

PROJECT FACT SHEET

CONSTRUCTION MANAGER FOR CONTINUING SERVICES CONTRACT 2008-2009 FLORIDA INTERNATIONAL UNIVERSITY

PROJECT DESCRIPTION

Three firms will be contracted to provide construction management for continuing services contract on an ongoing basis. Continuing services contract is defined as a project that has a construction budget estimated to be less than \$1,000,000.

The continuing services contract budget for FIU totals in excess of \$1,000,000 for construction by various contracting firms. A typical project is a renovation project with a construction budget of approximately \$5,000 - \$25,000 which utilizes all of the major construction trades and subcontracts. However, projects may be smaller or larger, utilize only one or many subcontractors. The University is not in a position to designate the projects that will fall within this category since specific projects, and estimates are not available.

The Construction Management firm is also required to coordinate its work with other University contractors which may include asbestos abatement contractors.

This will be a multiple award contract for an initial period of one-year with Owner's option to renew the contract, at its sole discretion, for additional one-year periods, however, in no event to exceed a total of five years. Three (3) contracts will be awarded to three (3) different firms. Applicants are advised that selection does not constitute a guarantee of future assignment of commissions. Qualified firms must be licensed general contractors in the State of Florida and meet all other requirements as may be required by law. An applicant shall be properly registered to practice in the State of Florida as a General Contractor at the time of application with the appropriate state board governing the services offered. The Committee may verify the current status with the appropriate state board. Provide copies of current State of Florida Department of Professional Regulation Construction Industry Licensing Board certificate of Corporate Authorization showing (1) License No., (2) Certificate of Authorization date and (3) designation of professional(s) qualifying the corporation to practice as a General Contractor.

At the time of contract negotiations, a percentage fee for management services will be established. This fee will be for the life of the contract. When a project arises, the contracted firm will be provided a detailed description of the project scope (plans and specifications where applicable) and asked to provide a cost proposal for completing the work. The cost of the work will include all costs related to completing the work, and the percentage fee for management services. The construction managers will be required to seek bona fide competitive bids of at least two firms for all subcontractors' work. The Construction Management firm shall be responsible for all scheduling and coordination and is generally responsible for the successful, timely, and economical completion of the projects.

SELECTION CRITERIA

Construction Management firms may be evaluated in the following areas:

1. Bonding capability – submit exhibits in the form of letter(s) of reference from bank (s) and a letter from a bonding agent confirming financial ability and bonding capacity of the Applicant. The firm shall be required to hold a 100% Performance and Payment Bond on the basis of the Guaranteed Maximum Price furnished pursuant to Section 255.05F.S.
2. Years in business.
3. Record keeping/administration ability.
4. Critical path scheduling expertise.
5. Cost estimating; cost control capability.
6. Qualification of the firm's personnel, staff, and consultants.
7. Quality control capability – Describe quality management procedures that achieve satisfactory performance

as well as address non-performance by subcontractors. Describe typical problems encountered with projects of this nature and the firm's management response to these challenges.

8. Current workloads; location.
9. Past performance.
10. Volume of current and recent past FIU work.
11. Experience and ability. Experience and ability scores will be based on the following criteria:
 1. Documented success of the firm and individual members of the Construction Management team in similar contracts involving renovations, alterations, and additions, with a basic construction budget of \$1,000,000 or less, in the past five years including the ability to meet time and budget requirements.
 2. Demonstrated management ability of principal firm to coordinate and maintain successful working relationships with technical consultants of the proposed design team.
 3. Experience of members of the Construction Management team in working with the Florida Building Code and NFPA codes.

In order to facilitate review by the Committee, Applicants are requested to respond and index their submittals with the same paragraph designations as noted on CMQS form.

SELECTION SCHEDULE

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

Call for Proposals in Florida Administrative Weekly	August 22, 2008
Closing Date for Applicants	(2:00 p.m.) September 19, 2008
Shortlist Meeting	October 6, 2008
Final Interviews	October 27, 2008
Contract Negotiations	TBA

GENERAL INFORMATION

1. Applicants which do not comply with the FIU's procedures or deadline established will not be considered. All application information received will be retained by the University. Responses received after the stipulated date and time will not be accepted and will be returned unopened to the Applicant. Applications that do not comply with the instructions set forth and/or do not include the Qualifying Information required, will be considered incomplete and will not be evaluated.
2. The University is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract.
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, Frank Quintana, Ben Habte and Nick DiCiaccio. 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. All applicants will be notified of the results of the shortlisting in writing. Finalists will be informed of the

interview date and time and will be provided with a copy of the State University System's Construction Management agreement, project manual for minor projects, and additional project information, if available.

5. 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.
6. All team members of the selected firm should clearly address each of the selection criteria as appropriate within the submittal package.
7. The results of this screening process will be posted on the FIU Facilities web-site <http://facilities.fiu.edu>. Any notification of intent to protest must be made within seventy-two (72) hours of posting.
8. 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.
9. MBE participation – According to Florida case law, minority participation shall not be considered in the selection criteria as a factor in the selection process. Florida International University adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all. Participation by certified Minority Business Enterprises (MBE) firms is encouraged.