

PROJECT FACT SHEET

CONSTRUCTION MANAGER FOR CONTINUING SERVICES CONTRACT 2006-2007 FLORIDA INTERNATIONAL UNIVERSITY

PROJECT DESCRIPTION

Two firms will be contracted to provide construction management for continuing services contract on an ongoing basis. Continuing services contract is defined as a project that has a construction budget estimated to be less than \$1,000,000.

The continuing services contract budget for FIU totals in excess of \$1,000,000 for construction by various contracting firms. A typical project is a renovation project with a construction budget of approximately \$5,000 - \$25,000 which utilizes all of the major construction trades and subcontracts. However, projects may be smaller or larger, utilize only one or many subcontractors. The University is not in a position to designate the projects that will fall within this category since specific projects, and estimates are not available.

The Construction Management firm is also required to coordinate its work with other University contractors which may include asbestos abatement contractors.

At this time, FIU wishes to enter into an annual contract with two firms for a period of one year with an option to renew for one additional year. Applicants are advised that selection does not constitute a guarantee of future assignment of commissions. Qualified firms must be licensed general contractors in the State of Florida and meet all other requirements as may be required by law. 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.

At the time of contract negotiations, a percentage fee for management services will be established. This fee will be for the life of the contract. The two contracted firms will not be required to bid against each other for work. When a project arises, the appropriate contracted firm will be provided a detailed description of the project scope (plans and specifications where applicable) and asked to provide a cost proposal for completing the work. The cost of the work will include all costs related to completing the work, and the percentage fee for management services. The construction managers will be required to seek bona fide competitive bids of at least two firms for all subcontractors' work. The Construction Management firm shall be responsible for all scheduling and coordination and is generally responsible for the successful, timely, and economical completion of the projects.

The construction managers will submit the completed cost proposal for the work to the FIU project manager. Upon approval of the cost for the work, the project manager will submit a request to the FIU Purchasing Department to prepare a purchase order. The Purchasing Department will issue a purchase order to the construction manager for the work. Upon issuance of a purchase order, the FIU project manager will issue the notice-to-proceed for the work.

SELECTION CRITERIA

Construction Management firms will 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 firm shall be required to hold a 100% Performance and Payment Bond on the basis of the Guaranteed Maximum Price furnished pursuant to Section 255.05F.S.
2. Year in Business.

3. Record keeping/administration ability.
4. Critical path scheduling expertise.
5. Cost estimating; cost control capability.
6. Qualification of the firm's personnel, staff, and consultants.
7. 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.
8. Current workloads; location.
9. Past performance.
10. MBE participation – Florida International University adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all. Participation by certified Minority Business Enterprises (MBE) firms is encouraged.
11. Volume of state work; and
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 contracts involving renovations, alterations, and additions, with a basic construction budget of \$1,000,000 or less, in the past five years including the ability to meet time and budget requirements.
 2. Demonstrated management ability of principal firm to coordinate and maintain successful working relationships with technical consultants of the proposed design team.
 3. Experience of members of the Construction Management team in working with the Florida Building Code and NFPA codes.

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 CMQS form.

SELECTION SCHEDULE

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

Call for Proposals in Florida Administrative Weekly	June 23, 2006
Closing Date for Applicants	(2:00 p.m.) July 21, 2006
Shortlist Meeting	August 7, 2006
Final Interviews	August 21, 2006
Posting of Finalists	August 25, 2006
Contract Negotiations	September 1, 2006

GENERAL INFORMATION

1. Applicants which do not comply with the FIU's Procedures or deadline established will not be considered. All application information received will be retained by the University. Responses received after the stipulated date and time will not be accepted and will be returned unopened to the Applicant. Applications that do not comply with the instructions set forth and/or do not include the Qualifying Information required, will be considered incomplete and will not be evaluated.
2. The University is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract.

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 Don Casey (Utilities), Jose Calzadilla (Facilities Operations), Danny Paan (Facilities Construction) and Paulo Costa (Facilities Planning). The goal of this committee is to assess the Applicants on an equitable basis. The committee members (may be subject to change without notice) shall serve throughout the screening process for a project until selection is completed.
4. All applicants will be notified of the results of the shortlisting in writing. Finalists will be informed of the interview date and time and will be provided with a copy of the State University System's Construction Management agreement, project manual for minor projects, and additional project information, if available.
5. 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.
6. All team members of the selected firm should clearly address each of the selection criteria as appropriate within the submittal package.
7. The results of this screening process will be posted at Facilities Planning and Construction during regular business hours on the date listed in the Project Milestones. Any notification of intent to protest must be made within seventy-two (72) hours of posting.