

## NOTICE TO CONSTRUCTION MANAGERS

Florida State University (FSU) announces that construction management services will be required for continuing minor projects

**Project and Location:** Minor Projects at Florida State University

Tallahassee, Florida

**Project Description:** The construction manager will be a single point of responsibility for performance of minor project construction contracts, functioning as an independent contractor; publically bidding trade contracts. The construction manager may be required to perform a project utilizing the Design/Build method of delivery or asked to perform preconstruction/estimating services. 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) minimum bonding capacity should be \$2,000,000 and be sufficient to contract multiple concurrent projects. 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.

Selection of finalists for interviews will be made on the basis of construction manager qualifications, including experience and ability; past experience; bonding capacity; record-keeping/administrative ability; critical path scheduling expertise; cost estimating; cost control ability; quality control ability; qualification of the firm's personnel, staff and consultants. Finalists will be provided with a description of the final review requirements and a copy of FSU's standard construction management agreement for minor projects. The Selection Committee may reject all proposals and stop the selection process at any time. The construction manager shall have no ownership, entrepreneurial or financial affiliation with the architect/engineers under contract with the University to provide services on minor projects.

**Instructions:** Firms desiring to provide construction management services for projects shall submit a letter of application and the completed Florida State University "Construction Manager Qualifications Supplement," via the online electronic sourcing portal as described below. Pages must be numbered consecutively. Submittals that do not comply with these requirements or do not include the requested data will not be considered. **Submission must be uploaded by 3:00 PM EST, on Monday April 8, 2019.**

All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application.

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 construction management firm 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 construction management firm 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, letter of application and Construction Manage 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.