



**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)