



University Architect & Associate VP Policy & Procedure #4

TITLE: **ADVERTISEMENT FOR SELECTION OF ARCHITECT/ENGINEER (MAJOR PROJECTS)**

OBJECTIVE AND PURPOSE: To ensure timely advertisement for A/E selection based on Facility Program Schedule and funding appropriation. To ensure that the advertisement process is consistent with State Statutes.

RESPONSIBILITY

ACTION

PROGRAM COORDINATOR AVP OFFICE

- ◆ Verify that the Facility Program and Capital Outlay Implementation Plan (COIP) are current and approved
- ◆ Verify that the Selection Committee Representatives have been approved by the University President (see P&P AVP#3)
- ◆ Prepare Project Fact Sheet based on the approved Facility Program. Project Fact Sheet shall include:
 - Brief description of project identifying primary space types, unique features, and approximate construction cost
 - Selection Criteria for evaluating firms' qualifications for advertised project
 - List of Selection Committee Members
 - Tentative schedule for A/E selection
 - General information regarding notification of shortlist and interview results, professional liability insurance requirements, and availability of Facility Program for consultants review
- ◆ Request funding release for Professional Services Fee and Surveys & Tests from Budget Office
- ◆ Complete **Consultant Advertisement Checklist (Attachment "A")** ensuring that Project Title and Project Cost are consistent with approved COIP
- ◆ Submit Project Fact Sheet and **Consultant Advertisement Checklist (Attachment "A")** to the Associate Vice President for review and approval

ASSOCIATE VICE PRESIDENT

- ◆ Review and approve the Project Fact Sheet and **Consultant Advertisement Checklist (Attachment "A")**.
- ◆ Forward approved Project Fact Sheet and **Consultant Advertisement Checklist (Attachment "A")** to Administrative Assistant

Issued By: Dashtaki	Date Issued: 4/1/2001	Date Revised: 1/2004	Effective Date: 4/1/2001
			N/A
APPROVED:	Vice President	Associate V.P.	Director

- ADMINISTRATIVE ASSISTANT**
- ◆ Prepare A/E advertisement ***“Notice to Professional Consultants” (Attachment “B”)*** based on information from the Project Fact Sheet and Consultant Advertisement Checklist (Attachment “A”)
 - ◆ Submit a copy of the A/E advertisement to the Program Coordinator for final review
- PROGRAM COORDINATOR AVP OFFICE**
- ◆ Review Advertisement language for consistency and accuracy.
 - ◆ Forward corrections and/or approval to Administrative Assistant
- ADMINISTRATIVE ASSISTANT**
- ◆ Post advertisement electronically in Florida Administrative Weekly (FAW)
 - or**
 - a. Prepare cover memo/transmittal to Florida Administrative Weekly (FAW)
 - b. Prepare disk to be transmitted to FAW along with a hard copy of A/E Advertisement
 - c. Overnight to FAW on the Monday (Wednesday at noon is the deadline), 10 working days prior to publication date
 - ◆ Indicate submittal due date on Master Calendar in Associate Vice President’s Office
 - ◆ Post public notice for A/E Advertisement
- REFERENCE**
- ◆ Section 287.055, F.S.
- ATTACHMENT**
- ◆ ***Consultant Advertisement Checklist – Attachment “A”***
 - ◆ ***Consultant Advertisement – Attachment “B”***

OFFICE OF THE ASSOCIATE VICE PRESIDENT

CONSULTANT ADVERTISEMENT CHECKLIST – A/E

PROJECT NO: _____

PROJECT TITLE: _____

ADMINISTRATIVE ASSISTANT

- _____ 1. Publication provides 30 days notice to public
- _____ 2. Professional liability insurance limit confirmed (SUS Construction Program/ CM-N-05.01-01/99)
- Project < \$1,000,000 - no coverage required
 - \$1,000,000 to \$4,999,999 = \$ 250,000
 - \$5,000,000 to \$9,999,999 = \$ 500,000
 - \$10,000,000 and up = \$1,000,000
 - Project > \$15,000,000 and special risk projects - limits set individually
- _____ 3. Construction Cost: \$ _____
- _____ 4. Electronically or Disk and Transmittal Memo to FAW prepared

PROGRAM COORDINATOR

- _____ 5. Project fact sheet and selection criteria consistent with approved Program
- _____ 6. Designability will/will not be considered
- _____ 7. Project construction cost is consistent with COIP
- _____ 8. Release for Professional Services (testing, survey, etc.) (has been requested _____),(is authorized _____)

ASSOCIATE VICE PRESIDENT

10. Approval/Exception is given to item # _____ for not being consistent with procedure

COMMENTS: _____

ATTACHMENT A

A/E ADVERTISEMENT – (PROJECT NUMBER)-_____

(Project Name)

NOTICE TO PROFESSIONAL CONSULTANTS

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Florida Atlantic University, on behalf of it's Board of Trustees, announces that Professional Services in the discipline of **Architecture**, will be required for the project listed below:

Project No. BR- _____

Project and Location: Located on Florida Atlantic University's Boca Raton Campus,

the _____ consists of site development and construction of an approximately _____ gross square feet facility

The total Construction Budget is approximately \$_____. The selected firm will provide master planning, design development, construction documents and construction administration for the referenced project. Blanket professional liability insurance will be required for this project in the amount of \$_____, and will be provided as a part of Basic Services.

INSTRUCTIONS:

Firms desiring to apply for consideration shall submit a letter of application.

The letter of application should have attached:

1. A completed **Florida Atlantic University Professional Qualifications Supplement" (FAUPQS- April 2003/Revised 2004)**. 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 chartered by the Florida Department of State to operate in Florida.

ATTACHMENT "B"

Submit **5 (five)** copies of the above requested data bound in the order listed above. Applications which do not comply with the above instructions may be disqualified. Application materials will not be returned. The plans and specifications for the State of Florida University projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes. 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 \$10,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list. FAU Professional Qualifications Supplement forms and the Project Fact Sheet are available online at www.fau.edu/divdept/univarch, or by contacting:

Carla C. Capeletti, Office of the Associate Vice President to the University Architect, Florida Atlantic University, 777 Glades Road, Campus Operations Building #69-Room 101, Boca Raton, Florida 33431, Telephone (561) 297-2663 (561) 297-0224 fax, or e-mail ccapelet@fau.edu.

Five (5) bound copies of the required proposal data shall be submitted to: Mr. Tom Donaudy, Associate Vice President, Office of the Associate Vice President, Florida Atlantic University, at the above address, by 5:00 P.M. local time, on _____. Facsimile (FAX) submittals **are not** acceptable and **will not** be considered.

ATTACHMENT "B"