

PROJECT FACT SHEET

Continuing Professional Service Contract for
Mechanical, Electrical and Plumbing Design/Engineering Services
For
The School District of Osceola County, Florida

RFQ # SDOC-06-041-FPC

DESCRIPTION OF SERVICE: During the bid and construction phases of Projects, the Awarded Contractor(s) shall represent the school district as its Designer of Mechanical, Electrical and Plumbing systems. Anticipated services could include but not limited to the following:

1. This contract covers Design services for construction projects estimated to be less than or equal to \$1,000,000.00 with studies less than \$50,000 in fee.
2. Provide all services necessary to investigate and inspect Mechanical/Electrical/Plumbing equipment for problems that relate to but not limited to materials, workmanship, age, warranty, and deterioration.
3. Provide all services necessary for approval of design, preparation of construction drawings, and specifications, and provide contract administration and project inspection services for the construction of various work projects.
4. Provide a Scope of Work detailing the type of system for each project requiring Design Services and submit to the Project Manager for their approval.
5. Provide technical support in matters regarding mechanical/electrical/plumbing services to the School District's Construction Services Department and the Maintenance Department.
6. Review and comment on Educational (SREF), Maintenance and the Design Services Department Specifications, design submittals, and construction documents prepared by other consultants.
7. Review, inspection, and report on specific areas of construction when requested.
8. Provide support with school site analysis, educational specification preparation, construction project budgeting, etc. in accordance with:
 - a. The current edition of FBC, Statutes, Administrative Code and State Requirements for Educational Facilities.
 - b. Osceola County Educational or Ancillary Specifications where required.
 - c. Current industry standards.
9. Investigation, identification, analysis, and recommendation with costs for specific school facility problems or needs assigned on a project-by-project basis.
10. Provide technical support by the use of other consultants when specialized areas of expertise are needed.

11. At the Owners option, the selected firm(s) may be requested to attend School Board meetings.
12. Engineering firm(s) must provide all drawings on AutoCAD latest version and specifications on Microsoft Word. At the end of the design process and again at the end of construction these drawings shall be provided to the School District as an additional record copy.
13. **Certificates, Registrations and Insurance:** Submit a copy of the firm's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered and insured at the time of its application to practice their profession in the State of Florida. If the applicant is a corporation, it must be properly chartered with the Florida Department of State to operate in Florida and provide a copy of its Corporate Charter Registration with the Department of State to operate in Florida. Firm shall submit a copy of their Professional Liability Insurance with a minimum of \$1,000,000 in coverage.

Engineer Qualifications

- a. Minimum of five (5) years of documented experience in the field of services satisfactorily designing systems.
- b. Engineering firm(s) must have Registered Mechanical/Electrical/Plumbing Engineer(s) on staff.
- c. Documentation as to the organization's personnel experience, which shall include the name and registration number of the staff's professional engineer (s), if applicable, and/or the resume(s) and certification(s) of the field technician(s) who will be performing the work.
- d. Proposal shall address and assure the district that all services performed and/or provided will be under the direction of a registered Florida State Professional Engineer -or- the organization itself has been approved and licensed by the State of Florida; per the rules of Florida State Board of Educational Facilities, State Requirements for Educational Facilities.

SELECTION CRITERIA: Attached to each letter of application, provide sufficient information to describe each Selection Criteria. Firms will be evaluated in the following areas:

1. **Current Workload: (10 Points)** List each project and fee amount currently under contract, including contracts as a consultant to another firm. Describe how you will meet your current contract obligations and our continuing service contract if selected.
2. **Past Performance: (30 Points)** Applicants shall list all projects for which a contract was signed for professional services in the past two years. Provide the project name, the Owner, and the name and telephone number of the Owner's Representative.
3. **Experience with Similar Work: (25 Points)** List projects of comparable type, size, and complexity, which were accomplished by the Applicant as, identified in the Project Description. List Owner's in which the Applicant has provided similar annual continuing services where many small projects constitute the majority of the annual work. List experience as being the lead consultant and having other consultants performing work under applicant contract.

