

RESPONSES TO QUESTIONS

UPDATED - September 20, 2016

PROJECT: BT-604 2016/17 Campus Master Plan Updates

- Per paragraph one of **SELECTION CRITERIA**: For teams with a joint venture structure or co-lead planner arrangement, is it appropriate to list both team names in the proposal? [See special instructions for Joint Ventures as noted on page 4 of 10 of the FAUPQS.](#)
- On the PQS form, Section 6 - Related Experience, are we allowed to include the names of the subconsultant members of the proposed team who worked on that project? If not, can we state that one of the proposed subconsultants on our team provided a specific service? [No sub consultants or their related experience are to be noted in this submittal](#)
- On the PQS form, Section 7b - Consultants, are we allowed to identify the names of the individuals from our subconsultant firms in this section? [No. No sub consultant information is to be noted in the submittal](#)
- Elsewhere in the proposal (not on the PQS form) are we allowed to include the experience of our subconsultant firms/team members (even if we are not allowed to identify them)? [No.](#)
- Could you elaborate on the following statement, specifically regarding goals and objectives and areas of growth? "The purpose of the Master Plan is to be a flexible framework for guiding development and change on FAU's multiple campuses. Emphasis will be directed toward resolution of goals and objectives regarding components of the comprehensive plan that have illustrated growth over the past five years." [The Master Plan updates are to include the evaluation and appraisal of the goals and objectives established in the current/approved master plans and identify where the plans have been effective in meeting the growth projections.](#)
- What is the anticipated timeframe to complete the Master Plan Updates? [TBD](#)
- Are we limited to 40 pages, as stated in the PQS form directions? [Yes.](#)
- The Notice to Professional Consultants is seeking professional services in the discipline of Master Planning; however "Master Planning" is not preprinted on the FAUPQS form under Basic Services to Be Provided. Could you clarify what Basic Services Should we select on the preprinted list for this project? [The professional Consultant for Master Planning Services should be listed under Architectural services.](#)
- Our team will need sub-consultant on our team to address some of the master plan components listed on page 2 of the Notice to Professional Consultants. Would these sub-consulting disciplines be considered "specialty consultants" that should be listed in Section 3 of the FAUPQS form? [We recognize the sub consultants will be needed as part of the project; however applicants should only list the scope of services for which a consultant is needed. Do NOT identify the consultant by name.](#)

- The Notice to Professional Consultants (page 2) states sub-consulting firms should not be identified by firm name in the FAUPQS form. Does that requirement apply to the preprinted Basic Services table listed in section 3 of the FAUPQS form? Does this requirement apply to Specialty Firms? Correct. As noted, we would like to select the lead Master Planning firm and then work with the team to designate the consultants who are most familiar with the university's systems, infrastructure, etc.
- Are we allowed to identify the Sub-consulting Firms / Specialty Firms by name anywhere in the proposals narrative/letter of interest? No.
- What is the expected schedule of the selection process and the master plan process? TBD
- What is the expected fee range for the project? TBD
- Looking at the Professional Qualifications Supplement, it seems to request a list of names of every employee in the firm (Item 4b). Is that the intent or do you only want the names of the individuals who may be assigned to the project? What is the reason for asking for this information? Section 4b is to include names of all professional and technical staff assigned to the office location responding as the "applicant". Key members of the Applicant's team assigned to the project are to be identified in 7a under "Proposed Project Team". The total number of employee information is used in calculating the Fee Per Person.
- In regards to the FAUPQS (No. 3), do all disciplines that are listed in the form need to be fulfilled or are those simply a general guideline for all projects? The only disciplines listed in the IMS advertisement were: Architecture Services, Civil Engineering, Planning/Master Planning, Landscape Architecture, Land Use Planning, and Transportation Planning. Please confirm necessary disciplines to be included for this project. Only the prime Master Planning service provider is to be listed in the submittal. No other consultants are to be identified on the FAUPQS form or anywhere in the submittal.