



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:

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 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.