

OP-B-11-A ADVERTISEMENTS FOR ARCHITECT/ENGINEER AND CONSTRUCTION MANAGER SERVICES AND CALLS FOR BID

SPECIFIC AUTHORITY

Sections 255.0525, 1001.74(28), 1013.46, F. S.

OBJECTIVE

To describe procedures for advertising for Architect/Engineer and Construction Manager Services and for Calls for Bids.

OVERVIEW

This document describes the submission of construction project advertisements to the *Florida Administrative Weekly*, including format, time lines, content, etc.

A. FLORIDA ADMINISTRATIVE WEEKLY (FAW)

Advertisements for architect/engineer (A/E) services, construction manager services and Calls for Bids must be placed in the *FAW*. The *FAW* is published every Friday by the Department of State. The address is: <http://faw.dos.state.fl.us/>. The *FAW* has developed guidelines for submittal of advertisements. The Facilities Design and Construction Office (FDC) will coordinate with the *FAW* staff to ensure that the most current guidelines are being followed.

B. FAW DEADLINE

A request for advertisement must arrive at the *FAW* office according to *FAW*'s established schedule.

C. ADVERTISEMENT FOR A/E SERVICES

Prior to placing the advertisement, the FDC ensures the following:

1. that the project Capital Outlay Implementation Plan (COIP) is current and approved and FDC has ensured that funds will be available,
2. that an encumbrance authorization for professional fees has been requested from the Division of Colleges and Universities (DCU) or the Department of Education, as applicable,
3. that the facilities program has been approved by the President or designee,
4. that the project manager has determined the applicability of the "Design Ability" selection category and
5. that the project manager has approved the Project Fact Sheet.

D. A/E ADVERTISEMENT FORMAT

The format for a major project A/E advertisement, a "Notice to Professional Consultants," is included as Attachment 1 and the format for a Campus Service A/E advertisement is included as Attachment 2.

1. *Project title*
The project title shown in the advertisement must be consistent with the title on the COIP.
2. *"Design Ability"*
For projects for which "Design Ability" is not applicable as a selection category, the advertisement should so state.
3. *Professional liability insurance*
The advertisement should include a requirement for professional liability insurance, as follows:

Projects < \$1,000,000	no coverage required
Projects \$1,000,000 to \$4,999,999	\$250,000 required
Projects \$5,000,000 to \$9,999,999	\$500,000 required
Projects \$10,000,000 and up	\$1,000,000
Projects > \$15,000,000 and special risk projects	limits set individually
4. *Date set for submittals*
The date set for submittals must be at least 28 days after the publication date of the *FAW*.

E. DISTRIBUTION OF ADVERTISEMENTS FOR A/E SERVICES

The advertisement for A/E services is submitted to the *FAW* electronically.

F. PLACEMENT OF CALLS FOR BIDS

Prior to placing a Call for Bids for general contractors, the University ensures the following:

1. that the current, approved project COIP provides for the maximum pre-bid construction budget and FDC has ensured that funds will be available,
2. that an encumbrance authorization for construction has been requested from the DCU or Department of Education, as applicable,
3. that the 100% construction documents have been submitted to the University Building Code Administrator and the State Fire Marshal for approval (if time permits, it is recommended that these approvals be secured prior to placement of the Call for Bids) and
4. that the project manager has approved the 100% construction documents.

G. CALL FOR BIDS FORMAT

The format for a Call for Bids is included as Attachment 3.

1. *Project title*
Project title shown in the advertisement must be consistent with the title on the COIP.
2. *Advertisement language*
Advertisement language must be consistent with the call for bids published in the project specifications.
3. *Bid date*
In accordance with Section 255.0525, F.S., for projects projected to cost more than \$200,000, an advertisement must be placed in the *FAW* at least twenty-one (21) days prior to the established bid opening date. For projects projected to cost more than \$500,000, an advertisement must be placed in the *FAW* at least thirty (30) days prior to the established bid opening date and at least once in a newspaper of general circulation in the county where the project is located at least thirty (30) days prior to the established bid opening and at least five (5) days prior to any scheduled pre-bid conference.

H. DISTRIBUTION OF CALL FOR BIDS

The Call for Bids is submitted to the *FAW* electronically.

