

Project Fact Sheet

Construction Manager Continuing Services Contact

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:

The construction Manager will be the single point of responsibility for performance of the project construction contracts, functioning as an independent contractor, publicly bidding trade contracts.

Continuing Services Contracts are specific projects for renovations, alterations, additions and site improvements that have a basic construction budget estimated to be \$2,000,000 or less. Accordingly, the selected firm(s) minimum bonding capacity should be \$2,000,000 per project.

Term of Contract: Three (3) contracts will be awarded to three (3) different firms. Continuing Services Contracts provide that the consultant will be available on an as-needed basis for the Fiscal Year, July 1 - June 30.

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.

Licensing Requirements: An applicant shall be properly registered to practice in the State of Florida as a General Contractor at the time of application with the appropriate state board governing the services offered. The Committee may verify the current status with the appropriate state board. Provide copies of current State of Florida Department of Professional Regulation Construction Industry Licensing Board certificate of Corporate Authorization showing (1) License No., (2) Certificate of Authorization date and (3) designation of professional(s) qualifying the corporation to practice as a General Contractor.

SELECTION CRITERIA

All information submitted is subject to the Laws of Perjury as set forth in Chapter 837.06, F.S.

Construction Management firms may be evaluated in the following areas:

1. **Bonding capability** – submit exhibits in the form of letter(s) of reference from bank(s) and a letter from a bonding agent confirming financial ability and bonding capacity of the Applicant. The surety company must also provide a copy of their current license. The firm shall be required to hold a 100% Performance and Payment Bond on the basis of the Guaranteed Maximum Price furnished pursuant to Section 255.05 F.S.
2. **Years in Business** as a Construction Management firm.
3. Record keeping /administration ability.
4. **Critical path scheduling** expertise.
5. **Cost estimating; cost control** capability.

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6. Ability to assist the team to develop solutions to complex design issues.
7. **Qualification of the firm's personnel**, staff, and any consultants. An Applicant shall be properly registered to practice in the State of Florida as a General Contractor at the time of application with the appropriate state board governing the services offered. The Committee may verify the current status with the appropriate state board. Provide copies of current State of Florida Department of Professional Regulation Construction Industry Licensing Board certificate of Corporate Authorization showing (1) License No., (2) Certificate of Authorization date and (3) designation of professional(s) qualifying the corporation to practice as a General Contractor.
8. **Quality control capability** – Describe quality management procedures that achieve satisfactory performance as well as address non-performance by subcontractors. Describe typical problems encountered with projects of this nature and the firm's management response to these challenges.
9. **Location**, with the goal of local market knowledge and efficient project communication and coordination with the home office.
10. **Past performance and experience** in other State of Florida locations and local markets.
11. **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.
12. **Experience and ability.** Experience and ability scores will be based on the following criteria:
 1. Documented success of the firm and individual members of the Construction Management team in similar sized contracts in the past five years with emphasis on the ability to meet the Owner's time and budget requirements. The committee may take into consideration personal knowledge of the applicant's past performance with the University.
 2. Demonstrated management ability of principal firm to coordinate and maintain successful working relationships with technical consultants of the design team.
 3. Experience of members of the Construction Management team in working with university, institutional or other public agencies of a similar nature.

In order to facilitate review by the Committee, Applicants are requested to respond and index their submittals with the same paragraph designations as noted on the CMQS form.

SELECTION PROCESS

Selection Committee shall review qualifying information submitted and score applicants in terms of points on a numerical scale assigned to each criteria element as set by the committee. Individual members will rank each firm and Committee votes will be computed as the sum of the individual rankings. 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.

Florida International University

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SELECTION SCHEDULE

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

- Call for proposals in Florida Administrative Weekly: Friday, March 1st, 2013
- FIUCMQS Applications Due: Monday, April 1st, 2013

Submit nine (9) 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, April 1, 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: Tuesday, April 16th, 2013
- Final Presentations and Interviews: Thursday, May 16th, 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/CMConsultant2013.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 and cc: 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 **Monday, May 13th 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 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.

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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:

Jim Wassenaar, Director of Planning, Student Affairs Operation & Auxiliary Services

Henry Artigues, Director of Research Development, Office of Sponsored Research

Martha Torres, Project Manager, Facilities Management Department

Danny Paan, Project Manager, Facilities Management Department

Sylvia Berenguer, Director of Construction, Facilities Management Department

Edward Furnas, Assistant Director, Facilities Operations, BBC

John Cal, Associate Vice President, 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/CMConsultant2013.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 Construction Manager Qualifications Supplement (FIUCMQS), in making its decision the Committee shall take into consideration, in addition to the information requested above, the following factors:
 - a. Understanding of Project Requirements – The Applicants are evaluated on their understanding of the requirements and needs of the services to be provided.

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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.

- b. 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.
- c. 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 FIUCMQS is up to date at the time of the application. The preferred method of communication with the references is via email.

As required by Section 287.133, Florida Statutes, an Applicant 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 Applicant 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, GENERAL TERMS AND CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, AND STANDARD INSURANCE REQUIREMENTS APPLICABLE TO CM's FOR CM 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.

Revised & Posted March 28, 2013