



University Architect & VP for Facilities

Policy & Procedure #8

TITLE: **SELECTION PROCESS – CONSTRUCTION MANAGER (CM)
(MAJOR and MINOR PROJECTS)**

OBJECTIVE AND PURPOSE: To ensure the proper processing of Florida Atlantic University’s Construction Manager Qualification Supplement (FAUCMQS-April 2003/Revised January 2004 (**Attachment “A”**)). To ensure that the shortlist and interview process is consistent with State Statutes for CM Selection.

RESPONSIBILITY

ACTION

**COORDINATOR,
ADM. SERVICES –
FACILITIES
PLANNING**

- ◆ Post notification for submittal due date and time on the Campus Operations Building (COB #69) message board.
- ◆ Time stamp all proposals and record the name of all applicants received
- ◆ Contact Selection Committee Members to schedule Shortlist Meeting (meeting to occur approximately 2 weeks after receiving CM submittals).
- ◆ Post Public Notice indicating Time, Date and Location of CM Shortlist meeting
 - Time stamp public notice prior to posting,
 - Notice to be posted in the Campus Operations Building (COB #69) message board and in the Purchasing Office for public notification a minimum of 72 hours prior to meeting date.
- ◆ Review all submittals for completeness and document irregularities
- ◆ Prepare Construction Manager CM Worksheet and Shortlist Rank Form (**Attachment “C”**).
- ◆ Transmit Shortlist Rank form to Assistant VP for review

**ASSISTANT VICE
PRESIDENT**

- ◆ Review Shortlist Rank form for consistency with CM proposal submittal.
- ◆ Forward approved Shortlist Rank form to Facilities Planning Coordinator, Adm. Services for transmitting.
- ◆ Distribute the following to University Architect/Vice President for Facilities and Committee Members
 - One (1) copy of each CM Submittal
 - CM Shortlist Rank Worksheet (**Attachment “B”**)
 - CM Shortlist Rank form (**Attachment “C”**)

**UNIVERSITY
ARCHITECT/VP FOR
FACILITIES &
COMMITTEE
MEMBERS**

- ◆ Prior to Scheduled Shortlist Meeting review all proposals and rank submittals taking into consideration the following:
 - Related experience
 - Ability to Provide Service
 - Cost & Quality Control
 - Scheduling

Issued By: Dashtaki/ Capeletti	Date Issued: 4/2001	Date Revised: 3/2009	Effective Date: 4/2001
			N/A
APPROVED:	Vice President	Assistant VP	Director

**UNIVERSITY
ARCHITECT/VICE
PRESIDENT FOR
FACILITIES**

- ◆ Attend and chair shortlist meeting (or his designee).

**COMMITTEE
MEMBERS**

- ◆ Attend short list meeting
- ◆ The Committee convenes to develop the short list. The Committee members individually evaluate the applicant firms based on the following: related experience, ability to provide service, cost and quality control methods and scheduling. Each Committee member ranks the firms on the Construction Manager Shortlist Worksheet (**Attachment "B"**). At the shortlist meeting following discussion and any adjustments the Committees individual rankings are totaled. The firms with the lowest total rank points will be shortlisted for interview. The short list is no fewer than three (3) firms and no more than five (5) firms. For a project having three or fewer applicants, each firm is included on the short list. If the project architect/engineer was involved in the short list process, his/her recommended rank is noted for information.

**COORDINATOR,
ADM. SERVICES-
FACILITIES
PLANNING**

- ◆ Complete Construction Manager Selection Shortlist Rank Form (**Attachment "C"**) by entering each Committee Members rank and obtain Selection Committee's signatures
- ◆ Prepare and submit memorandum (**Attachment "D"**) to the University Architect/VP for Facilities recommending the shortlisted firms and attach a signed copy of the Construction Manager Selection Shortlist Rank Form (**Attachment "C"**)

**UNIVERSITY
ARCHITECT/VICE
PRESIDENT FOR
FACILITIES**

- ◆ Review recommendation with the University President
- ◆ Upon approval by the University President notify Facilities Planning Coordinator, Adm. Services.

