

**PROJECT FACT SHEET
ARCHITECT AND ENGINEER
FOR
Continuing Service Contracts 2008-2009
Florida International University**

PROJECT DESCRIPTION

This project consists of Architectural Services for Continuing Service Contracts. Continuing Service Contracts are specific projects for renovations, alterations, and additions that have a basic construction budget estimated to be \$1,000,000 or less, or a planning study for which the fee for professional services is \$100,000 or less. Campus Service Contracts for Continuing Service Contracts provide that the consultant will be available on an as-needed basis for the upcoming Fiscal Year, July 1 - June 30. Four campus services architects will be selected.

SELECTION CRITERIA

All information submitted is subject to the Laws of Perjury as set forth in Chapter 837.06, F.S. The following minimum qualifying information is required by an Applicant to be eligible for consideration:

1. Letter of Intent and Summary Introduction narrative highlighting qualifications/legal nature of organization including proposed organization chart.
2. Completed (former Board of Regents) "Professional Qualifications Supplement (PQS)," dated September 1999, revised by FIU on 2/22/08, (go online to <http://facilities.fiu.edu> to download the form).
3. Copies of the applicant's current Professional Registration Certificates from the appropriate governing board for the Applicant firm, its consulting engineers and all key professional personnel to be used on the project.
4. Location Proximity (highway distance) of Applicant's nearest established fully staffed office to the University Park Campus.

Firms will be evaluated in the following areas: current workload, location, (refer to Location rating "Table A," in Attachment 8A of the PQS instructions), past performance, and experience and ability. Experience and ability scores will be based on the following criteria:

1. Principal and/or Project Managers experience with renovations, remodeling, repairs and small additions.
2. Principal and/or Project Managers experience with institutional remodeling.
3. Principal and/or Project Managers experience with public agencies.
4. Principal and/or Project Managers experience with annual or continuing contracts.

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The Selection Committee shall review qualifying information submitted and score applicants in terms of points on a numerical scale assigned to each criteria element as set by the committee. Committee votes will be computed as the average of individual scores. Selection is based on numerical scoring of the highest ranked applicants for interview.

SELECTION SCHEDULE

The anticipated schedule for selection, award, and negotiation is as follows:

Call for proposals in Florida Administrative Weekly	August 15, 2008
Closing Date for Applicants	(2:00 p.m.) September 12, 2008
Shortlist Meeting	September 26, 2008
Final Interviews	October 20, 2008
Contract Negotiation	TBA

GENERAL INFORMATION

1. Any change in the schedule or other additional information will be posted on the FIU Facilities web-site <http://facilities.fiu.edu>. The web site contains the Continuing Services Contract Form Required by FIU. FIU reserves the right to modify the contract form at the time of contract negotiations. Any question or explanation desired by an applicant regarding projects or any part of the process must be requested in writing to cecilia@fm.fiu.edu or via fax to 305-348-4091. Responses to questions and requests for information will be posted on the facilities web site. An effort will be made to respond to all applicant questions; however, the University is not obligated to and may choose not to answer every question.
2. The University is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract. The University reserves the right to suspend or discontinue the selection process at any time and to return or reject any or all submissions of qualifications without obligation to the respondent. Project development including professional services is contingent upon availability of funds.
3. In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, direct contact with the committee members is not permitted. The committee members are: Sylvia Berenguer, John Cal, Celi Ervesun, Joost Nuninga and Jose Rodriguez. The goal of this committee is to assess the Applicants on an equitable basis. The committee members (may be subject to change without notice) shall serve throughout the screening process for a project until selection is completed.

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4. The Selection Committee will make a recommendation to the President of Florida International University. All finalists will be notified in writing of the President's action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
5. All team members of the selected firm should clearly address each of the selection criteria as appropriate within the submittal package.
6. The results of this screening process will be posted at Facilities Planning and Construction during regular business hours on the date listed in the Project Milestones or may be obtained online at <http://facilities.fiu.edu>. Any notification of intent to protest must be made within seventy two (72) hours of posting.
7. All applicants will be notified of the results of the short listing in writing. Finalists will be informed of the interview date and time and will be provided with:
 - a. a copy of FIU State University System's Agreement between Owner and Architect/Engineer
 - b. additional project information, and
 - c. topics to be covered in the oral interview.

The Committee shall be free to ask a Finalist any question it deems relevant to its decision in ranking the Finalists. In making its decision, the Committee shall take into consideration, in addition to the information requested above, the following factors:

1. **Understanding of the Project Requirements** – Finalists will be evaluated on the thoroughness demonstrated in understanding the nature and requirements of the project.
 2. **Approach and Method** – Finalists shall explain their approach, management and design methods they will employ to plan, design and administer during construction of the project, inclusive of procedures to assure timely performance of the work.
 3. **Ability to Provide Service** – Finalist shall specify why it is uniquely qualified to undertake the project.
8. Applicants shall not include specialty consultants in their team. If the Applicant firm has specialty expertise in-house, it may be indicated. Failure to comply with this requirement shall be grounds for disqualification. If the applicant feels that its team will require the services of a specialty consultant, it should indicate for which disciplines it will require specialty consultant(s) according to the instructions on page 2 of 11 in the PQS form.