

DEPARTMENT OF EDUCATION

Florida Agricultural and Mechanical University NOTICE TO PROFESSIONAL CONSULTANTS

Florida A&M University (FAMU) announces that Professional Services in the discipline of Architecture will be required for the Preparation of The Historic Structures Report for the **Jackson Davis Hall** consistent with the National Park Service Preservation Brief No. 43, Preparation and Use of Historic Structures Reports (2005).

The architectural services shall address the scope of work identified in the HSR. Blanket professional liability insurance will be required for this project in the amount of \$1,000,000.00 and will be provided as a part of Basic Services.

A copy of the Project FACT Sheet can be obtained by contacting Craig Talton, Interim Executive Director of Facilities, Planning, Construction, and Safety, 2400 Wahnish Way, Suite 100, Tallahassee, Florida 32307, phone: (850)412-7509, fax:(850)561-2289, email: craig.talton@famu.edu. Craig Talton, Interim Executive Director.

INSTRUCTIONS:

One (1) electronic set of the required proposal data shall be submitted via email to craig.talton@famu.edu of Facilities Planning & Construction and by 2:00 P.M. local time, on **December 12th, 2023**. Facsimile (FAX) submittals *are not* acceptable and *will not* be considered.

Firms desiring to apply for consideration shall submit a letter of application. The letter of application should be attached:

1. A completed "Florida A&M University Professional Qualifications Supplement. Applications on any other form may not be considered. Selection of finalists for an interview will be made on the basis of

professional qualifications, including experience and ability, past experience; design ability, the volume of work, and distance from the 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 One (1) Electronic copy 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. 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 \$10,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

The FAMU Professional Qualifications Supplement and the Project Fact Sheet are available by contacting the University's **Point of Contact** for this project (Craig Talton, Interim Executive Director of Facilities, Planning, Construction, and Safety, 2400 Wahnish Way, Suite 100, Tallahassee, Florida 32307, phone: (850)412-7509, fax:(850)561-2289, email: craig.talton@famu.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, by 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 Point of Contact. No oral communications shall be considered as a change to the Notice. FAMU 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 FAMU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the Florida Administrative Code and Florida Administrative Register website. [Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking \(flrules.org\)](http://www.flrules.org) (click on Advanced Search tab, check box labeled “Search in the Florida Administrative Register” and type in “FAMU” in the “Keywords for Test Search” box.) and FAMU Office of Procurement website at

<https://www.famu.edu/administration/division-of-finance-and-administration/office-of-operational-effectiveness-and-procurement-services/solicitations.php>

<https://www.flrules.org/>

At all times it shall remain the responsibility of the consultants participating in this solicitation to check the postings at our office and/or the Florida Administrative website. No further notice will be given.

Reference Documents



**HPF-GrantsManual_
2011-508.pdf**