4. **Location: (10 Points)** Due to the nature of the continuing service contract being small and fast response projects, the applicant's physical distance to the school district will have bearing on the selection. Location relates to reviews, coordination, and communication.
5. **Ability to Provide Service: (20 Points)** Applicant's ability to provide service includes available staff to support the Owner's needs in a timely manner. Applicants cost estimating capabilities and methods used to control cost during design and construction of a project. Applicant's method used in project administration to insure owner's goals and objectives are obtained in design and construction.
6. **Special Qualifications: (5 Points)** Provide a list of any special qualifications held by the design professional assigned to the project (specific education, seminars etc. with dates and copies of certificates).
 - a. Completed copy of U.S. Government Architect-Engineer Standard Form 330.
 - b. Provide a copy of the firm's current Professional Registration Certificate from the appropriate governing board.
7. **Any other additional information that may be beneficial for consideration in the selection process.** Representative samples of related work may be submitted at the applicant's option. Applications that do not comply with the above instruction including Selection Criteria will not be considered. All information received will be maintained with the Continuing Service Project File and cannot be returned.

Submit Five (5) copies of the above requested data in spiral or three-hole ring binder in order listed above. Representative samples of related work may be submitted at the applicant's option.

The plans and specifications for Mechanical/Electrical/Plumbing projects are subject to reuse in accordance with the provisions of Section 287.055, Subsection 10, Florida Statutes. Review of the Submittals by the Selection Committee will be performed.

The District may opt to conduct interviews with selected firms, should it be required or warranted, with said interviews compliant with School Board Policy and F.S. 287.055. Discussions may be held between selection Committee and the firms selected for interview based upon data submitted by each firm. Firms will be notified in writing as to whether or not they have been selected for this contract. The School District reserves the right to award to one or more firm(s) per discipline. In the event more than one firm is selected, the District will establish a Primary firm selection and an Alternate firm selection.

The awarded Engineering Firm shall provide a proposal for each project prior to beginning any work.

All prospective professionals are hereby cautioned not to contact any Board Member of The School District of Osceola County after submittals are received or to attempt to persuade or promote through other channels, including discussion with District selection committee members. After submittals are received all contact must be channeled through the Construction Services Department. Failure to comply with these procedures shall be cause for disqualification of firm's expression of interest.

Questions and additional information requests should be directed in writing to:

Lisa Kesecker – Purchasing Specialist
Purchasing Department
817 Bill Beck Boulevard
Kissimmee, FL 34744
Email: keseckel@osceola.k12.fl.us

All Submittals are due no later than 2:00 p.m. on Friday, January 6, 2006.

The School Board of Osceola County, Florida reserves the right to reject any and all applications submitted.

Project Milestone

	Legal Advertisements
November 11, 2005	Legal Ad in Orlando/Osceola Sentinel
November 16, 2005	Legal Ad in Orlando/Osceola Sentinel
November 20, 2005	Legal Ad in Orlando/Osceola Sentinel
The School District will be closed for the Holidays between December 17th and January 2nd	
January 6, 2006	Responses to RFQ due at 2:00 PM Location: School District of Osceola County Purchasing Department 817 Bill Beck Blvd., Bldg 2000 Kissimmee, FL 34744
January 6 – 20, 2006	Selection Committee to review RFQ's
January 20, 2006 *	Notification of Selected Short List Candidates
January 27, 2006 * (If warranted)	Short List Oral Presentations and Interviews Presentations will be presented before the Selection Committee and possibly the School Board. Location: School District of Osceola County FPC Annex Conference Room 809 Bill Beck Blvd. Kissimmee, FL 34744 Time: 1:00 PM – 4:00 PM
February 21, 2006 *	Recommendations to School Board for Approval

The School District of Osceola County is an Equal Opportunity Agency.

NOTE: Dates marked with an asterisk * are subject to change