I. ADVERTISEMENTS FOR CONSTRUCTION MANAGER SERVICES

Prior to placing the advertisement, the university ensures the following:

1. that the current, approved project COIP includes a line for construction manager fees,
2. that an encumbrance authorization for construction manager fees has been requested and
3. that the Selection Committee has approved any additional questions to be added to the standard Construction Manager Qualifications Supplement form.

J. CONSTRUCTION MANAGER ADVERTISEMENT FORMAT

The format for a construction manager advertisement, a "Notice to Construction Managers," is included in the forms section.

1. *Project title*
The project title shown in the advertisement must be consistent with the title on the COIP.
2. *Date set for submittals*
The date set for submittals must be at least twenty-eight (28) days after the publication date of the *FAW*.

K. DISTRIBUTION OF ADVERTISEMENTS FOR CONSTRUCTION MANAGER SERVICES

The advertisement for construction manager services is submitted to the *FAW* electronically.

L. POSTING OF ADVERTISEMENTS

Simultaneous with publication in the *FAW*, all advertisements are posted on the FDC web site at <http://www.fpc.fsu.edu/>.

FORMS

- Notice to Professional Consultants
- Notice to Professional Consultants (campus service)
- Call for Bids
- Notice to Construction Managers



FLORIDA STATE UNIVERSITY
NOTICE TO PROFESSIONAL CONSULTANTS



The Florida State University announces that Professional Services in the discipline of architecture or engineering (*must be specified in advertisement*) will be required for the project listed below.

Project No. FS-_____

Project and Location _____

The project consists of (*description of project*). The selected firm will provide design, construction documents and administration for the referenced project, which is budgeted at _____ for construction. The project delivery system will be _____. Blanket professional liability insurance will be required for this project in the amount of \$_____ and will be provided as a part of Basic Services.

INSTRUCTIONS

Firms desiring to apply for consideration must submit a letter of application.

The letter of application should have attached:

1. A completed Florida State University "Professional Qualifications Supplement," dated _____ Applications on any other form will not be considered.
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 #_____ copies 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.

The plans and specifications for 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 \$50,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Professional Qualifications Supplement forms, descriptive project information and selection criteria may be obtained through the website, <http://www.fpc.fsu.edu>, or by contacting:

Facilities Design & Construction	(850) 644-2843 telephone
109 MMA	(850) 644-8351 facsimile
Tallahassee, Florida 32306-4152	

For further information on the project, contact: **project manager**, at the address and phone listed above.

Submittals must be received in above office **by 2:00 p.m. local time**, on _____. Facsimile (FAX) or electronic submittals are **not** acceptable and will **not** be considered. (date)



FLORIDA STATE UNIVERSITY
NOTICE TO PROFESSIONAL CONSULTANTS
(CAMPUS SERVICE ADVERTISEMENTS)



The Florida State University announces that continuing professional services for certain projects are required in the following discipline(s): _____

Projects included in the scope of this agreement will have a basic construction budget estimated to be \$1,000,000 or less, or studies for which the fee for professional services is \$100,000 or less. Campus Service contracts for minor projects provide that the consultant will be available on an as-needed basis for the upcoming fiscal year, July 1 - June 30. The consultant receiving the award will not have an exclusive contract to perform services for these projects: the University may have additional campus service professionals under contract during the same time period.

Firms desiring to provide professional services shall apply by letter specifying the discipline for which they are applying. Proximity to the University will be a prime factor in the selection.

INSTRUCTIONS

Attach to each letter of application:

1. A completed Florida State University "Professional Qualifications Supplement," dated _____ Applications on any other form will not be considered.
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 properly chartered by the Florida Department of State to operate in Florida.

Submit (#)_____ copies of the above requested data bound in the order listed above. Applications which do not comply with the above instructions will not be considered. Application material will not be returned.

The plans and specifications for A/E 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 \$50,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Professional Qualifications Supplement forms, descriptive project information, and selection criteria may be obtained through the website, <http://www.fpc.fsu.edu>, or by contacting:

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For further information on the project, contact: **project manager**, at the address and phone listed above.

Submittals must be received in the above office **by 2:00 p.m. local time**, on _____ (date). Facsimile (FAX) or electronic submittals are **not** acceptable and will **not** be considered.



FLORIDA STATE UNIVERSITY
CALL FOR BIDS



made by The Florida State University for

PROJECT NAME _____

NUMBER FS—_____ **LOCATION** _____

QUALIFICATION

All Bidders must be qualified at the time of bid opening in accordance with the Instructions to Bidders, Article B-2. Sealed bids will be received on:

DATE AND TIME _____, until _____, local time. **PLACE** _____
(date) (time) (address)
 at which time and place they will be publicly opened and read aloud.

