



FACILITIES MANAGEMENT

Policy & Procedure #12

TITLE: **ADVERTISEMENT FOR SELECTION OF CONSTRUCTION MANAGER (MAJOR and MINOR PROJECTS)**

OBJECTIVE AND PURPOSE: To ensure timely advertisement for CM selection based on Minor Projects Continuing Services schedule or Major Projects Facility Program Schedule and funding appropriation. To ensure that the advertisement process is consistent with State Statutes. The criteria to be used in determining which projects are candidates for construction management are provided in Rule 6C-14.0055(2), F.A.C. In addition to those criteria, each Major project for which construction management services are utilized must have an approved facilities program. The program should address the aspects of the project, which demonstrates the need for the construction management delivery method. Adequate funding for preconstruction services must be available during the planning phase and must be considered when planning funds are requested for appropriation. The construction manager should be selected during the schematic design phase of the project and made an integral part of the design team. However, if the construction manager is selected at another time, appropriate adjustments must be made. Contracts for construction management services consist of two phases. The first phase of the contract is for preconstruction services, wherein the construction manager functions as an agent of the Owner, is paid a fixed fee for services performed, and is an integral part of the design team. Preconstruction services shall include value engineering, scheduling, constructability analyses, etc., and the development of a Guaranteed Maximum Price (GMP). If the GMP is accepted, the second phase (the construction phase) is implemented. During the construction phase, the construction manager ceases to be an agent of the owner, becomes the single point of responsibility for performance of the construction contract for the project, and functions in the role of an independent contractor, publicly bidding trade contracts.

RESPONSIBILITY

ACTION

DCS DIRECTOR Or DESIGNEE

- For Major Projects:
- ◆ Verify that Selection Committee Representatives have been approved by the University President (see P&P Facilities Management #2)
 - ◆ Verify that the Facility Program and The Capital Outlay Implementation Plan (COIP) include Construction Manager services and fees.
 - ◆ Prepare Project Fact Sheet based on approved Facility Program. Project Fact Sheet shall include:
 - Brief description of project identifying primary space types, or project scope (for Minor Services Contracts), unique features, and approximate construction cost.
 - List of Selection Committee Members
 - Anticipated schedule for CM selection
 - General information regarding notification of shortlist and interview results, and availability of Facility Program and latest A/E design submittals for consultant's review

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

- ◆ Verify that funds have been released for Construction Manager Fees
- ◆ Complete **Consultant Advertisement Checklist (Attachment "A")** ensuring that Project Title and Project Cost are consistent with approved COIP
- ◆ Verify that the proposed submittal due date is 30 days after publication date of the advertisement (if construction cost for Major projects exceeds \$7 million, advertisement must run for 40 days).
- ◆ Prepare draft CM advertisement "**Notice to Construction Managers**" (**Attachment "B"**) and draft **Project Fact Sheet (Attachment "C")** and submit both documents along with **Consultant Advertisement Checklist (Attachment "A")** to the Associate Vice President Facilities Management (AVP) 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.

**ASSOCIATE VP
FACILITIES
MANAGEMENT**

- ◆ Review CM advertisement and Project Fact Sheet for consistency and accuracy, initial Consultant Advertisement Checklist (**Attachment "A"**) and forward documents to the VP for Administrative Affairs for final approval.

**VICE PRESIDENT
ADMIN. AFFAIRS**

- ◆ Review and approve CM Advertisement, Project Fact Sheet and Consultant Advertisement Checklist (**Attachment "A"**)
- ◆ Forward approved documents to the AVP for Facilities Management designee .

**DCS DIRECTOR
Or DESIGNEE**

- ◆ Post advertisement electronically in Florida Administrative Weekly (FAW) 10 working days prior to publication date (FAW deadline date is Wednesday at noon).
- ◆ Post both the CM Advertisement and Project Fact Sheet in CO#69 message board and send copy to Purchasing for public display.
- ◆ Forward original documents to the AVP Facilities Management.

