

**A/E ADVERTISEMENT
Civil Engineering – Continuing Services
(All FAU Campuses)**

NOTICE TO PROFESSIONAL CONSULTANTS

Florida Atlantic University, on behalf of its Board of Trustees, announces that Professional Services in the discipline (s):

CIVIL ENGINEERING SERVICES.

Project(s): Continuing Services Contract

Project(s) Location: All Florida Atlantic University campuses and sites.

Projects included in the scope of this agreement will be for specific projects for which the fee for professional services is \$200,000 or less. Campus Service contracts for minor projects provide that the consultant will be available on an as-needed bases for the upcoming year. The consultants receiving the award will not have an exclusive contract to perform services for these projects. The University may have additional campus service professionals under contract during the same time period. 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 three firms will be selected for these services. Blanket professional liability insurance will be required for this project in the amount of \$250,000 and will be provided as a part of Basic Services.

INSTRUCTIONS:

Firms desiring to apply for consideration shall submit a letter of application. Proximity of location will be a prime factor in the selection of the firms(s). Design ability will NOT be considered as a selection category.

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.

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 six (6) bound sets of the above requested data bound in the order listed above.

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 \$15,000.00 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 and the Project Fact Sheet are available online at <http://wise.fau.edu/facilities/uavp/AE-CM-advertise-home.php> or by contacting the University's **Sole Point of Contact** for this project (Henry Kraft, Coordinator & Project Manager, Facilities Planning, 561-297-2869 or ekraft2@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 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 members 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://wise.fau.edu/facilities/uavp/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. No further notice will be given.

Six (6) bound sets of the required proposal data shall be submitted to the Office of Facilities Planning, Florida Atlantic University, 777 Glades Road, Campus Operations Building #69-Room 107, Boca Raton, Florida 33431 by **5:00 P.M.** local time, on **Tuesday, April 9, 2013**. Facsimile (FAX) submittals **are not** acceptable and **will not** be considered.

PROJECT FACT SHEET – REVISED 3.7.2013

Civil Engineering - Continuing Services Contract Florida Atlantic University (All Campuses)

PROJECT DESCRIPTION

Projects included in the scope of this agreement will be specific services associated with Civil Engineering (including but not limited to landscape and irrigation design, site survey and environmental services) that have a based construction budget estimated to be \$2,000,000 or less, or studies for which the fee for professional services is \$200,000 or less.

SELECTION CRITERIA

Firms will be evaluated in the following areas: current workload, location, past performance, volume of state work, and experience and ability to provide service. Experience and ability scores will be based on the following criteria:

1. Experience of firm and individual members of the design team with projects of similar size and scope.
2. Experience of firm and individual members in working with the State University System.
3. Ability to provide professional and quality service in a timely manner.

SELECTION COMMITTEE:

Jim Baker, Director, Engineering & Utilities
Scott Baruch, Associate Director, Facilities Planning
Azita Dashtaki Dotiwala, Associate Vice President for Facilities
Ion Mavrodin, Civil Engineering Project Coordinator
Robert Richman, Director, Facilities Planning
Peter Thomson, Associate Director, Facilities Planning

SELECTION SCHEDULE:

The anticipated schedule for selection, award, and negotiation is as follows:

Submittal Due:	April 9, 2013
Shortlist Meeting:	April 17, 2013 @ 2:00 PM Campus Operations Bldg. RM 118
Final Interviews:	May 2, 2013 @ 8:30 AM Campus Operations Bldg. RM 118
Contract Negotiation:	TBD

All Interviews will be conducted in closed sessions. Deliberations of the selection committee are open to the public and will follow the final interview scheduled on May 2, 2013 at the Campus Operations Building (CO69), room 118.

GENERAL INFORMATION

1. The University is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract.
2. In order to minimize the possibility of unethical pressures or influences on the recommendation of the Selection Committee, no verbal or written communication is permitted between the applicants and the members of the Selection Committee. Any questions or requests for project information must be in writing to Henry Kraft, Department of Facilities Planning: phone (561)297-2869 or email ekraft2@fau.edu.
3. All applicants will be notified of the results of the shortlist in writing. Finalists will be informed of the interview date and time and will be provided with additional project information, if available.
4. The Selection Committee will make a recommendation to the President of the University. All finalists will be notified in writing of the President's action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
5. Professional liability insurance is required for this project in the amount of \$250,000.