

FACT SHEET

Building Code Consultants 3-9-15

SERVICES DESCRIPTION

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

Services Description: This Continuing Services Contract will support the University's comprehensive program for compliance with the Florida Building Code (FBC), as required by Chapter 553, Florida Statutes, and the current edition of the FBC. These services will be required for the University's construction program for new, remodeled, renovated and altered buildings. Specific services will include plans review for code compliance and inspection of construction activities per each discipline of the FBC.

Professional Qualifications: Employees of consultants or sub-consultants who are providing these services must have the appropriate State of Florida license to perform building code plans review, and/or building inspections as per the license categories and requirements of Chapter 468, Florida Statutes.

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 (2) contracts will be awarded to two (2) different firms. **This will be a multiple award contract 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/CodeConsultant.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.

All applicants 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.

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Experience and Performance Record – Performance with respect to services provided 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 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 projects & services 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. Selection is based on numerical scoring of the highest ranked applicants for interview.

SELECTION SCHEDULE

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

- **Call for proposals** in Florida Administrative Register: **Monday, March 9, 2015**
- **PQS Applications Due:** **Tuesday, April 7, 2015**

Submit eight (8) bound copies of the required proposal data and one CD-ROM 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, December 6, 2009. **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 21st, 2015**
- **Final Presentations and Interviews:** **Thursday, May 28, 2015**

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/CodeConsultant.htm>. Applicants should check the web site daily. Any question or explanation desired by an applicant regarding this RFQ or any part of the process must be requested in writing to griffith@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.
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.

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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.

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 is not permitted. The committee members are:

Jason Chandler, Chair and Associate Professor, FIU School of Architecture

Yenny Diaz, Director FIU Environmental Health and Safety

Angel Goitia, Building Code Administrator, Facilities Management

Danny Paan, Interim Director of Construction, FIU Facilities Management

Alberto Delgado, Interim Asst. Director Construction, FIU Facilities Management

Francisco Hoyos, Assistant Director Physical Plant, FIU Facilities Management

The goal of this committee is to assess the Applicants on an equitable basis. Committee members shall serve throughout the screening process 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/CodeConsultant.htm>. Any notification of intent to protest must be made within seventy-two (72) hours of posting.
6. Finalists will be notified and informed via email of the interview date and time and will be provided with 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 the Consulting Service Requirements** – The Applicants are evaluated on their understanding of the requirements and needs of the Owner 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 services required, including the thoroughness demonstrated in preparing for the interview.
 2. **Approach and Method** – Finalists shall explain their approach, management and methods they will employ to administer in performing their services, including procedures to assure timely performance of the work.

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3. **Ability to Provide Service** – The Committee will evaluate the Applicants' ability to meet the Owner's required timetable and to provide for the special or unique requirements of the services required. The Applicants should be asked to discuss their ability to fulfill the consulting service requirements and to describe all other consulting service contracts on which team members are currently involved. Results of the reference checks are considered in this category.

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 March 9, 2015.