

## **NOTICE TO PROFESSIONAL CONSULTANTS**

Florida State University, State of Florida, announces that professional services are required in the discipline of structural engineering for minor projects, and threshold inspections for major projects. 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 the upcoming fiscal year through June 30, 2017. At the option of the University and the consultant, the contract may be renewed for up to two additional one year periods.

### **INSTRUCTIONS:**

Firms desiring to provide professional services shall apply by letter specifying the campus service agreement for which they are applying. Proximity of location will be a prime factor in the selection of the firm.

Attach to each letter of application:

1. A completed Florida State University "Professional Qualifications Supplement," dated August, 2003. Applications on any other form, on versions dated prior to August, 2003, or exceeding the 40 page limit 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 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.

Submit **five (5)** copies of the above requested data bound in the order listed above and **one (1)** electronic copy. Applications which do not comply with the above instructions will not be

considered. Application material will not be returned. Submittals must be received at the Facilities Design & Construction Office address below, by **2:00 PM, local time, on Monday, March 14, 2016**. Facsimile (FAX) submittals are not acceptable and will not be considered. Professional Qualification Supplements, descriptive project information, and selection criteria may be obtained through our website <https://www.facilities.fsu.edu/depts/designConstr/> or by contacting: Lynetta Mills, Facilities Design & Construction, 969 Learning Way, Suite 109 Mendenhall Building A, Florida State University, Tallahassee, Florida 32306-4152, (850) 644-2843 telephone, (850) 644-8351 facsimile

For further information on campus service projects, contact: Bill Lamb at the address and phone number above.

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.