

PROJECT FACT SHEET

FLORIDA POLYTECHNIC UNIVERSITY Lakeland, Florida

PROFESSIONAL CONSULTANTS FOR MINOR PROJECTS - SELECTION

PROJECT DESCRIPTION:

The Florida Polytechnic University has a need for (up to 3) consulting firms in the discipline of **Mechanical & Electrical Engineering** to provide professional consulting services for Minor Projects for the Florida Polytechnic University Campuses with the ability to include services at other University locations.

Minor Projects include specific projects for renovations, alterations, new construction and additions for University facilities that have a basic construction budget that does not exceed \$2,000,000, or survey or studies for which the fee for professional services does not exceed \$200,000 ("minor projects" or "projects"). Minor projects for University facilities may include, but are not limited to, facilities related to teaching, research, health, academic, administrative, recreation and residence life, as well as infrastructure and utility projects. Continuing Professional Service contracts for these minor projects provide that the Consultants will be available on an as-needed basis for an initial contract period of one (1) year with the University's option to renew for one (1) additional year at a time up to a total of four (4) additional years. The Consultants receiving the awards will not have exclusive contracts to perform services for these projects. The University may have additional consultants under contract during the same time period.

The selected firm(s) will be required to provide computer drawings as required according to the standards of Florida Polytechnic University. Services required to be provided under the Continuing Professional Services Contracts include the development of record drawings by the Continuing Professional Service Consultant for projects designed by that consultant to reflect as-built conditions for record drawings to facilitate the University's space management program. Any new construction projects should have the ability to be LEED Certified, if desired by the University, and shall be included as part of basic services and will not be considered as an additional service. All construction documents will be code compliant.

SELECTION CRITERIA:

The Selection Committee shall evaluate professional qualifications statements by all eligible Applicants. The Committee shall consider the qualifications and experience of the firm's professional personnel; past performance; ability to meet time and budget requirements; proximity of location; and recent, current and projected workloads. The Committee shall conduct discussions with, and may require public presentation by, no fewer than three firms, where possible, regarding their qualifications, approach to the project, and ability to furnish the required services.

GENERAL INFORMATION AND INSTRUCTIONS:

GENERAL INSTRUCTIONS:

1. **Communications.** Any project information and/or requests for clarifications prior to the selection of finalists must be requested by e-mail in writing to Debbie Angleton, dangleton@floridapolytechnic.org

It shall be noted that no communication regarding the project shall take place between the applicants, the selection committee and/or employees or representatives of the Florida Polytechnic University, with the exception to request the PQS, Project Fact Sheet or Notice to Professional Consultants, and to make or respond to requests for clarification, in writing. Requests for meetings by individual firms will not be granted. Applicant may respond to written requests from Debbie Angleton that are made on behalf of the Selection Committee for purposes of clarification only. Any individual associated with an Applicant 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 submittal received from such an individual OR their firm may be rejected as non-responsive and not subject to evaluation.

2. **Selection Process.** The Selection Committee will evaluate the submittals and short list the Applicants. All Applicants will be notified of the results of the short listing via email. The Selection Committee will make recommendations for approval of three consultants to the Chief Operating Officer (COO) of Florida Polytechnic University. All finalists will be notified in writing, via email, of the COO's action. Upon approval of the COO, negotiations will be conducted in accordance with Board of Governors regulation 14.005.

3. **Protests.** If a firm wants to file a protest of the specifications or decisions related to this Project, the protesting firm must comply with Board of Governors regulations 18.002 and 18.003. **Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.**

4. **Professional Liability Insurance.** Consultants are required to have blanket errors & omissions professional liability insurance for the term of the contract related to this project in the amount of \$1,000,000.

5. **Registrations.** An Applicant must be registered to practice its profession in the State of Florida at the time of the application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of the application.

