

## FLORIDA ATLANTIC UNIVERSITY

### PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FAUPQS)

#### GENERAL INSTRUCTIONS:

1. Please type. The entire proposal must be limited to 40 single-sided 8½x11 pages (or 20 pages front and back), including the FAUPQS form, the letter of interest, and any additional information, but excluding cover sheets and divider pages (as long as such pages do not include any promotional material, such as proposal language, pictures of past projects, etc.) Number each page consecutively. **Any proposal exceeding 40 pages will be penalized.**
2. A portion of the score will be based on the Applicant's design ability. This item may be addressed in a separate section or throughout the proposal.
3. The Instructions portion of the PQS form (pages 1-4) need not be submitted.
4. This form may be retyped and sections increased in size to provide additional information or pictures, provided that the requested information is provided, and in the order requested.
5. Where provisions of the Owner's "Notice to Professional Consultants" are in conflict with these instructions, the notice shall prevail. Failure to follow these instructions will result in point deduction or disqualification as described in the "FAUPQS Irregularities" checklist.

#### SPECIFIC INSTRUCTIONS:

**(Note: The numbers on these instructions correspond to the numbered items on Florida Atlantic University's Professional Qualifications Supplement form (pages 5 through 9). Use additional sheets when necessary, following the format on the Professional Qualifications Supplement.)**

1. **PROJECT INFORMATION:** Enter the project number and project name as it appears in the public announcement for professional services in the "Florida Administrative Weekly" as well as in Florida Atlantic University's web site.
2. **APPLICANT IDENTIFICATION:** Enter the legal name of the Applicant, the address, telephone number and other requested information. If the applying firm has multiple office locations, the applicant is considered to be **only** the office location where the work is to be done, and whose address is provided in this section, and shall be hereafter referred to as "Applicant". Consider only the specific office listed in response to this question as the "Applicant" when completing all other sections of the Professional Qualifications Supplement. Other branch offices are not to be considered when completing the FAUPQS form. Attach a copy of the Applicant's current Professional License.

If the Applicant is a corporation, include a copy of the corporate charter certificate from the Florida Department of State. If the Applicant is an out-of-state corporation, enter the foreign qualification number and provide a copy of the Department of State certificate.

3. **SERVICES TO BE PROVIDED:** For the disciplines listed, note which are being provided as part of Basic Services by entering the name of the firm providing the services. If services are to be provided by the Applicant, so indicate. If a consultant is to provide the service, list the consultant's name and professional license number from the appropriate Florida Licensing Board in the space provided. Use names and license numbers of the firms as a whole, rather than of individuals in the firms. Enter the number of previous projects on which the Applicant has worked with each listed consultant.