

# Florida International University

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## PROJECT FACT SHEET

### ARCHITECT CONTINUING SERVICES CONSULTANT

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#### PROJECT LOCATION

Projects may be located at Modesto A. Maidique Campus (MMC), Biscayne Bay Campus (BBC), Engineering Center (EC), Wolfsonian Museum & Annex or other property managed by FIU.

#### PROJECT DESCRIPTION

The selected firm will provide full architectural and consulting engineering services inclusive of design, construction documents, and administration for specific projects 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.

#### 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, July1 – June 30. Four (4) contracts will be awarded to four (4) 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 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 "Florida International University Professional Qualifications Supplement (FIUPQS)." The official FIUPQS forms must be downloaded from the FIU web site at <http://facilities.fiu.edu/projects/AEConsultant2013.htm> . Applications on any other form will not be considered.
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. If the applicant is a corporation, it must be properly chartered by the Florida Department of State to operate in Florida.
4. Location Proximity (highway distance) of Applicant's nearest established, fully staffed office to the Modesto A. Maidique 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 manager’s 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 if any** – Unique qualifications with respect to Cost Estimating & Scheduling services, special approaches, management tools or concepts developed.

**Volume of FIU Work Previously Awarded** – Volume of work on project(s) previously awarded by the University for the past five years as a prime consultant 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 assigned to criteria identified in the FIUPQS form and instructions. Total points for each firm shall be converted to a ranked order by each selection committee member. Selection for interview is based on total combined numerical rank points from each committee member for all applicants. Sample score sheets and instructions to the selection committee are included in the FIUPQS forms for reference.

#### **SELECTION SCHEDULE**

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

- **Call for proposals** in Florida Administrative Weekly: **Monday, February 25, 2013**
- **PQS Applications Due:** **Monday, March 25, 2013**

Submit eleven (11) 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, Room #142, Modesto A. Maidique Campus, Miami, Florida 33199. 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, Monday, March 25, 2013. *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.

- **Shortlist Meeting:** Wednesday April 10, 2013
- **Final Presentations and Interviews:** Tuesday, May 7, 2013

## GENERAL INFORMATION

1. Any change in the schedule or other additional information will be posted on the FIU web site <http://facilities.fiu.edu/projects/AEConsultant2013.htm> . Applicants should check the web site daily. Any question or explanation desired by an applicant regarding project or any part of the process must be requested in writing to [griffith@fiu.edu](mailto:griffith@fiu.edu) (cc: [mazorras@fiu.edu](mailto:mazorras@fiu.edu)). 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 questions or inquiries will be considered for this solicitation is **Friday, May 3, 2013 at 12:00 PM.**
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 reject any or all submissions of Engineer 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.

**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.**

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 throughout the selection process is not permitted. The committee members are:

**Jim Wassenaar**, Director of Planning, Student Affairs Operation & Auxiliary Services  
**Henry Artigues**, Director of Research Development, Office of Sponsored Research  
**Honoriu Filimon**, Project Manager, Facilities Management Department  
**Alberto Delgado**, Project Manager, Facilities Management Department  
**Gloria Jacomino**, Director, Academic Space Management  
**Sylvia Berenguer**, Director of Construction, Facilities Management Department  
**John Stuart**, Chair & Professor, School of Architecture  
**John Cal**, Associate Vice President, Facilities Management Department  
**Nick DiCiaccio**, Senior Director of Operations, Facilities Management Department

The goal of this committee is to assess the Applicants on an equitable basis. Committee members shall serve throughout the screening process for a project until selection is completed. (Committee members may be substituted by the University prior to the short list meeting without further notice).

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 on the FIU Facilities web site at <http://facilities.fiu.edu/projects/AEConsultant2013.htm>. Any notification of intent to protest must be made within seventy-two (72) hours of posting.
6. Finalists will be notified and informed of the interview date and time via email and will be provided with 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. As outlined in the **Florida International University Professional Qualifications Supplement (FIUPQS)**, in making its decision the Committee shall take into consideration, in addition to the information requested above, the following factors:

1. **Understanding of Project Requirements** – The Applicants are evaluated on their understanding of the requirements and needs of the services to be provided. The Applicants shall be rated on the completeness of their understanding of the factors which are unique to the service requirements including the thoroughness demonstrated in preparing for the interview.

2. **Approach and Method** – Finalists shall explain their approach, management and design methods they will employ to plan, design, and administer during construction of various continuing services projects, inclusive of procedures to assure timely performance of the work.

3. **Ability to Provide Service** – The Committee will evaluate the Applicants' ability to meet the Owner's timetable and to provide for any special or unique requirements of the consulting services to be provided including a typical project time line of activities through project completion. The Applicants should be asked to discuss their ability to fulfill each project requirement and to describe all other projects on which team members are currently involved. Results of reference checks are considered in this category. It is the responsibility of the applicant to verify contact information for all references listed on the FIUPQS is up to date at the time of the application. The preferred method of communication with the references is via email.

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, as defined by the FIUPQS instructions, it should indicate for which disciplines it will require specialty consultant(s) in the **FIUPQS** form.
8. Consultant services are not required for disciplines other than those identified in the notice to professional consultants and project description.

*Posted February 25<sup>th</sup> 2012*