**COORDINATOR,
ADM. SERVICES-
FACILITIES
PLANNING**

- ◆ Prepare notification letters (**Attachment "D"**) to the non-shortlisted firms (fax and certified mail) for execution by the University Architect/Vice President for Facilities
- ◆ Contact Selection Committee Members to schedule Time, Date and Location of CM Final Interviews
- ◆ Prepare notification letters (**Attachment "E"**) to short listed firms (fax and certified mail) for execution by the Vice President for Facilities. Notification letter to contain and/or identify:
 - Time, Date and Location of the interview
 - Length of time allotted for the interview
 - Description of interview requirements
 - Location of approved Facilities Program
 - Request for presentation summary handout
- ◆ When applicable, notify Project A/E as to the Time, Date and Location of CM Interviews.
- ◆ Post Public Notice indicating Time, Date and Location of CM Interviews a minimum of 72 hours prior to meeting date. Notice to be posted in Campus Operations Building #69 bulletin board and the Department of Purchasing.
- ◆ Conduct reference checks (**Attachment "F"**) for each shortlisted firm (at least 3 reference checks per firm)
- ◆ Prepare Construction Manager Selection Interview Worksheet Form (**Attachment "G"**) for Final CM interviews.
- ◆ Forward reference checks and interview worksheet to Office of the University Architect/Vice President prior to interview date.

**UNIVERSITY
ARCHITECT/VICE
PRESIDENT FOR
FACILITIES**

- ◆ Attend and Chair CM Interviews (or his designee)
- ◆ Complete Interview worksheet with Selection Committee Members' scores and ranking for each applicant.

**COORDINATOR,
ADM. SERVICES-
FACILITIES
PLANNING**

- ◆ Complete Interview worksheet with Selection Committee Members' scores and ranking for each applicant.
- ◆ Print Construction Manager Selection Evaluation Form (**Attachment "H"**) with final ranking of the applicants and obtain selection committee signature

**COMMITTEE
MEMBERS**

- ◆ Attend CM interviews
- ◆ Interviews for the selection of a construction manager should be held as soon as possible after the architect/engineer selection. The University Architect/VP for Facilities (or his designee) introduces the committee voting members and the visitors present. Once an Applicant has begun the interviews, the door should be closed to minimize interruptions to the Applicant's presentation. Applicants are rated in the following areas:
 - a. **Understanding of the Program and Project Requirements:** the Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams. Applicants are rated on the completeness of their understanding of the factors that are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview. **The score range is 0-20.**
 - b. **Approach and Method:** Applicants are evaluated on their (and their consultants, if any) proposed methods and approaches for preconstruction services, construction staging, scheduling, quality control, safety, coordination, and administration of the project. Applicants should be asked to identify by name and key personnel of their proposed team: project executive, project manager, estimator, superintendent, and other key staff members to be assigned to the job. **The score range is 0-20.**
 - c. **Ability to Provide Service:** Applicants are evaluated on their ability to meet the Owner's required timetable and to provide for the special or unique requirements of the project including a projected time line of activities through project completion. The Applicants should be asked to discuss their ability to fulfill each particular project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks will be considered in this category. **The score range is 0-20.**
- ◆ Following each interview, a time will be set aside for the Committee to ask questions.
- ◆ When applicable, the Architect/Engineer should be encouraged to attend the oral presentation. The Architect/Engineer's ranking should be noted as information.
- ◆ Immediately following the conclusion of the interviews, the Selection Committee should ask for input from user representatives who attended the interviews. The Committee discusses the presentations.
- ◆ Committee members individually evaluate the firms based on the Construction Manager Interview criteria, using the Construction Manager Selection Interview Worksheet (**Attachment "G"**). Based on their individual scores, committee members rank the interviewed applicants.

