

NOTICE TO PROFESSIONAL CONSULTANTS

The Florida International University Board of Trustees announces that Professional Services in the discipline of BUILDING CODE PLANS REVIEW AND CONSTRUCTION INSPECTION will be required for all 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: 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 and site improvements. Specific services will include plans review for code compliance and inspection of construction activities per each discipline of the FBC.

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 1st – June 30th. Two (2) contracts will be awarded to two (2) different firms. **This contract 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.**

Professional Qualifications: Employees or 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 per the license categories and requirements of Chapter 468, Florida Statutes.

Instructions:

Firms desiring to apply for consideration shall submit a letter of application specifying their area(s) of specialty and their intent to provide services for those specialties. Proximity of location will be a prime factor in the selection of the firm. The letter of application should have attached:

1. A completed "Florida International University Professional Qualifications Supplement (**FIUPQS**).". The official **FIUPQS** forms must be downloaded from the project web site at <http://facilities.fiu.edu/projects/CodeConsultant2015.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. 17th 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.

GENERAL REQUIREMENTS: 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/CodeConsultant2015.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**.

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 (CC: jromero@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.

Should a change in schedule become necessary, updated information will be posted on the project web site <http://facilities.fiu.edu/projects/CodeConsultant2015.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, **Tuesday, April 7th, 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.

Posted March 9th 2015