



## FACILITIES MANAGEMENT

### Policy & Procedure #10

**TITLE:** **ADVERTISEMENT FOR SELECTION OF ARCHITECT/ENGINEER (MAJOR PROJECTS and MINOR CONTINUING SERVICES CONTRACTS)**

**OBJECTIVE AND PURPOSE:** To ensure timely advertisement for A/E selection based on Facility Program Schedule and funding appropriation. To ensure that the advertisement process is consistent with State Statutes.

**RESPONSIBILITY**

**ACTION**

**DCS DIRECTOR**

- ◆ Verify that the Facility Program and Capital Outlay Implementation Plan (COIP) are current and approved
- ◆ Verify that the Selection Committee Representatives have been approved by the University President (see P&P Facilities Management #1)
- ◆ Prepare Project Fact Sheet based on the approved Scope of Services and/or Facility Program. Project Fact Sheet shall include:
  - Brief description of project identifying primary space types, unique features, and approximate construction cost
  - Selection Criteria for evaluating firms' qualifications for advertised project
  - List of Selection Committee Members
  - Tentative schedule for A/E selection
  - General information regarding notification of shortlist and interview results, professional liability insurance requirements, and availability of Facility Program for consultants review
- ◆ Request funding release for Professional Services Fee and Surveys & Tests from Budget Office
- ◆ Complete **Consultant Advertisement Checklist (Attachment "A")** for major projects ensure that Project Title and Project Cost are consistent with approved COIP
- ◆ Prepare draft A/E advertisement **"Notice to Professional Consultants" (Attachment "B")** and draft Project Fact Sheet (**Attachment "C"**) and submit both documents along with **Consultant Advertisement Checklist (Attachment "A")** to the AVP Facilities Management for review and approval.
- ◆ The Sole Point of Contact shall identify the Project Manager (PM) assigned to the project. Contact information shall include PM's name, location, phone, fax, and email.

**ASSISTANT VP FACILITIES MANAGEMENT**

- ◆ Review A/E Advertisement and Project Fact Sheet for consistency and accuracy, initial Consultant Advertisement Checklist (**Attachment "A"**) and forward documents to the DCS Director.

Issued By: Dotiwala	Date Issued: 9-30-2014	Date Revised:	Effective Date: 9-30-2014
			<b>N/A</b>
APPROVED:	Vice Pres. Admin Affairs	Assistant VP	Director

## DCS DIRECTOR

- ◆ Post advertisement electronically in Florida Administrative Weekly (FAW)
- ◆ Verify that the proposed submittal due date is 30 days after publication date of the advertisement (if construction cost exceeds \$7 million, advertisement must run for 40 days)
- ◆ Post both the A/E Advertisement and Project Fact Sheet on the Facilities Management website, in CO #69 message board and send copy to Purchasing for public display.
- ◆ Forward copies of documents to the AVP Facilities Management for their files.

## REFERENCE

- ◆ Section 287.055, F.S.

## ATTACHMENT

- ◆ ***Attachment "A" – Consultant Advertisement Checklist***
- ◆ ***Attachment "B" – Consultant Advertisement***
- ◆ ***Attachment "C" – Consultant Project Fact Sheet***

# FACILITIES MANAGEMENT

## CONSULTANT ADVERTISEMENT CHECKLIST – A/E

PROJECT NO: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

### DIRECTOR OF DESIGN & CONSTRUCTION SERVICES (DCS)

- \_\_\_\_\_ 1. Publication provides 30 days notice to public (projects over \$7million require 40 day notice)
- \_\_\_\_\_ 2. Professional liability insurance limit confirmed
- Continuing Services Contract = \$1,000,000 Single Claim & \$2,000,000 Aggregate Claims
  - \$2,000,001 to \$4,999,999 = \$1,000,000 Single Claim & \$2,000,000 Aggregate Claims
  - \$5,000,000 to UP = \$2,000,000 Single Claim & \$5,000,000 Aggregate Claims
  - Project > \$15,000,000 and special risk projects - limits set individually
- \_\_\_\_\_ 3. Construction Cost: \$ \_\_\_\_\_
- \_\_\_\_\_ 4. Electronically to FAW prepared
- \_\_\_\_\_ 5. Project fact sheet and selection criteria consistent with approved Program
- \_\_\_\_\_ 6. Designability will/will not be considered
- \_\_\_\_\_ 7. Project construction cost is consistent with COIP

