PROJECT FACT SHEET
CAMPUS SERVICE ARCHITECTS
Continuing Service Contracts 2003-2004
Florida International University

PROJECT DESCRIPTION

This project consists of Architectural and Engineering Services for Continuing Service Contracts. Continuing Service Contracts are specific projects requiring full Architectural and consulting Engineering services inclusive of design, construction documents, and administration for specific projects, 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. The Applicant awarded on this selection will not have an exclusive contract to perform services for these projects. The University may have additional campus service professionals under contract during the same time period. Three firms will be selected for a full one year term with an option to renew for a second calendar year.

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.
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:

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 Continuing Service Contract 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 renovations, remodeling, repairs and additions to institutional or other public agencies. Specific experience with annual or continuing services contracts is desirable. 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 Continuing Services Contracts, 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: Friday, August 29, 2003
- Closing Date for Applicants (2:00 p.m.): Monday, September 29, 2003
- Shortlist Meeting: Thursday, October 9, 2003
- Final Interviews: Tuesday, October 28, 2003
- Contract Negotiations: Thursday, November 6, 2003

GENERAL INFORMATION

1. The University is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract.

2. 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: Chuck Gilpin, Frank Quintana, and Martha Torres. 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.

3. 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 at Facilities Planning and Construction during regular business hours on the date listed in the Project Milestones or by login to http://facilities.fiu.edu/fpc.htm. Any notification of intent to protest must be made within seventy-two (72) hours of posting.
6. 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 FIU State University System’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. 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.