

NOTICE TO PROFESSIONAL CONSULTANTS

Florida State University, State of Florida, announces that Professional services are required in the discipline of Architecture for minor projects.

Project and Location: Minor Projects at Florida State University
Tallahassee, FL

Project Description: Professional services are required in the discipline of architecture. Minor projects are specific projects for construction, renovation, alterations or additions that have a basic construction budget estimated to be \$2,000,000 or less; or studies for which the fee for professional services is \$200,000 or less. Campus Service contracts for minor projects provide that the consultant will be available on an as-needed basis. The University intends to award multiple contracts for a three (3) year term beginning July 1, 2019. The University reserves the option to renew this contract for two (2) additional twelve (12) month periods.

Finalists will be provided with a description of the final review requirements and a copy of FSU's standard professional services agreement for minor projects. The Selection Committee may reject all proposals and stop the selection process at any time.

INSTRUCTIONS: Firms desiring to provide professional services shall utilize the online electronic sourcing portal to submit the required information for which they are applying. Firms shall complete the Florida State University "Professional Qualifications Supplement," and provide a copy of the applicant's current Professional Registration Certificate from the appropriate governing board via the online electronic sourcing portal as described below. Documents must be uploaded to the portal and are not to exceed 40 pages. Submittals that do not comply with these requirements or do not include the requested data will not be considered **Submissions must be uploaded by 3:00 PM EST, on Monday April 15.**

All applicants must be properly registered in the State of Florida to practice the required profession at the time of application. If the applicant is a corporation, it must be properly chartered by the Florida Department of State to operate in Florida.

The Florida State University Project Fact Sheet may be obtained on line at <https://www.facilities.fsu.edu/depts/designConstr/> or by contacting: James Johnson, Facilities Design & Construction, 969 Learning Way, Suite 107P, Mendenhall Building A, Florida State University, Tallahassee, Florida 32306-4152, telephone, (850) 645-0407.

The plans and specifications for campus service 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.

*****PLEASE CAREFULLY NOTE NEW SUBMITTAL INFORMATION*****

FSU utilizes an online electronic sourcing portal for accepting professional qualifications submittals and Architect Qualifications Supplement digitally. We do not accept hard copy submissions or submissions through other medium other than through [FSU's Public Procurement Portal](#).

Your submission must be uploaded prior to the as indicated above. *Note: We strongly recommend that you give yourself sufficient time and at least ONE (1) hour before the Closing date/time to begin the uploading process and to finalize your submission. Late submissions due to electronic uploading delays will not be considered.*

- Each item of requested information is instantly sealed (no one from FSU can review) and will only be visible after the closing date/time. You may edit your submission as needed up to the closing date/time.
- Responders may elect to utilize the import/export feature to export questions into Excel in order to work on responses offline and import into the system upon completion.

- Keep in mind that when answering questions in the provided text box within the system (if applicable) there is a limit to the number of characters you can use in your response. The dynamic character limit counter at the bottom of each text box will display the remaining characters available.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. The maximum upload file size is 50 MB.
- Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.
- Information submitted that is not requested by FSU or in the specific format requested will be considered to be supplemental and not subject to evaluation.
- All sourcing event-related communications between vendors and FSU is managed and tracked through a Question and Answer Board within the RFQ event on the Public Procurement Portal. Any issues or questions related to logging in or technical issues, including attachments, can be submitted to our third party software host, Jaggaer via a Support form: <https://www.jaggaer.com/service-support/supplier-support/> or by calling (800)233-1121, option 2 then option 2.

Applications that do not comply with the above instructions will not be considered. Application material will not be returned.