6. **Convicted Vendor List.** As required by Section 287.133, Florida Statutes, a potential Applicant may not submit a proposal for this project if the Applicant is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected Consultants must warrant that they will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$25,000 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

7. **Requests for Information.** The Florida Polytechnic University's Professional Qualifications Supplement, dated February 2014, and the Notice to Professional Consultants may be obtained electronically by contacting:

Debbie Angleton, Administrative Assistant
Campus Development & Construction
Florida Polytechnic University
439 S. Florida Avenue, Suite 300
Lakeland FL 33801
dangleton@floridapolytechnic.org
Telephone: 863-583-9978

8. **Submission of Submittals.** Applicants shall submit one original (1) and six (6) comb bound copies of their submittal, prepared in accordance with Submittal Requirements below, to: **Selection Committee**; Florida Polytechnic University; Campus Development and Construction; 439 S. Florida Avenue; Suite 300; Lakeland, FL 33801-5212.

9. **Deadline for Submittals.** **Submittals must be received by the Selection Committee at the address provided immediately above by 2:00 pm (Eastern Standard Time) on March 21, 2014 in order to be considered. Facsimile (FAX) or electronic submittals are not acceptable and will not be considered. The Selection Committee reserves the right to waive any irregularities and may reject all proposals and stop the selection process at any time.**

10. **Reuse of Plans and Specifications.** The plans and specifications for the Florida Polytechnic University related to the project are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes.

SUBMITTAL REQUIREMENTS:

Any submittal exceeding 20 double-sided pages may be penalized.

Submittals are not to exceed twenty (20) double-sided (information on front and back), 8 ½" x 11", sheets with consecutively numbered pages (two pages per sheet, not to exceed a total of 40 numbered pages), including the PQS form dated February 2014, the letter of interest, submittal requirements (in the sections and order as listed below) and any additional information, but excluding cover sheets, divider sheets (as long as such sheets do not include any promotional material, such as proposal language, pictures of past projects, etc.) and joint venture agreements. Number each page that contains information consecutively.

- The submittals shall have no hard covers, no laminated sheets, and no plastic dividers. Card stock cover sheets and section divider sheets are acceptable
- The Instructions portion of the PQS form (pages 1-3) need not be included as part of the submittal.
- The submittals are to be bound with plastic comb binding.
- The submittals must be typed.
- **Any submittal exceeding 20 double-sided pages may be penalized.**

The information in the submittal shall be provided in the following **SECTIONS** and **ORDER**, and shall be in adherence with the requirements and instructions of this Fact Sheet and the PQS:

SECTION 1: Letter of Interest

SECTION 2: Completed and signed Professional Qualifications Supplement dated February 2014.

SECTION 3: Licenses, Certificates, etc. (can be reduced in size for submittal)
Copies of applicant's current professional license, applicant's corporate Charter certificate, etc.

SECTION 4: Experience and Ability information:

- Provide an organizational chart that identifies all personnel that will be a part of this Team.
- Provide a matrix (rectangular arrangement of rows and columns) showing no more than 10 projects (in response to Item #6 of the PQS, "Related Experience", 1 through 10) in rows on the left side of the matrix and the key personnel (in response to Item #7 of the PQS, Key Members of Proposed Team By Name), in columns on the top of the matrix to create a matrix, using an "X" to indicate which projects the key personnel were involved in at the intersections of the rows and columns in the matrix.
- Provide a brief summary, in a bullet format, of your Team's experience and ability with minor projects in responding within a limited timeframe and in a customer service manner to meet project needs; and in developing building programs and/or feasibility studies for construction projects.
- If desired, provide additional information on related experience projects (no more than 10) that are included in the PQS.
- Provide a resume that provides experience, ability and qualifications for key personnel.

SECTION 5: Design Ability Information:

- Provide a brief summary, in a bullet format, your Team's design ability and its applications to this project.
- Provide information regarding how the firm's design responded to the owner's program.

SECTION 6: Supplemental Information (if applicable):

- Projects "on hold" Letter(s) (if applicable and noted in Section 5a of the PQS).
- Joint Venture Agreement information (if applicable) per instructions in PQS
- Proof of Insurance
- Other as applicable

Enclosure: FPU Professional Qualifications Supplement (PQS) dated February 2014.
FAW Advertisement

Submittals that do not comply with these requirements or do not include the requested information may not be considered. Submittals are part of the public record and no submittal material shall be returned. Applications in any other format or form may not be considered.