

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

**PROJECT DESCRIPTION**

1. 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. A minor project is defined as a project with a construction budget estimated to be less than \$2,000,000 or studies for which the fee for professional services is \$200,000 or less. Accordingly, the selected firm(s) shall comply with specific FSU insurance provisions as prescribed at <http://procurement.fsu.edu/InsuranceProvisions> unless stipulated otherwise within the PO or Contract. The University intends to award multiple three (3) year term contracts for the upcoming fiscal year beginning July 1, 2019 with an option to renew for two (2) additional twelve (12) month 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 it pertains to minor projects.

**SELECTION SCHEDULE**

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

Proposals Due	April 29, 2019
Shortlist Meeting	May 8, 2019
Final Interviews	May 17, 2019
Selection Recommendation Approval	May 21, 2019 (estimated)
Contract Negotiation	May 28, 2019 (estimated)

**GENERAL INFORMATION**

1. All applicants will be notified of the results of the short listing via the FSU Public Procurement Portal. 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 Public Procurement Portal. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.