



**Nassau County School Board**

**Facilities Department**

**86334 Goodbread Road**

**Yulee, Florida 32097**

**Phone: (904) 225-5343**

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Jeffrey L. Bunch  
Director of Facilities

Wesley Peacock  
Construction Services Manager

**INVITATION TO OBTAIN PROFESSIONAL SERVICES**

The School Board of Nassau County, Florida is requesting proposals to select professional services for the following projects.

**Design of a 1200 Student Capacity Middle School**

**Design of a 1500 Student Capacity High School**

Architectural firms interested in consideration of this project should express their interest in writing to Jeffrey L. Bunch, Director of Facilities, The School Board of Nassau County, 86334 Goodbread Road, Yulee, Florida 32097. This written information shall contain Six (6) bound copies including the following.

- Letter of Interest
- SF330-Part I
- SF330 – Part I Section H
- SF330 – Part II
- Licenses and Registrations
- Corporate Charter
- Insurance (current ACORD forms)

Please include information concerning previous work experience on educational projects, general information concerning the architectural firm, including capabilities, adequacy and experience of personnel, past record, and current workload of the firm. Outside consultants need not be included until a specific project is defined.

Professional architectural services will generally consist of the furnishing of necessary documents for planning and construction of the proposed project, educational specifications, competitive bidding of the project, construction contracts, supervision of the project during construction and submission of all required documents to the Department of Education for review and approval. Procedures for selecting Architectural/Engineering services will follow School Board Policy 7.65-Selecting Professional Services, State Requirements for Educational Facilities Section 4.1 and Florida Statutes 287.05.

The design firm selected for the project shall obtain and maintain insurance against errors and omissions and professional liability, in sufficient amounts, to protect the Nassau County School District against all claims which may arise during the terms of this project.

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Equity Coordinator Nassau County School District, 1201 Atlantic Ave. Fernandina Beach, FL 32034 / (904) 491-9888 Fax: (904) 277-9044.

A Pre-Proposal Conference will be held at the Facilities office at 10:00AM on April 19, 2023, for interested firms to answer any questions that may arise. All firms who wish to be considered for this project must have the requested information in the office of Jeffrey L. Bunch, Director of Facilities, no later than 2:00pm, May 3, 2023. Requests received after this date and time will not be considered. After review by the sub-committee, selected firms will be notified for interviews by the selection committee.

Jeffrey L. Bunch/Director of Facilities  
Nassau County School Board  
(904) 225-5343

Publication dates:  
April 5, 12, 19, 2023

Due Date: May 3, 2023