**COORDINATOR,
ADM. SERVICES-
FACILITIES
PLANNING**

- ◆ Complete Construction Manager Interview Worksheet (**Attachment "G"**) with Selection Committee Members scores and ranking for each applicant. The individual ranks are added to obtain the Committee score for each of the firms interviewed. The firm with the lowest total score is the firm listed first, etc. In case of a tie, the short list rank breaks the tie.
- ◆ Print Construction Manager Selection Evaluation Form (**Attachment "H"**) with final ranking of the applicants and obtain Selection Committee signatures.
- ◆ Prepare memorandum to the University President (**Attachment "I"**), from University Architect/VP for Facilities, recommending approval of final ranking of firms.
- ◆ Submit memorandum and copy of signed Construction Manager Selection Evaluation Form (**Attachment "H"**) to the University Architect/VP for Facilities for review and signature.

**UNIVERSITY
ARCHITECT/VICE
PRESIDENT FOR
FACILITIES**

- ◆ Review, sign and forward recommendation memorandum and copy of Construction Manager Selection Evaluation form (**Attachment "H"**) to the University President
- ◆ Review recommendation with the University President.
- ◆ Upon approval by the University President notify the Facilities Planning Director & Coordinator, Administrative Services.

**COORDINATOR,
ADM. SERVICES-
FACILITIES
PLANNING**

- ◆ Prepare notification letter (**Attachment "I"**) for award to CM firm ranked number one and notification letters (**Attachment "J"**) indicating final ranking to remaining firms
- ◆ Submit letters to the office of the University Architect/Vice President for Facilities for signing
- ◆ Distribute letters (fax and certified mail) accordingly

ATTACHMENTS

- ◆ ***FAUCMQS – April 2003/Revised January 2004- Attachment "A"***
- ◆ ***Construction Manager Shortlist Rank Worksheet - Attachment "B"***
- ◆ ***Construction Manager Selection Shortlist Rank form – Attachment "C"***
- ◆ ***Shortlist Recommendation Memorandum to President – Attachment "D"***
- ◆ ***Notification Letter to Non-Shortlisted Firms – Attachment "E"***
- ◆ ***Notification Letter to Shortlisted Firms – Attachment "F"***
- ◆ ***Construction Manager Reference Check – Attachment "G"***
- ◆ ***Construction Manager Interview Worksheet – Attachment "H"***
- ◆ ***Construction Manager Evaluation form – Attachment "I"***
- ◆ ***Memorandum of final ranking/approval to President – Attachment "J"***
- ◆ ***Notification Letter of Non-Award – Attachment "K"***
- ◆ ***Notification Letter of Award – Attachment "L"***

**FLORIDA ATLANTIC UNIVERSITY CONSTRUCTION MANAGER QUALIFICATIONS SUPPLEMENT
STATE OF FLORIDA UNIVERSITY**

INSTRUCTIONS:

- A) Please type. Attach additional pages for each numbered section, as necessary.
- B) Attach a reproduction of the current Florida Contractor's License for the APPLICANT.
- C) Attach a letter of intent from a surety company indicating the applicant's bond ability for this project. The surety shall acknowledge that the firm may be bonded for each phase of the project, with a potential maximum construction cost of _____. The surety company must be licensed to do business in the State of Florida, must have a Best Rating of "A", and a required financial size of "Class ____".
- D) Number each side of each page consecutively, including letter of interest, brochures, licenses, resumés, supplemental information, etc. Submittals must be limited to 40 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Provide the number of copies of the submittal specified in the advertisement. **Any submittals exceeding the 40-page limit will not be considered.**
- E) Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. (See Question 16.) Any associations will be disqualified. (This does not preclude an applicant from having consultants.)
- F) When ten related projects are requested (Question 4), do not list more than ten. When up to three project examples are requested, do not list more than three.

1. PROJECT NUMBER: _____

PROJECT NAME: _____

2. FIRM NAME: _____

ADDRESS OF PROPOSED OFFICE IN CHARGE: _____

TELEPHONE NUMBER: () _____ **FAX NO:** _____

FEID. NO.: _____

FLA. CORPORATE CHARTER NO.: _____

3. For how many years has your firm been providing construction management services? _____ **General contracting?** _____

ATTACHMENT 'A' – page 1 of 4

4. EXPERIENCE/REFERENCES (provide this information on a separate sheet:)

- a. List the ten projects for which your firm has provided/is providing construction management services which are most related to this project. In determining which projects are most related, consider: related size and complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related project listed first.
- b. For each of the listed projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low bid, negotiated general contract, subcontractor to prime), Owner's contact person and telephone number, and the name and telephone number of the project architect.

