

**PROJECT FACT SHEET
STUDENT ACADEMIC SUPPORT CENTER
BT-882
FLORIDA INTERNATIONAL UNIVERSITY**

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. The firm selected will provide complete architectural programming services in addition to full architectural and engineering basic services.

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 2-22-08.
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

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4. personnel to be used on the project.
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:

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 multiplied by respective weights assigned to each criteria element as set by the committee. Committee votes will be computed as the sum of weighted 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 29, 2008
PQS Applications Due:	(2:00 p.m. in CSC 236) September 26, 2008
Shortlist Meeting:	October 10, 2008
Final Presentations and Interviews:	November 4, 2008
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>. Any question or explanation desired by an applicant regarding project 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. The last day written questions or inquiries will be considered for this project is September 24, 2008 at 12:00 pm.

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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 Design/Build 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: Corinne Webb, VP of Enrollment Services, Danny Paan, Facilities Senior Project Manager, two additional facilities representatives, (TBA) and possibly one additional representative from Student Affairs, (TBA). 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.
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
 - a. of the interview date and time and will be provided with a copy of FIU State University System's Agreement between Owner and Architect/Engineer, additional project information, and the topics
 - b. to be covered in the oral interview. The Committee shall be free to ask a Finalist any question it
 - c. 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 the project, inclusive of procedures to assure timely performance of the work.
 3. **Unique Qualifications** – Finalist shall specify why it is uniquely qualified to undertake the project.
8. 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 on page 2 of 11 in the PQS form.