

## NOTICE TO PROFESSIONAL CONSULTANTS

Florida International University Board of Trustees announces that Professional Services in the discipline of Architecture will be required for the project listed below:

Project Name and Number: Student Academic Support Center, BT-882

Project Description: **This project will provide the construction of a multi-purpose student support complex to create, facilitate and promote student interaction, campus engagement and academic success,** The Center will be constructed on the north end of the new FIU Football Stadium. The Center will provide the university with an attractive new welcome center and an integrated service facility to enable students to conduct university business---from recruitment to graduation---in a single location. The primary focus of this new facility is to build student affinity and promote student success from the first visit at the welcome center to the last pro-active and positive service encounter at the one-stop facility. This new Center represents an opportunity for the university to create a "culture of service" by assisting students in a single location with professional and support staff uniquely trained to render full service assistance and excellent customer service. No longer will students need to traverse the campus to find the right office and/or staff member for assistance but rather they will need only to visit the support facility for full-service assistance with a one-stop specialist.

The Center's primary objective is to provide students with an easy, convenient and friendly environment to conduct business so that they can remain focused on their academics and progress to graduation in a timely fashion. The more students who encounter positive experiences when requesting information, solving problems and seeking assistance with university staff, the greater their affinity for the university will grow. The emphasis on interaction, engagement and socialization is specifically aimed at influencing students' future decisions to start and/or continue their education at FIU. University spirit, a culture of service and a sense of belonging will enhance affinity, encourage loyalty and ultimately improve student retention and graduation rates.

Included in the Center will be a number of University functions, included but not limited to orientation, counseling and advising, admissions, bursar and registration. The Center will include office space for advising and student support, lecture halls, flexible classroom space, computer study rooms and meeting areas. **The project subject to this solicitation for professional services is for the Student Academic Support Center only,** however, the design of the Center will need to integrate into the north end of the Football Stadium and allow for construction of the stadium above the Center. The scope of work may also include some preliminary and conceptual design work to ensure full integration of the Center with future stadium construction.

### INSTRUCTIONS:

Firms desiring to apply for consideration shall submit a letter of application.

The letter of application should have attached:

1. A completed (former Board of Regents) "Professional Qualifications Supplement (SUSPQS)," dated September 1999 with FIU revisions dated 2/22/2008. Applications on any other form will not be considered. It is the intent of FIU to encourage participation by qualified Minority Business Enterprises however, State of Florida MBE Certification is not a factor in the selection process. Disregard paragraph 4 on page 2 of the instructions.

2. A copy of the applicant's current Professional Registration Certificate from the appropriate Governing board. An applicant must be properly registered at the time of application to practice its profession in the State of Florida. If the applicant is a corporation, it must be properly chartered by the Florida Department of State to operate in Florida.

Submit six (6) copies of the above requested data bound in the order listed above. Applications that do not comply with the above instructions will not be considered. Application material will not be returned. 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. The award of this contract is subject to availability of funds.

The plans and specifications for A/E are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes. As required by Section 287.133, Florida Statutes, a consultant may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected consultant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Professional Qualifications Supplement forms and the Project Fact Sheet, which incorporates the selection process for this Project and additional information regarding the Project scope, may be obtained from the web-site <http://facilities.fiu.edu> (Applicant firms may find project under Selection Process Information). Requests for meetings by individual firms will not be granted. Once the firm acquires the required forms, questions may be directed to Real Estate Development and Planning at (305)348-4090 or via email to [cecilia@fm.fiu.edu](mailto:cecilia@fm.fiu.edu).

Submit qualifications to: Selection Committee, Florida International University, Real Estate Development and Planning, Campus Support Complex, Room #236, University Park, Miami, Florida 33199, by 2:00 PM local time, on September 26, 2008. Late submittals shall be disqualified. Facsimile (FAX) submittals are not acceptable and will not be considered.

O:\FILES\AESELECT\2008-09\AD BT-882.rtf