PROJECT DESCRIPTION

The US Century Bank Arena is the largest indoor gathering place on the campus of Florida International University. This building serves the campus and community for various functions and events throughout the year.

The US Century Bank Arena Expansion will provide a welcoming central entry area to manage large quantities of visitors effectively. Components of the project will include a formal lobby/pre-function area that accommodates visitors and waiting lines; public restrooms and concessions; an external covered guest area adjacent to the entrance doors; adequate ticketing facilities; and advanced multi-media to make public announcements.

Construction cost is estimated to be approximately $3,000,000.

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 "Florida International University Professional Qualifications Supplement (FIUPQS)." FORMER BOARD OF REGENTS PQS FORMS ARE NO LONGER ACCEPTED. The official FIUPQS forms must be downloaded from the FIU web site at http://facilities.fiu.edu/projects/BT-837.htm. Applications on any other form will not be considered.

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. If the applicant is a corporation, it must be properly chartered by the Florida Department of State to operate in Florida.

4. Location Proximity (highway distance) of Applicant’s nearest established, fully staffed office to the Modesto A. Maidique Campus.

Firms will be evaluated in the following areas:

Recent and Current Workload – Evaluation of current phases of work in progress/manpower allocation in response to current workload.

Adequacy of Personnel – Applicant’s experience and availability to perform the required services in light of its current workload.

Experience and Performance Record – Performance with respect to projects comparable in type, size and complexity for the most recent five-year period. Experience evaluation shall be on the basis of the firm’s principals and project managers experience with institutional or other public agencies. The committee may take into consideration personal knowledge of the applicant’s past performance evaluations with the University.
Services Provided by Applicant and Proposed Consultants – Unique qualifications with respect to the project, including specialized equipment, awards or recognition received, special approaches, management tools or concepts developed.

Volume of FIU Work Previously Awarded – Volume of work on project previously awarded by the University for the past five years with the objective of effecting an equitable distribution of contracts among qualified Applicant firms, provided such distribution does not violate the principle of selection of the most highly qualified firm.

The Selection Committee shall review qualifying information submitted and score applicants in terms of points on a numerical scale assigned to criteria identified in the FIUPQS form and instructions. 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: **Friday, November 6, 2009**
- **PQS Applications Due:** **Tuesday, December 8, 2009**
  
  (Note: This date has changed and supersedes the Florida Administrative Weekly Advertisement).

  Submit seven (7) bound copies of the required proposal data and one CD copy in Adobe Acrobat PDF format of the requested qualifications to: Selection Committee, Florida International University, Real Estate Development and Planning, Campus Support Complex, Room #142, Modesto A. Maidique Campus, Miami, Florida 33199. Submittals must be received between 8:30 A.M. and 12:30 P.M. or 1:30 P.M and 4:00 P.M. local time, December 6, 2009. **Submittals will not be accepted before or after the times and date stated above.** Facsimile (FAX) submittals are not acceptable and will not be considered.

- **Shortlist Meeting:** **Monday, January 18, 2009**
- **Final Presentations and Interviews:** **Thursday, February 11, 2009**

GENERAL INFORMATION

1. Any change in the schedule or other additional information will be posted on the FIU web site http://facilities.fiu.edu/projects/BT-837.htm. Applicants should check the web site daily. Any question or explanation desired by an applicant regarding project or any part of the process must be requested in writing to griffith@fiu.edu or via fax at 305-348-0579. 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. The last day questions or inquiries will be considered for this project is **Thursday Wednesday, December 2nd, 2009 at 12:00 PM.**

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 reject any or all submissions of Architect/Engineer qualifications without obligation to the respondent. The award of this contract is subject to availability of funds. If additional funding is realized, the University has the option to incorporate additional scope/funding under this contract. 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:

James R. Wassenaar, Executive Director, Student Affairs Operations and Auxiliary Services
Julie Berg, Senior Associate Athletic Director
John Cal, Associate Vice President, Facilities Management
Alberto Delgado, Sr. Project Manager, Facilities Management
Danny Townsend, Associate Director, Facilities Management
Jason Chandler, Associate Professor, College of Architecture + The Arts

The goal of this committee is to assess the Applicants on an equitable basis. Committee members shall serve throughout the screening process for a project until selection is completed. (Committee members may be substituted by the University prior to the short list meeting without further notice).

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.

4. All team members of the selected firm should clearly address each of the selection criteria as appropriate within the submittal package.

5. The results of this screening process will be posted on the FIU Facilities web site at http://facilities.fiu.edu/projects/BT-837.htm. Any notification of intent to protest must be made within seventy-two (72) hours of posting.

6. Finalists will be notified and informed via email of the interview date and time and will be provided with a copy of the Building Program, FIU’s Agreement between Owner and Architect/Engineer, additional project information, and the 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. As outlined in the Florida International University Professional Qualifications Supplement (FIUPQS), 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 – The Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams, including consultants. The Applicants shall be rated on the completeness of their understanding of the factors which are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview.

2. Approach and Method – Finalists shall explain their approach, management and design methods they will employ to program, plan, design, and administer during construction the project, inclusive of procedures to assure timely performance of the work.

3. Ability to Provide Service – The Committee will evaluate the Applicants’ ability to meet the Owner's required timetable and to provide for the special or unique requirements of the project, including a projected time line of activities through project
completion. The Applicants should be asked to discuss their ability to fulfill each project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks are considered in this category.

7. Applicants shall not include specialty consultants in their team. 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 in the FIUPQS form.

Posted on November 6, 2009.