PROJECT FACT SHEET – GENERAL INFORMATION
CAMPUS MASTER PLAN BT- 805
FLORIDA INTERNATIONAL UNIVERSITY

PROJECT DESCRIPTION
Master planning services will be required for Florida International University. This master planning project will consist of updating the University’s current Campus Master Plan in the following areas: urban design, land use, academic facilities, support facilities, housing, recreation and open spaces, general infrastructure, transportation, utilities, conservation, capital improvements, architectural and landscape design guidelines, facilities maintenance, and coastal management.

The Owner will provide: the existing 2000-2010 Comprehensive Campus Master Plan updated October 2003; 2005 Evaluation and Appraisal Report dated March 2007; 2005 Inventory and Analysis Amendment dated March 2007; an academic mission statement, and program and enrollment projections to be used as the overall basis for the master plan update; a transportation model for use in conducting the transportation analysis; and a capital renewal survey.

Coordination with Jurisdictional Agencies
The selected firm may be involved in coordination with other state agencies having jurisdiction, as well as the preparation of recommendations for mitigation (e.g. water management and environmental considerations).

Coordination with Local Governments
The selected firm may be required to coordinate with local governments, prepare presentations for two required public hearings, and assist the University in the preparation and negotiation of development agreements for concurrency and mitigation, if required.

Master Plan Guidelines
Master plans must be developed in accordance with the State University System “Guidelines for the Comprehensive Campus Master Plan System, updated January 1994. Graphics shall be standardized using AutoCAD 2005 or higher.

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.
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 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 – 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.
Experience and ability scores will be based on the following criteria:

**On Site Development**
- Experience with development and successful implementation of comprehensive university master plans.
- Demonstrated understanding of analytical approach and methodology for the master planning process.

**Public Agency Interaction**
- Experience working for public agencies and/or universities.

**Context**
- Experience with Department of Environmental Regulation, Department of Natural Resources, Water Management Districts, and Department of Community Affairs.
- Experience with campus interface with host communities related to concurrency and context area.

**CHANGES TO STANDARD SELECTION PROCESS**
- Firms are asked to present their credential alone; required consultants will be selected after the master planning firm has been awarded the contract. Firms should present their understanding of which areas require consultants and how those areas will reflect on the master planning process (for example, while a utilities consultant will not be presented, the applicant firm should address how the results of utilities studies will influence the university’s master plan).

**SELECTION SCHEDULE**

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Call for proposal in Florida Administrative Weekly</td>
<td>June 8, 2007</td>
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<tr>
<td>PQS Application Due:</td>
<td>July 10, 2007</td>
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<td>Shortlist Meeting:</td>
<td>July 24, 2007</td>
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<tr>
<td>Final Presentations and Interviews:</td>
<td>August 21, 2007</td>
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<tr>
<td>Contract Negotiation:</td>
<td>September 4, 2007</td>
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**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: Charles Scurr, Jose Rodriguez, Paulo Costa, Juan Antonio Bueno and John Stuart. 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/](http://facilities.fiu.edu/) 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 short listing 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.

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 on page 2 of 11 in the PQS form.