

PROJECT FACT SHEET

BT-914 International Center for Tropical Botany

Adjacent to the Kampong in Coconut Grove, Miami, Florida

PROJECT DESCRIPTION

This project is the development of a new academic and research Center for FIU on a site adjacent to “The Kampong” – a National Register of Historic Places listed site that was the home of David Fairchild. The Kampong is now one of five gardens managed by the National Tropical Botanical Garden (NTBG), a Congressionally-chartered non-profit organization. The mission of the International Center for Tropical Botany (ICTB) is to study tropical plants and the resources they provide; to develop solutions that ensure the conservation and sustainable use of tropical plants in order to preserve tropical plant diversity for posterity; to provide research-based knowledge and tools to preserve and sustainably use tropical plants and to foster programs to educate future generations of tropical plant biologists. In addition, the collaboration with the NTBG will make available to students and faculty access to the garden of The Kampong as well as the other four NTBG gardens located in Hawaii for individual and joint research and teaching opportunities.

The NTBG has conveyed three lots located adjacent to The Kampong to FIU, for the purpose of constructing the ICTB Building consistent with the Joint Operating Agreement dated April 9, 2014 and the FIU Academic Plan for the ICTB. FIU will fund the construction of the facility through a generous \$5 million donation equally divided between and received from the Batchelor Foundation, Inc. and the William R. Kenan, Jr. Charitable Trust for the specific purpose of construction.

Based on the currently available funding, the ICTB plans to construct the following spaces/square feet:

- Large Classroom - 800 SF
- Conference/Seminar Room - 320 SF
- Specimen Preparation Lab - 350 SF
- Herbarium Storage and Work Lab – 2,500 SF
- Office Suite – 2,315 SF

The gross area of the building is expected to be approximately 10,909 GSF plus additional site features including the following:

- Outdoor Plant Shade House – 1,400 SF
- Outdoor Pavilion – 1,000 SF

The design work for this project includes planning site improvements including landscaping and a parking area. Based on the scope of work described above, the total building construction cost is approximately \$3,628,905 and the total project cost is \$5,000,000. The University is committed to producing buildings that comply with sustainable energy conservation strategies and standards (minimum LEED Silver Certification).

The project scope may be increased by the University, in its sole discretion, to include additional spaces/square feet should a funding source for such scope increases be identified prior to project completion. The total building construction cost and the total project cost may increase, at the University's sole discretion.

Applicants are hereby notified that that in the event the University is unable to secure full funding necessary for either the initial project components or added components, the University intends to proceed only with design and construction of fully funded project components and phase(s), if any.

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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 latest version of the official FIUPQS forms (FIUPQS_08_2015) must be downloaded from the FIU web site at <http://facilities.fiu.edu/projects/BT-914.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 – 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(s) 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 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.

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SELECTION SCHEDULE

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

- **Call for proposals** in Florida Administrative Register: [Friday, August 28, 2015](#)
- **PQS Applications Due:** [Friday, September 25, 2015](#)

Submit eight (8) bound copies of the required proposal data and one electronic 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, September 25, 2015. *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:** [To be announced](#)
- **Final Presentations and Interviews:** [To be announced](#)

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/BT-914.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 (cc: mazorras@fiu.edu) or via fax at 305-348-0579. 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. Please make sure you thoroughly read all instructions included with the FIUPQS form before making an inquiry.
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 Architect/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.

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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:

Christopher Baraloto, Director of ICTB
Michael Rosenberg, Board Member The Kampong
Mark Marine, Director, FIU By Design
Patrick Meagher, Director of Construction Services, Facilities Management
Francisco Hoyos, Assistant Director, Physical Plant
Oscar Irigoyen, Senior Project Manager, Facilities Management

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/BT-914.htm>. Pursuant to Florida Board of Governors Regulation 14.023, any qualified applicant who is adversely affected by the University's decision may file a written notice of protest within 72 hours after receipt of this notice. Failure to file a notice of protest within the time prescribed in Florida Board of Governors Regulation 14.023 shall constitute a waiver of the right to protest proceedings.
6. Finalists will be notified and informed of the interview date and time via email and will be provided with additional project information, and the topics to be covered in the oral interview. The Building Program has been posted and is available on the same web page as the Legal Advertisement and this Project Fact Sheet. 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 the Project Requirements** – The Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams, including consultants. The Applicants shall be rated on the completeness of their understanding of the factors which are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview.

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2. **Approach and Method** – Finalists shall explain their approach, management and design methods they will employ to plan, design, and administer during construction of the project, 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 required timetable and to provide for any special or unique requirements of the project, including a projected 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, it should indicate for which disciplines it will require specialty consultant(s) according to the instructions in the **FIUPQS** form.

Posted on August 28, 2015