



**FLORIDA STATE UNIVERSITY**  
**PROJECT FACT SHEET**



**Architect/Engineer Selection**

**PROJECT NAME** \_\_\_\_\_

**PROJECT NO FS**— \_\_\_\_\_

**PROJECT DESCRIPTION**

This project consists of *(include description of project, e.g. square footage, types of space, which departments will occupy space, proportions of renovated/new space, if applicable and any unusual requirements.)*

**SELECTION CRITERIA**

Firms will be evaluated in the following areas: current workload, location, past performance, volume of FSU work, design ability and experience and ability. Experience and ability scores will be based on the following criteria: *(insert selection criteria established by Selection Committee)*

**SELECTION COMMITTEE**

*(insert names and titles of selection committee members)*


**SELECTION SCHEDULE**

The anticipated schedule for selection, award and negotiation is as follows:

Short List Meeting _____	Final Interviews _____
Selection Recommendation Approval _____	Contract Negotiation _____

**GENERAL INFORMATION**

1. All applicants will be notified of the results of the short listing in writing. Finalists will be informed of the interview date and time and will be provided with additional project information, if available.
2. The selection committee will make a recommendation to the University President. 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.
3. Professional liability insurance is required for this project in the amount of \$\_\_\_\_\_.