### ASSISTANT VP

8. Approval/Exception is given to item # \_\_\_\_\_ for not being consistent with procedure

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ATTACHMENT A

**A/E ADVERTISEMENT**  
**BT \_\_\_\_**  
**Project Name**  
**( Campus)**

NOTICE TO PROFESSIONAL CONSULTANTS

The Florida Atlantic University Board of Trustees, announces that Professional Services in the discipline of **Architecture/Engineer**, will be required for the project listed below:

Project No. BT- \_\_\_\_

Project and Location: Located on Florida Atlantic University's \_\_\_\_\_ Campus, the \_\_\_\_\_ design will consist of \_\_\_\_\_

Total construction budget is approximately \$\_\_\_\_\_. The selected firm will provide programming, schematic design, design development, construction documents and construction administration for the referenced project. This project will be delivered via a \_\_\_\_\_. Blanket professional liability insurance will be required for this project in the amount of \$\_\_\_\_\_.

**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 Revised August 2008**). Applications on any other form may not be considered.

Selection of finalists for interview will be made on the basis of professional qualifications, including

**ATTACHMENT "B" - page 1 of 3**

experience and ability; past experience; 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 \_\_ 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. 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 \$ \_\_\_\_\_ 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, the Project Fact Sheet, and the approved Facilities Program 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 (Project Manager's name, title, location, phone, fax, email information). 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 FAU employee and/or 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,

## **ATTACHMENT "B" – page 2 of 3**

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://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 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 copies and an electronic file (CD or flash drive with Adobe Acrobat PDF format)** of the required proposal data shall be submitted to: Office of Design and Construction Services, Florida Atlantic University, 777 Glades Road, Campus Operations Building #69-Room 107, Boca Raton, Florida 33431 by \_\_\_\_\_ **P.M.** local time, on \_\_\_\_\_. In an effort to be sustainable, submittals shall be printed double sided (total 20 sheets/40 pages), on recycled paper and the submittal is to be either stapled or GBC bound (no three ring binders). Facsimile (FAX) submittals **are not** acceptable and **will not** be considered.

**ATTACHMENT "B" – page 3 of 3**

## PROJECT FACT SHEET

(Project Title & BT #)  
Florida Atlantic University  
(Campus)

### PROJECT DESCRIPTION

The project consists of \_\_\_\_\_.

This facility will be constructed using the \_\_\_\_\_ delivery process.

The Construction budget is approximately \$ \_\_\_\_\_.

### SELECTION CRITERIA

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

1. Experience of firm and individual members of the design team with project of similar size and program.
2. Experience of firm and individual members of the design team in planning, designing, estimating, and construction administration of projects similar in size and budget. Site examples of projects within the past five-year, including the ability to meet aggressive time and budget constraints.
3. Experience in campus planning, educational facilities and working with committees.

### SELECTION COMMITTEE:

(List approved committee members/name/title)

### SELECTION SCHEDULE:

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

Submittal Due:	(Date)
Shortlist Meeting:	(Date or TBD)
Final Interviews:	(Date or TBD)
Contract Negotiation:	(Date or 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 (Sole Point of Contact is Project Manager's name, location, phone, fax, and email).
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 \$\_\_\_\_\_.00.
6. A copy of the building program is available on our website at <http://www.fau.edu/facilities/avp/AE-CM-advertise-home.php>

## ATTACHMENT "C"