

PROFESSIONAL SERVICES ADVERTISEMENT

BT- 687P
A.D. Henderson University School
Site Master Planning
Boca Raton Campus

NOTICE TO PROFESSIONAL CONSULTANTS

Florida Atlantic University, on behalf of its Board of Trustees, announces that Professional Services in the discipline of **Master Planning**, will be required for the project listed below:

Project No. **BT- 687P**

Project and Location: **A.D. Henderson University School – Site Master Plan,**

Florida Atlantic University - Boca Raton Campus

The selected firm will provide program analysis, Master Planning, cost estimating, and development of a site master plan for a phased construction of the elementary, middle school, auditorium, gymnasium and cafeteria as part of the overall AD Henderson complex; while the existing elementary, middle and high school buildings remain operational. Blanket professional liability insurance will be required for this project in the amount of \$1,000,000.00, 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**). 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 performance; 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 **five (5)** sets and **one (1) electronic** copy of the above requested data bound in the order listed above along with an electronic PDF copy of the submittal. 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 \$35,000 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 and the Project Fact Sheet 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. Azita Dashtaki Dotiwala, Campus Planner, via email at: dashtaki@fau.edu. A copy of the 2014 program analysis and preliminary master plan study prepared by Zyscovich Architects will be made available to the shortlisted firms.

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 employee or agent of the University, unless permitted by the Sole Point of Contact, in writing, for purposes of clarification only, as set forth herein. All questions are to be submitted in writing (via email) to Ms. Azita Dashtaki Dotiwala at dashtaki@fau.edu by close of business on Tuesday, November 1, 2016.

Any individual associated with a consultant who contacts any other university employee, including but not limited to members of the Selection Committee, regarding any aspect of this project, who attempts to discuss the project with any representative of FAU other than the Sole Point of Contact, 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 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 and posted on the FAU Facilities website. Interpretation of the wording of this document shall be the responsibility of 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 website for postings of addenda, short lists, and award decisions. No further notice will be given.

Five (5) bound sets and one (1) electronic copy of the required proposal data shall be submitted to: Design & Construction Services, Florida Atlantic University, 777 Glades Road, Campus Building Operations Bldg. #69-Room 111, Boca Raton, Florida 33431 by **4:00 p.m. local time on Tuesday, November 15, 2016.**