



University Architect & Associate VP Policy & Procedure #7

TITLE: **ADVERTISEMENT FOR SELECTION OF CONSTRUCTION MANAGER (MAJOR PROJECTS)**

OBJECTIVE AND PURPOSE: To ensure timely advertisement for CM selection based on Facility Program Schedule and funding appropriation. To ensure that the advertisement process is consistent with State Statutes. The criteria to be used in determining which projects are candidates for construction management are provided in Rule 6C-14.0055(2), F.A.C. In addition to those criteria, each project for which construction management services are utilized must have an approved facilities program. The program should address the aspects of the project, which demonstrates the need for the construction management delivery method. Adequate funding for preconstruction construction management services must be available during the planning phase and must be considered when planning funds are requested for appropriation. The construction manager should be selected during the schematic design phase of the project and made an integral part of the design team. However, if the construction manager is selected at another time, appropriate adjustments must be made. Contracts for construction management services consist of two phases. The first phase of the contract is for preconstruction services, wherein the construction manager functions as an agent of the Owner, is paid a fixed fee for services performed, and is an integral part of the design team. Preconstruction services shall include value engineering, scheduling, constructability analyses, etc., and the development of a Guaranteed Maximum Price (GMP). If the GMP is accepted, the second phase (the construction phase) is implemented. During the construction phase, the construction manager ceases to be an agent of the owner, becomes the single point of responsibility for performance of the construction contract for the project, and functions in the role of an independent contractor, publicly bidding trade contracts.

RESPONSIBILITY

ACTION

PROGRAM COORDINATOR AVP OFFICE

- ◆ Verify that the Facility Program and The Capital Outlay Implementation Plan (COIP) include Construction Manager services and fees.
- ◆ Verify that Selection Committee Representatives have been approved by the University President (see P&P AVP#6)
- ◆ Prepare Project Fact Sheet based on approved Facility Program. Project Fact Sheet shall include:
 - Brief description of project identifying primary space types, unique features, and approximate construction cost.
 - List of Selection Committee Members
 - Anticipated schedule for CM selection
 - General information regarding notification of shortlist and interview results, and availability of Facility Program and latest A/E design submittals for consultants review

Issued By: Dashtaki	Date Issued: 4/1/2001	Date Revised: 4/2003	Effective Date: 4/1/2001
APPROVED:	Vice President	Associate V.P.	N/A Director

- ◆ Verify that funds have been released for Construction Manager Fees
- ◆ Complete **Consultant Advertisement Checklist (Attachment "A")** ensuring that Project Title and Project Cost are consistent with approved COIP
- ◆ Verify that the proposed submittal due date is at least 28 days after publication date of the advertisement (if construction cost exceeds \$7,311,000 advertisement must run for at least 40 days).
- ◆ Submit Project Fact Sheet to Associate Vice President for review and approval.

ASSOCIATE VICE PRESIDENT

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

ADMINISTRATIVE ASSISTANT AVP OFFICE

- ◆ Prepare CM advertisement "**Notice to Construction Managers**" (**Attachment "B"**) based on information from Project Fact Sheet and **Consultant Advertisement Checklist (Attachment "A")**
- ◆ Submit a copy of the CM 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, **or**
- ◆ Prepare cover memo/transmittal to Florida Administrative Weekly (FAW)
- ◆ Prepare disk to be transmitted to FAW along with a hard copy of CM Advertisement
- ◆ Overnight to FAW on the Monday, 10 working days prior to publication date
- ◆ Distribute copy of the CM advertisement to:
 - Selection Committee Members
 - Small Business Development Center (statewide)
 - Minority Business Advocacy and Assistance Office
- ◆ Indicate submittal due date on Master Calendar in Associate Vice President's Office
- ◆ Post public notice for CM Advertisement

REFERENCE

- ◆ **Section 255.0525, F.S.**
- ◆ **Rule 6C-14.004 F.A.C.**

ATTACHMENT

- ◆ **Consultant Advertisement Checklist – Attachment "A"**
- ◆ **Notice to Construction Managers – Attachment "B"**

