

## NOTICE TO PROFESSIONAL CONSULTANTS

FLORIDA ATLANTIC UNIVERSITY, on behalf of its Board of Trustees, announces that professional services are required in the following discipline (s):

### **Construction Management.**

Project (s): Campus Service for Minor Projects

Project (s) Location: Florida Atlantic University, All Campuses.

Projects included in the scope of this agreement will be specific projects for renovations, alterations, and additions that have a basic construction budget estimated to be \$1,000,000 or less, or studies for which the fee for professional services is \$50,000 or less. Campus Service contracts for minor projects provide that the consultant will be available on an as-needed basis 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. At least three firms will be selected for these services.

Proximity of location will be a prime factor in the selection of the firm.

Firms desiring to provide Construction Management services for the project shall submit a letter of application and a completed **“Florida Atlantic University Construction Manager Qualification Supplement” (FAUCMPQS Revised January 2004)**. Proposals must not exceed 40 pages, including the Construction Manager Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals that do not comply with these requirements or do not include the requested data will not be considered. No submittal material will be returned.

Submit five (5) copies of the above requested data bound in the order listed above. Applications which do not comply with the above instructions will not be considered. Application material will not be returned.

All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application. As required by Section

287.133, Florida Statutes, a Construction Management firm 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 Construction Management firm 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 Construction Manager 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, Ms. Jill Rosen, Department of Facilities Planning, Telephone (561) 297-4110, Fax (561) 297-2260, or e-mail [jrosen58@fau.edu](mailto:jrosen58@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 website for postings of addenda, short lists, and award decisions. No further notice will be given.

Submittals must be received in the Facilities Planning Department, Florida Atlantic University, Attention to Jill Rosen, 777 Glades Road, Bldg. CO-69, Room #107, Boca Raton, Florida 33431, by **5:00 p.m.** local time on **August 26, 2009** . Facsimile (FAX) submittals **are not** acceptable **and will not be considered**.

**PROJECT FACT SHEET**  
**Construction Management for Minor Projects**  
**Florida Atlantic University**

**PROJECT DESCRIPTION**

The construction manager will be a single point of responsibility for performance of multiple construction contracts up to \$1,000,000 individually, functioning as an independent contractor, publicly bidding trade contracts. At least Three Construction Management contracts will be awarded, for an initial period of one year with an option to renew for an additional two years, to be evaluated annually.

**SELECTION CRITERIA**

Firms will be evaluated in the following areas: experience and ability; record-keeping, project administration ability, scheduling; cost estimating; cost control; quality control; and qualification of the firm's personnel.

Experience and ability scores will be based on the following criteria:

1. **Experience in projects of similar size and scope.**
2. **Experience in working with Universities.**
3. **Ability to manage the projects efficiently.**

**SELECTION COMMITTEE**

Tom Donaudy, University Architect & Vice President for Facilities Planning  
Robert Richman, Director, Facilities Planning  
Paulo Brida, Senior Project Manager  
Scott Baruch, Associate Director, Facilities Planning

**SELECTION SCHEDULE:**

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

Submittals Due:	August 26, 2009
Shortlist Meeting:	TBD
Final Interviews:	TBD

**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 Jill Rosen, Office of Facilities Planning, Telephone (561) 297-4110, Fax (561) 297-2660, or e-mail jrosen58@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. 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