

## NOTICE TO PROFESSIONAL CONSULTANTS

The Florida International University Board of Trustees announces that Professional Services in the discipline of Architecture for medical and research laboratory design will be required for Continuing Services projects at FIU.

**Project Location:** Modesto A. Maidique Campus (MMC), Biscayne Bay Campus (BBC), Engineering Center (EC), and other properties in South Florida managed by FIU.

**Project Description:** Continuing Services Contracts are specific projects for architecture and consulting engineering services for renovations, alterations, and additions that have a basic construction budget estimated to be \$2,000,000 or less, or studies for which the fee for professional services is \$200,000 or less. This continuing services contract is for A/E firms with extensive experience in medical and research laboratory design, including construction documents and construction administration.

**Term of Contract:** Any contract resulting from the selection of a professional consultant (or consultants) to provide these services shall require the consultant to be available on an as-needed basis for the Fiscal Year, July 1 – June 30. Two contracts will be awarded to two different firms. **This contract will be awarded 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 successive years.**

**Selection Process:** Selection of finalists for interviews will be made on the basis of qualifications, including experience and ability; past experience; administrative ability, quality control capability and qualification of the firm's personnel and staff. The final ranking shall be determined based on oral presentations and references. The Selection Committee may reject all proposals and stop the selection process at any time.

### **Instructions:**

Firms desiring to apply for consideration shall submit a letter of application. The letter of application should have attached:

1. A completed "Florida International University Professional Qualifications Supplement (**FIU PQS**). The latest version of official **FIU PQS** forms (FIU PQS\_08\_2015) must be downloaded from the FIU web site at <http://facilities.fiu.edu/projects/A-E-Lab-Consultant2016.htm>. Applications on any other form will not be considered.
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 Eight (8) bound copies of the required proposal data and one CD copy in Adobe Acrobat PDF format of the requested qualifications to: Selection Committee, Florida International University, Facilities Planning, Campus Support Complex, 11555 S.W. 17<sup>th</sup> St., Room CSC142, Modesto A. Maidique Campus, Miami, Florida 33199. 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.

**GENERAL REQUIREMENTS:** The plans and specifications prepared by the Design Professional 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.

**FIU HAS CREATED STANDARD CONTRACT FORMS AND STANDARD INSURANCE REQUIREMENTS APPLICABLE TO A/E'S FOR A/E SERVICES TO PROVIDE FOR AN EFFICIENT AND EFFECTIVE PROCESS. THESE FORMS ARE AVAILABLE FOR REVIEW AND CAN BE FOUND AT <http://facilities.fiu.edu/formsandstandards.htm>.**

**ALL APPLICANTS SHOULD REVIEW THE APPLICABLE FIU CONTRACT FORM AND STANDARD INSURANCE REQUIREMENTS CAREFULLY PRIOR TO MAKING A DECISION AS TO WHETHER OR NOT TO RESPOND TO THIS ADVERTISEMENT.**

The **Project Fact Sheet**, describes the selection process schedule for this Project and additional information regarding the Project scope, and may be obtained from the project web site <http://facilities.fiu.edu/projects/A-E-Lab-Consultant2016.htm>.

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. Requests for meetings by individual firms will not be granted. Committee members and selection schedule milestone dates can be found in the **Project Fact Sheet**.

Once the firm acquires and reviews the required forms including instructions, any question or explanation desired by an applicant regarding the project or any part of the process must be requested in writing to [griffith@fiu.edu](mailto:griffith@fiu.edu) . Responses to questions and requests for information will be posted on the project 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 questions or inquiries will be considered prior to final interviews for this project will be announced on the project web site once the date for interviews has been determined.

Should a change in schedule become necessary, updated information will be posted on the project web site <http://facilities.fiu.edu/projects/A-E-Lab-Consultant2016.htm>. All future notices will be posted on the web site. Applicants should check the web site daily.

Submittals must be received between 8:30 A.M. and 12:30 P.M. OR 1:30 P.M and 4:00 P.M. local time, **Friday, April 15, 2016**. Submittals will not be accepted before or after the times and date stated above. Facsimile (FAX) submittals are not acceptable and will not be considered.

*Posted March 18, 2016*