5. APPLICANT'S PERSONNEL (provide this information on a separate sheet:)

- a. List total number of firm's personnel, for the applicant office location, by skill group (e.g. project managers, estimators, project engineers, superintendents, etc.)
- b. Name all key personnel which will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner.)
- c. For each project listed in response to Question No. 4, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. (This response may be included with the response to Question No. 4.)
- d. If the team as a whole provided construction management services for any of the projects listed in response to Question No. 4, so indicate.

6. APPLICANT'S CONSULTANTS (provide this information on a separate sheet): Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant.

7. For three of the projects listed in response to Question No. 4, describe conflicts or potential conflicts with the Owner or with trade contractors, and describe the methods used to prevent and/or resolve those conflicts.

8. Describe the types of records, reports, monitoring systems, and information management systems which your firm used in the management of those projects. Describe how you used these systems for three of the projects listed in response to Question No. 4.

9. Describe your cost control methods for the pre-construction and construction phases. How do you develop cost estimates and how often are they updated? For three of the projects listed in response to Question No. 4, provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality.
10. Describe the way your firm maintains quality control during the pre-construction and construction phases. For three of the projects listed in response to Question No. 4, provide specific examples of how these techniques were used.
11. Describe the way in which your firm develops and maintains project schedules. How often do you update schedules? For three of the projects listed in response to Question No. 4, provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them.

(Questions 12-15 may be added at the discretion of the Selection Committee to address specific project issues.)

16. Is the applicant a joint venture? _____ Yes _____ No

If so, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal. (The joint venture agreement should be numbered within the 40-page submittal.)

17. Do you make the following acknowledgments/certifications? If so, sign on the line provided below and have your signature notarized.

- a. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):
 - i) All information of a factual nature is certified to be true and accurate.
 - ii) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- b. It is acknowledged that:
 - i) If any information provided by the applicant is found to be, in the opinion of the Selection Committee, substantially unreliable, this application may be rejected.
 - ii) The Selection Committee may reject all applicants and may stop the selection process at any time.
 - iii) The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the finalists and the results of the reference checks.

- iv) It is understood that this submittal must be received at _____ no later than _____ p.m., _____. Facsimile (FAX) submittals are not acceptable and will not be considered.
- c. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgments and certifications for and on behalf of the applicant.
- d. The undersigned certifies that the Applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.
- e. Failure to sign this form will result in disqualification.
- f. In addition, I fully understand Florida Atlantic University's Selection Process is based on the information provided herein.

For and on behalf of the Applicant:

Sworn to and subscribed to me,
 a Notary Public, this _____ day
 of _____, 200____.

By: _____

 (type name & title)

_____(seal)

**FLORIDA ATLANTIC UNIVERSITY
CM SELECTION**

CM SELECTION SHORTLIST RANK FORM

Project Title & Number:

Committee Members:

Shortlist Date:

FIRM NAME					TOTAL POINTS	TOTAL RANK	INTERVIEW YES/NO

SELECTION COMMITTEE:

Committee Member _____
Title

Committee Member _____
Title

Committee Member _____
Title

Committee Member _____
Title

ATTACHMENT 'C'



OFFICE OF THE UNIVERSITY ARCHITECT AND
VICE PRESIDENT FOR FACILITIES
777 Glades Road • P.O. Box 3091
Bldg. CO#69 • Room 101
Boca Raton, Florida 33431-0991
Phone: 561 297-2663 • Fax: 561-297-0224
<http://uavp.fau.edu>

MEMORANDUM

SAMPLE
shortlist recommendation memo

TO: President Brogan
FROM: Tom Donaudy, University Architect & Vice President for Facilities
DATE:
RE: BT-___ (Project Name)

The Selection Committee met on _____ to conduct the Construction Manager shortlist for the above referenced project. The _____ firms short listed (see attached) by the committee for interviews are as follows:

- ◆ List firm names and their location

Please review and approve at your earliest convenience so that we may proceed with the notification letters.