PROPOSAL

Bids must be submitted in full and in accordance with the requirements of the drawings and Project Manual, which may be obtained or examined at the office of the Architect/Engineer at

(name, address and telephone number)

MINORITY PROGRAM

Bidders are encouraged to utilize Minority Business Enterprises certified by the Office of Supplier Diversity, Department of Management Services.

PRE-SOLICITATION / PRE-BID MEETING

Bidders are encouraged to attend the pre-solicitation/pre-bid meeting. Minority Business Enterprise firms are invited to attend to become familiar with the project specifications and to become acquainted with contractors interested in bidding the project. The meeting has been scheduled for:

DATE AND TIME _____, at _____, local time. **PLACE** _____
(date) (time) (address)

DEPOSIT

\$_____ per set of drawings and Project Manual is required with a limit of three (3) sets per general contractor or prime bidder; and two (2) sets of drawings and Project Manuals for plumbing, heating/ventilating/air conditioning and electrical contractors acting as subcontractors.

REFUND

The deposit shall only be refunded to those general contractors, prime bidders, or plumbing, heating/ventilating/ air conditioning and electrical contractors acting as either prime or subcontractors, who after having examined the drawings and specifications:

- a. submit a bona fide bid, or
- b. provide written evidence that they have submitted bids as subcontractors for plumbing, heating/ventilating/air conditioning, or electrical work and who return the drawings and Project Manual in good condition within fifteen (15) days after receipt of bids.

PURCHASE

Full sets of bidding documents may be examined at the Architect/Engineer's office and local plan rooms. Full sets may be purchased through the Architect/Engineer for \$_____ per set for the printing and handling cost. Partial sets may be purchased at \$_____ per sheet of the drawings and \$_____ per copy of the Project Manual and are sold subject to the provisions of Article B-27 of the Instructions to Bidders.

PUBLIC ENTITY CRIMES

As required by Section 287.133, Florida Statutes, a contractor may not submit a bid for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The successful contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor or consultant in excess of \$50,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.



FLORIDA STATE UNIVERSITY
NOTICE TO CONSTRUCTION MANAGERS



The Florida State University announces that construction management services will be required for the project listed below.

Project No FS-_____

Project and Location _____
(Project Name, FSU, Campus, City)

(Insert Project description: new/addition/remodeling/phases/square footage/other unique information -- approx. 10 lines).
The estimated construction cost is _____.

The contract for construction management services will consist of two phases. Phase one is pre-construction services, for which the construction manager will be paid a fixed fee. Phase one services include value engineering, constructability analyses, development of a cost model, estimating and the development of a Guaranteed Maximum Price (GMP) at 50% Construction Document phase (or other phase, if applicable. If so, change this reference). If the GMP is accepted, phase two, the construction phase, will be implemented. In phase two of the contract, the construction manager becomes the single point of responsibility for performance of the construction of the project and shall publicly bid trade contracts, encouraging the inclusion of Minority Business Enterprises (MBEs). Failure to negotiate an acceptable fixed fee for phase one of the contract, or to arrive at an acceptable GMP within the time provided in the agreement may result in the termination of the construction manager's contract.

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 and qualifications of the firm's personnel, staff and consultants. Finalists will be provided with a copy of the building program and the latest documentation prepared by the project architect/engineer, a description of the final interview requirements and a copy of the standard Florida State University construction management agreement. 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 this project.

Firms desiring to provide construction management services for the project shall submit a letter of application and a completed Florida State University "Construction Manager Qualifications Supplement." Proposals must not exceed 80 pages, including the Construction Manager Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals which 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 \$50,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

The Florida State University Construction Manager Qualifications Supplement forms and the Project Fact Sheet may be obtained through the website, <http://www.fpc.fsu.edu>, or by contacting:

Facilities Design & Construction	(850) 644-2843 telephone
109 MMA	(850) 644-8351 facsimile
Tallahassee, Florida 32306-4152	

For further information on the project, contact: **project manager**, at the address and phone listed above.

_____ bound copies of the required proposal data shall be submitted to the above office by **2:00 p.m. local time**,
(# of copies)

_____. Facsimile (FAX) or electronic submittals are **not** acceptable and will **not** be considered.
(date)