contents of this proposal will become part of the contractual obligations.

FIRM \_\_\_\_\_

Notary Seal

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

(Officer or Principal)