

**CODE REVIEW AND INSPECTION SERVICES ADVERTISEMENT
CONTINUING SERVICES CONTRACT
FLORIDA ATLANTIC UNIVERSITY – ALL CAMPUSES**

NOTICE TO PROFESSIONAL CONSULTANTS

The Florida Atlantic University Board of Trustees announces that Professional Services in the discipline of **CODE REVIEW AND INSPECTION SERVICES**, will be required for the project listed below:

Project – CONTINUING SERVICES CONTRACT

Project(s) Location: Located on Florida Atlantic University's Campuses, special purpose centers/sites, and instructional sites.

Firms applying must have State of Florida license and/or State of Florida certified personnel on staff to perform plans reviews and construction inspections for building, structural, mechanical, electrical and plumbing.

These services will be based on a negotiated fee schedule with each occurrence of service being authorized with a purchase order. Campus Service contracts provide that the consultant will be available on an as-needed basis. The initial term of agreement is for one year with the option to extend the agreement for two additional one year terms, to be evaluated annually, for a total of three years. A minimum of two firms will be selected for these services. Blanket professional liability insurance will be required for this project in the amount of \$1,000,000 and will be provided as a part of Basic Services.

Firms desiring to provide professional services shall apply by letter specifying the discipline for which they are applying. Preference will be given to firms that are primarily in the business of code compliance, plans reviews and inspections. Preference will be given to firms whose personnel consist primarily of licensed and/or certified plans reviewers and inspectors. Proximity of location will be a prime factor in the selection of the firm. Design ability will not be considered for this selection.

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)**

Revised August 2008). Applications on any other form may not be considered.

Selection of finalists for interview will be made on the basis of professional qualifications, including experience and ability; past experience; design ability; volume of work; and distance from project.

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.

Submit **5 (five)** bound sets and **1 (one)** electronic file of the above requested data packaged in the order listed above. Applications which do not comply with the above instructions may be disqualified. Application materials will not be returned. 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 \$35,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

SOLE POINT OF CONTACT:

The FAU Professional Qualifications Supplement, the Project Fact Sheet, and the Professional Services Guidelines are available online at <http://www.fau.edu/facilities/avp/AE-CM-advertise-home.php> or by contacting the University's **Sole Point of Contact** for this project, Ms. Helen Kennedy, FAU Boca Raton Campus CO69 Rm. 101, 561-297-2663 or email at hkenned2@fau.edu. From the date of issuance of this Notice until a final selection of a consultant is made or a notice of cancellation is posted, the consultant must not make available or discuss its proposal, or any part thereof, with any FAU employee and/or any member of the Selection Committee, unless permitted by the Sole Point of Contact, in writing, for purposes of clarification only, as set forth herein. Any individual associated with a consultant who contacts an FAU employee and/or member of the Selection Committee, regarding any aspect of this project, whether such contact be in person, telephone, or through electronic or written correspondence, may be determined to have

violated the terms and conditions of this solicitation. If that determination is made, any proposal received from such an individual OR their company may be rejected as non-responsive and not subject to evaluation. If there are any changes or additions to the Sole Point of Contact information at any time in the process, participating consultants will be notified via an addendum to the Notice.

Questions regarding the Notice and/or process should be submitted via fax or email to the **Sole Point of Contact**. No oral communications shall be considered as a change to the Notice. FAU may respond to questions deemed by the University to be material in nature via a written addendum to the Notice.

Interpretation of the wording of this document shall be the responsibility of the FAU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the FAU Facilities website:

<http://www.fau.edu/facilities/avp/AE-CM-advertise-home.php>. At all times it shall remain the responsibility of the consultants participating in this solicitation to check the postings at the Campus Operations Building CO#69 directory and/or the Purchasing Department in the Administration Building #10. No further notice will be given.

Five (5) bound copies and one (1) electronic file (CD or flash drive with Adobe Acrobat PDF format) of the required proposal data shall be submitted to: Office of Design and Construction Services, Florida Atlantic University, 777 Glades Road, Campus Operations Building #69-Room 111, Boca Raton, Florida 33431 by **4:00 P.M. EST, on Tuesday, April 30, 2019**. In an effort to be sustainable, submittals shall be printed double sided (total 20 sheets/40 pages), on recycled paper and the submittal is to be either stapled or GBC bound (no three ring binders). Facsimile (FAX) submittals **are not** acceptable and **will not** be considered.