TD/
Attachment

pc: files

ATTACHMENT "D"



OFFICE OF THE UNIVERSITY ARCHITECT AND
VICE PRESIDENT FOR FACILITIES
777 Glades Road • P.O. Box 3091
Bldg. CO#69 • Room 101
Boca Raton, Florida 33431-0991
Phone: 561 297-2663 • Fax: 561-297-0224
<http://uavp.fau.edu>

*SAMPLE
notification of shortlisted firms*

(Date)
FAXED

Mr.
(Company Name & Address)

RE: BT- (Project Name)

Dear Mr.:

The Committee Members held the shortlist meeting on the above referenced project on _____, 20__.
The three (3) firms that were selected by the committee members for interview are:

- ◆ (Firm Name w/City & State)
- ◆ (Firm Name w/City & State)
- ◆ (Firm Name w/City & State)

We appreciate your interest in doing work for FAU and look forward to the possibility of working with your firm on future projects.

Sincerely,

Tom Donaudy
University Architect & Vice President for Facilities

TD/ccc

pc: Committee Members
files

NOTE: We are required to include in this statement the following: "Failure to file a protest within the time prescribed in s 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

ATTACHMENT 'E'



OFFICE OF THE UNIVERSITY ARCHITECT AND VICE PRESIDENT FOR FACILITIES
777 Glades Road • P.O. Box 3091
Bldg. CO#69 • Room 101
Boca Raton, Florida 33431-0991
Phone: 561 297-2663 • Fax: 561-297-0224
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**FAXED
CERTIFIED MAIL
(DATE)**

*SAMPLE
notification letter of shortlisted firms*

Mr.
(Company Name)
(Company Address)

RE: BR- (Project Names)

Dear Mr. :

This is to advise you that your firm has been short listed for the referenced project. The interview schedule has been established for date , as follows:

(Company Name)	(interview time)
(Company Name)	(interview time)
(Company Name)	(interview time)

Your oral presentation should not include large presentation boards or elaborate graphic presentations (ie: power point). However, the oral presentations can include 8 ½" x 11" handouts. The "sit down" interviews have been structured so that each firm will have _____minutes for a presentation followed by _____minutes to respond to questions. The interviews will be held at _____. The only personnel that should come to the interviews are key personnel that will have direct involvement with the project and participate in the interview process. A copy of the *Program* is available on our website at <http://www.fau.edu/facilities/uavp>.

The Selection Committee consists of the following individuals: (names and title of Committee Members). Please do not contact any committee members prior to the presentation.

Sincerely,

Tom Donaudy
University Architect & Vice President for Facilities

TD/ (preparer's initials)

pc: (Committee Members)
files

ATTACHMENT 'F'

CONSTRUCTION MANAGER REFERENCE CHECK

(This form is to be completed for each of the references checked. If the Owner's Representative cannot be reached, note the attempts in the "Comments" section.)

Construction Manager: _____

Project: _____

Owner: _____

Who was contacted?: _____
(Name) (Date)

1 What construction management services were performed?: _____

2 What was the project size? _____

3 Was the project completed on time? _____ Yes _____ No

4 Was the project completed within budget? _____ Yes _____ No

5 Did the construction manager make appropriate efforts to assure quality construction?
_____ Yes _____ No

6 What was the overall performance ?
_____ below average
_____ average
_____ above average

7 Would you hire this firm again? _____ Yes _____ No

Comments: _____

Interview conducted by: _____
(Name) (Date)

Signature: _____

ATTACHMENT "G"

**FLORIDA ATLANTIC UNIVERSITY
CONSTRUCTION MANAGER SELECTION**

CM INTERVIEW WORKSHEET

Project Title/Number:

Selection Committee:

Final Interview Date:

FIRM NAME	#VALUE!	#VALUE!	#VALUE!	#VALUE!	FINAL POINTS	FINAL RANK
Understanding (0-20)						
Approach/Method (0-20)						
Ability (0-20)						
Totals						
Rank						
Understanding (0-20)						
Approach/Method (0-20)						
Ability (0-20)						
Totals						
Rank						
Understanding (0-20)						
Approach/Method (0-20)						
Ability (0-20)						
Totals						
Rank						

