

Design Professionals – CONTINUING SERVICES ADVERTISEMENT

NOTICE TO Design Professionals

OTHER AGENCIES AND ORGANIZATIONS FACILITIES PLANNING, CONSTRUCTION AND SAFETY DESIGN PROFESSIONAL SERVICES ADVERTISEMENT

Florida A&M University Professional Services Continuing Contract 2023-2027 Selection

Attachment 1 FAMU Facilities Planning and Construction Project Manager's Manual

Florida A&M University, on behalf of its Board of Trustees, announces that Professional Services in the discipline of Architecture/Engineer, Registered Communications Distribution Designer, or Others will be required for the project listed below:

Project and Location: Professional Services Continuing Contract 2023-2027 Selection

Located on Florida A&M University's Campus, the design shall be for of projects implemented under this agreement is for repairs, modifications, alterations, and new construction projects whose Project Amount does not exceed \$4,000,000; or planning or study activities for which the fee does not exceed \$500,000.

The total construction budget is approximately \$4,000,000 and below. The selected firm will provide programming, schematic design, design development, construction documents and construction administration for the referenced project. These projects will be delivered per Florida A&M University Design Standards.

Blanket professional liability insurance will be required for this project in the amounts identified below and will be provided as a part of Basic Services.

COMMERCIAL GENERAL LIABILITY coverage with the following minimum limits:

- A. \$1,000,000 Each Occurrence
- B. \$2,000,000 General Aggregate
- C. \$1,000,000 Products & Completed Operations
- D. \$50,000 Fire Damage

AUTOMOBILE LIABILITY

- A. Combined Single Limit - \$1,000,000 each occurrence

WORKERS' COMPENSATION and EMPLOYER'S LIABILITY

- A. Workers' Compensation limit of liability as provided by Florida Statutes Chapter 440.
- B. Employers' Liability \$500,000

PROFESSIONAL LIABILITY

- A. \$1,000,000

INSTRUCTIONS:

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

1. A completed "Florida A&M University Professional Qualifications Supplement" (FAMU-PQS Revised May 2021). 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.

An electronic submission of the required proposal data shall be submitted via email to craig.talton@famuedu of Facilities Planning & Construction and copy. In the order listed above. Applications which do not comply with the above instructions may be disqualified. Application materials will not be returned. The 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.

Sole Point of Contact: The FAMU Professional Qualifications Supplement, the Project Fact Sheet, and the approved Facilities Program are available by contacting the University's Sole Point of Contact for this project, (Craig Talton, Director of Facilities Planning and Construction, 2400 Wahnish Way, Suite 100, Tallahassee, Florida 32307, phone: (850)412-7509, fax:(850)561-2289, email: craig.talton@famuedu. 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. 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 FAMU Office of Procurement website at <http://www.famuedu/index.cfm?Purchasing&Solicitations> and <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 Purchasing Department in the POM Building B. No further notice will be given.

An electronic submission of the required proposal data shall be submitted via email to craig.talton@famuedu of Facilities Planning & Construction and copy purchasing@famuedu of the Office of Procurement Services **Before March 29th @ 2PM**. We will not be accepting hard copies. Facsimile (FAX) submittals *are not* acceptable and *will not* be considered.

CONSTRUCTION MANAGEMENT – CONTINUING SERVICES ADVERTISEMENT

NOTICE TO CONSTRUCTION MANAGERS

Florida A&M University, on behalf of its Board of Trustees, announces that Professional Services in the discipline of **Construction Management** will be required for minor projects.

Projects (s): All Construction Minor Projects

Project (s) Location: Florida A&M University's campuses.

The Construction Manager will be a single point of responsibility for the performance of multiple construction contracts up to \$4,000,000 individually, functioning as an independent contractor, publicly bidding trade contracts. A minimum of two construction management contracts will be awarded, for an initial period of one year with an option to renew for two additional one-year extensions.

Selection of finalists for interviews will be made on the basis of Construction Manager Qualifications, including experience and ability, past experience, record-keeping, project administration, scheduling, cost estimating, cost control, quality control, and qualification of the firm's personnel. Finalist will be provided with a copy of a list of the final interview evaluation criteria, and a copy of the Florida A&M University standard Agreement for Continuing Construction Management Services. The final ranking for shall be determined based on the oral presentation and references. The selection committee may reject all proposals and stop the selection process at any time.

INSTRUCTIONS:

The university's Sole Point of Contact for this project, Craig Talton, Director, Office of Facilities Planning and Construction, (phone: (850)412-7509 and email craig.talton@famuedu . 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 is 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 by email to the Sole 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 FAMU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the FAMU Office of Procurement website at <http://www.famuedu/index.cfm?Purchasing&Solicitations> and <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 Purchasing Department in the POM Building B. No further notice will be given.

The Selection Committee may reject all proposals and stop the selection process at any time. The Construction Manager shall have no ownership, entrepreneurial or financial affiliation with the selected architect/engineer involved with current or future University projects.

Firms desiring to provide Construction Management services for the project shall submit a letter of application and a completed "Florida A&M University Construction Manager Qualification Supplement" (FAMU-CM-PQS Revised 2-8-2019). 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 \$35,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

An electronic submission of the required proposal data shall be submitted via email to craig.talton@famuedu of Facilities Planning & Construction and copy purchasing@famuedu of the Office of Procurement Services **Before March 29th @ 2PM**. We will not be accepting hard copies. Facsimile (FAX) submittals *are not* acceptable and *will not* be considered.

Environmental Consulting, Geotechnical Engineering, Construction Materials Testing and Inspection services – CONTINUING SERVICES ADVERTISEMENT

NOTICE TO PROFESSIONALS

Florida A&M University, on behalf of its Board of Trustees, announces that Professional Services in the discipline of **Environmental Consulting, Geotechnical Engineering, Construction Materials Testing and Inspection services**, or Other will be required for the project listed below:

Project and Location: Professional Services Continuing Contract 2023-2027.

Located on Florida A&M University's Campus.

The Scope Of Work will consist of Geotechnical Engineering, Material Testing, Building Envelope Consulting, Special Inspection, Property Condition Assessment, Environmental Phase 1 & 2 Assessment, Environmental Surveys, Subsurface Investigations Not Exceeding \$500,000 Per Project.

These services will be delivered per Florida A&M University Design Standards. Blanket professional liability insurance will be required for all awarded projects. Selection of Professionals will be made on the basis of Consultants Qualifications, including experience and ability, past performance, Current workload, and professional qualifications form.

INSTRUCTIONS:

Consultants desiring to apply for consideration shall submit qualifications for all of the listed services

Sole Point of Contact: The FAMU Professional Qualifications Supplement, the Project Fact Sheet, and the approved Facilities Program are available by contacting the University's Sole Point of Contact for this project, (Craig Talton, Director of Facilities Planning and Construction, 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 Professionals is made or a notice of cancellation is posted, the Professional 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 Professional who contacts members of the Selection Committee, regarding any aspect of this project, whether such contact is 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 Professional's will be notified via an addendum to the Notice.

Questions regarding the Notice and/or process should be submitted by email to the Sole 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 FAMU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the FAMU Office of Procurement website at <http://www.famu.edu/index.cfm?Purchasing&Solicitations> and <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 Purchasing Department in the POM Building B. No further notice will be given.

An electronic submission of the required proposal data shall be submitted via email to craig.talton@famu.edu of Facilities Planning & Construction and copy purchasing@famu.edu of the Office of Procurement Services **Before March 29th @ 2PM**. We will not be accepting hard copies. Facsimile (FAX) submittals *are not* acceptable and *will not* be considered.