

**PROJECT FACT SHEET**  
**Campus Service Contracts**  
**Civil Engineering Services for Minor Projects**  
**Florida State University**

PROJECT DESCRIPTION

This project consists of the selection of consultants to provide civil engineering design services for minor projects. The selected firms will provide design, construction documents and construction administration for minor projects at Florida State University. Minor projects are specific projects for construction, renovation, alterations or additions that have a 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 for the upcoming fiscal year through June 30, 2017 beginning with the start date of the contract. At the option of the University and the consultant, the contract may be renewed for two additional one year periods.

SELECTION CRITERIA

Firms will be evaluated in the following areas: current workload, location, past performance, volume of State University System work, and experience and ability. Criteria to be considered in the assignment of "Experience and Ability" scores include but are not limited to:

- \* Previous experience with campus services contracts with universities and other state agencies.
- \* Experience with continuing service contracts in the private sector
- \* Previous experience with design and construction administration of minor civil engineering projects.
- \* Your firm's ability to provide quick response time to proposal requests, requests to attend meetings and deal with construction problems associated with minor projects.
- \* Qualification and experience of your firm's personnel as pertains to minor projects.

SELECTION COMMITTEE

- \*Jim Stephens, Director of Utilities, Florida State University
  - \*Bill Lamb, Director of Minor Projects, Facilities Design & Construction
  - \*Biff Quarles, Construction Project Manager, Florida State University
  - \*Lawrence R. Rubin, Director of Facilities Design & Construction
  - \*Frederick Ross, Purchasing Specialist, Florida State University
- \*do not contact prior to shortlist

SELECTION SCHEDULE

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

Proposals Due	March 14, 2016
Shortlist Meeting	March 23, 2016
Final Interviews	April 4, 2016
Selection Recommendation Approval	April 7, 2016 (approximate)
Contract Negotiation	April 21, 2016 (approximate)

GENERAL INFORMATION

- 1 All applicants will be notified of the results of the short listing via the FSU Office of Facilities Design & Construction <https://www.facilities.fsu.edu/depts/designConstr/>. 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. Final ranking of firms will also be posted on the Facilities Design & Construction <https://www.facilities.fsu.edu/depts/designConstr/>. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.