OFFICE OF THE ASSOCIATE VICE PRESIDENT
CONSULTANT ADVERTISEMENT CHECKLIST -CM

PROJECT NO: _____

PROJECT TITLE: _____

ADMINISTRATIVE ASSISTANT

- _____ 1. Publication provides 30 days notice to public (if construction cost exceeds \$7,311,000 advertisement must run for 40 days)
- _____ 2. Construction Cost: \$_____
- _____ 3. Electronically or Disk and Transmittal Memo to FAW prepared

PROGRAM COORDINATOR

- _____ 4. Construction Management is the delivery method identified in the program
- _____ 5. Approved COIP identifies Construction Manager Fee
- _____ 6. Project fact sheet consistent with approved Program
- _____ 7. Project construction cost is consistent with COIP
- _____ 8. Release for Professional Services (testing, survey, etc.)
(has been requested _____), (is authorized _____)

ASSOCIATE VICE PRESIDENT

- _____ 9. Approval/Exception is given to item # _____ for not being consistent with procedure

COMMENTS: _____

ATTACHMENT "A"

NOTICE TO CONSTRUCTION MANAGERS

Florida Atlantic University, on behalf of its Board of Trustees, announces that Construction Management services will be required for the project listed below:

Project No.: BT-_____ located at Florida Atlantic University's Boca Raton Campus.

The project consists of site development and

construction_____

_____. The estimated construction cost is \$_____.

The contract for Construction Management services will consist of two phases. Phase one is pre-construction services, for which the Construction Manager will be paid a fixed fee. Phase one services include value engineering, constructability analyses, development of a cost model, estimating, and the development of a Guaranteed Maximum Price (GMP) at 100% Construction Document phase. If the GMP is accepted, Phase two, the construction phase, will be implemented. In phase two of the contract, the Construction Manager becomes the single point of responsibility for performance of the construction of the project and shall publicly bid trade contracts. Failure to negotiate an acceptable fixed fee for phase one of the contract, or to arrive at an acceptable GMP within the time provided in the agreement, may result in the termination of the Construction Manager's contract.

Selection of finalists for interviews will be made on the basis of Construction Manager qualifications, including experience and ability; past experience; bonding capacity; record-keeping, administrative ability, critical path scheduling expertise; cost estimating; cost control ability; quality control capability; qualification of the firm's personnel, and staff and consultants. Finalists will be provided with a copy of the building program and the latest documentation prepared by the project architect/engineer, a description of the final interview requirements and a copy of the standard Florida Atlantic University Construction Management Agreement. The Selection Committee may reject all proposals and stop the selection process at any time. The Construction Manager shall have no ownership, entrepreneurial or financial affiliation with the selected architect/engineer involved with this project.

ATTACHMENT "B"

Firms desiring to provide Construction Management services for the project shall submit a letter of application and a completed “**Florida Atlantic University Construction Manager Qualification Supplement**” (**FAUCMPQS Revised January 2004**). Proposals must not exceed 40 pages, including the Construction Manager Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals that do not comply with these requirements or do not include the requested data will not be considered. No submittal material will be returned.

All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application. As required by Section 287.133, Florida Statutes, a Construction Management firm 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 Construction Management firm 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.

The FAUCMQS form and the Project Fact Sheet may be obtained on our website at:<http://uavp.fau.edu>, or by contacting: Carla Capeletti, Office of the Associate Vice President to the University Architect, Florida Atlantic University, 777 Glades Road, Campus Operations Bldg. #69, Room 101. Boca Raton, Florida 33431, Telephone (561) 297-2663 (561) 297-0224 fax.

Five (5) bound sets of the required proposal data shall be submitted and addressed to: Mr. Tom Donaudy, Associate Vice President to the University Architect, at the above address by ____p.m. on _____, 2003. Facsimile (FAX) submittals are not acceptable and will not be considered.