REFERENCE

- ◆ Section 255.0525, F.S.
- ◆ Rule 6C-14.004 F.A.C.

ATTACHMENT

- ◆ **Consultant Advertisement Checklist – Attachment "A"**
- ◆ **Notice to Construction Managers – Attachment "B"**
- ◆ **Consultant Project Fact Sheet – Attachment "C"**

FACILITIES MANAGEMENT

CONSULTANT ADVERTISEMENT CHECKLIST -CM

PROJECT NO: _____

PROJECT TITLE: _____

DIRECTOR OF DESIGN & CONSTRUCTION SERVICES (DCS)

- _____ 1. Publication provides 30 days notice to public (if construction cost exceeds \$7million advertisement must run for 40 days)
- _____ 2. Construction Cost: \$ _____
- _____ 3. Electronic Advertisement to FAW prepared
- _____ 4. Construction Management is the delivery method identified in the program
- _____ 5. Approved COIP identifies Construction Manager Fee
- _____ 6. Project fact sheet consistent with approved Program
- _____ 7. Project construction cost is consistent with COIP
- _____ 8. Release for Professional Services (testing, survey, etc.)
(has been requested _____), (is authorized _____)

ASSOCIATE VICE PRESIDENT

- _____ 9. Approval/Exception is given to item # _____ for not being consistent with procedure

COMMENTS: _____

ATTACHMENT "A"

NOTICE TO CONSTRUCTION MANAGERS

Florida Atlantic University, on behalf of its Board of Trustees, announces that Construction Management services will be required for the project listed below:

Project No.: BT#_____

Located on Florida Atlantic University's _____ campus, the project consists of site development and construction of_____.

The project shall be handicap accessible. Total construction budget is approximately \$_____.

Selection of finalists for interviews will be made on the basis of Construction Manager qualifications, including experience and ability; past experience; bonding capacity; record-keeping, administrative ability, critical path scheduling expertise; cost estimating; cost control ability; quality control capability; qualification of the firm's personnel, and staff and consultants. Finalist may request a copy of the standard Florida Atlantic University Agreement Between Owner and Construction Management.

The approved FAU Facilities Program is 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 (Project Manager's name, location, phone, fax, and email). From the date of issuance of this Notice until a final selection of a Construction Manager is made or a notice of cancellation is posted, the Construction Manager 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 Construction Manager 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 Construction Manager's 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 FAU and that interpretation shall be final.

ATTACHMENT "B" – Page 1 of 2

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 Construction Manager participating in this solicitation to check the website for postings of addenda, short lists, and award decisions. No further notice will be given.

The Selection Committee may reject all proposals and stop the selection process at anytime. The Construction Manager shall have no ownership, entrepreneurial or financial affiliation with the selected architect/engineer involved with this project.

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.

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.

Five (5) bound sets of the required proposal data shall be submitted and addressed to: the Director, Design & Construction Services, Florida Atlantic University, 777 Glades Road, Campus Operations Building #69-Room 107, Boca Raton, Florida 33431 by _____ p.m. on _____. Facsimile (FAX) and/or scanned submittals **are not** acceptable and will **NOT** be considered.

ATTACHMENT “B” – page 2 of 2

PROJECT FACT SHEET
(project name)
(BT#-)
Florida Atlantic University

PROJECT DESCRIPTION

The project consists of _____.

This facility will be constructed using the construction management delivery process.

The Construction budget is approximately \$_____.

SELECTION CRITERIA

Firms will be evaluated in the following areas: Experience and ability, past experience; bonding capacity; record-keeping; administrative ability; critical path scheduling expertise; cost estimating; cost control ability; quality contract capability; qualification of the firm's personnel, staff and consultants; and the ability to phase a project such that key existing computer functions are kept operational throughout the project.

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.

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)
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. A copy of the building program is available on our website at <http://wise.fau.edu/facilities/uavp/AE-CM-advertise-home.php>

ATTACHMENT "C"