ATTACHMENT "H"

**FLORIDA ATLANTIC UNIVERSITY
CONSTRUCTION MANAGER SELECTION**

CM SELECTION EVALUATION FORM

**Project Title/Number:
Selection Committee:**

Final Interview Date:

FIRM NAME	#VALUE !	#VALUE !	#VALUE !	#VALUE !	FINAL POINTS	FINAL RANK

SELECTION COMMITTEE:

Committee Member _____
Title

Committee Member _____
Title

Committee Member _____
Title

Committee Member _____
Title

ATTACHMENT 'I'



OFFICE OF THE UNIVERSITY ARCHITECT AND
 VICE PRESIDENT FOR FACILITIES
 777 Glades Road • P.O. Box 3091
 Bldg. CO#69 • Room 101
 Boca Raton, Florida 33431-0991
 Phone: 561 297-2663 • Fax: 561-297-0224
<http://uavp.fau.edu>

MEMORANDUM

MEMORANDUM FOR THE PRESIDENT

TO: President Brogan
FROM: Tom Donaudy, University Architect & Vice President for Facilities
DATE:
RE: BT-____ – (Project Name)
 A/E Interviews

The Selection Committee met on _____ to conduct the A/E interviews for the above referenced project (see attached). The Selection Committee’s recommendation is to enter into negotiations with _____. Upon your approval, we will notify each firm, by registered mail, of the results of the selection.

Please review and approve at your earliest convenience so that we may proceed with the notification letters.

TD/(preparers initials)
 Attachments

pc: files

ATTACHMENT “J”



OFFICE OF THE UNIVERSITY ARCHITECT AND
VICE PRESIDENT FOR FACILITIES
777 Glades Road • P.O. Box 3091
Bldg. CO#69 • Room 101
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Phone: 561 297-2663 • Fax: 561-297-0224
<http://uavp.fau.edu>

FAXED
CERTIFIED MAIL

(Date)

(Name)
(Company Name & Address)

RE: BR-____ – (Project Name)

Dear Mr. :



It is my pleasure to inform you that the President has accepted the recommendation of the selection committee for the referenced project and made an award to your firm.

In the next couple of weeks our office will contact you to make arrangements for the negotiation meeting. Negotiations will be conducted according to Section 287.055, Florida Statutes.

We appreciate your interest in the State University System construction program, and look forward to working with your firm on this project. If you have any questions, please feel free to contact me at (561) 297-2663.

Sincerely,

Tom Donaudy
University Architect & Vice President for Facilities

TD/ (preparer's initials)

cc: (Committee Members)
files

ATTACHMENT 'K'



OFFICE OF THE UNIVERSITY ARCHITECT AND
VICE PRESIDENT FOR FACILITIES
777 Glades Road • P.O. Box 3091
Bldg. CO#69 • Room 101
Boca Raton, Florida 33431-0991
Phone: 561 297-2663 • Fax: 561-297-0224
<http://uavp.fau.edu>

SAMPLE
notification letter of award

FAXED
CERTIFIED MAIL

(Date)

(Name)
(Company Name & Address)

RE: BR-_____ (Project Name)

Dear Mr.:

Thank you for taking the time to present your qualifications for the referenced project to the selection committee. The President has accepted the committee's recommendation and awarded the project to (Award Firm Name/City/State)

Negotiations will be commenced with the top ranked firm. A failure to negotiate a contract with that firm will result in a negotiation with the following firms as ranked:

1. (List firms interviewed)

We appreciate your interest in Florida Atlantic University's construction program, and hope to work with your firm on a project in the near future. If you have any questions, please feel free to contact me at (561) 297-2663.

Sincerely,

Tom Donaudy
University Architect & Vice President for Facilities

TD/ (preparer's initials)

cc: (Committee Members)
files

NOTE: We are required to include in this notice the following statement: "Failure to file a protest within the time prescribed in §120.57(3), Florida Statutes, shall constitute waiver of proceedings under Chapter 120, Florida Statutes."

ATTACHMENT "L"