



PROCUREMENT SERVICES

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RE: Architect Services for Minor Projects - RFQ-00240-2019
Continuing Services Contract Selection

Based on a review of the submittals for the above referenced project, the following firms have been short listed to provide professional services for the Continuing Services Contract for Minor Project Architectural Services. The short listed firms are invited to make an oral presentation to the selection committee either on Friday May 3, 2019 or Wednesday May 8, 2019 both will be held in Room 101 of Mendenhall Maintenance Building "A" at the Florida State University. The interview will consist of a fifteen-minute presentation followed by a fifteen-minute question and answer period.

The short listed firms and interview schedule is as follows below, **please be observant of your firm's day and time:**

Friday, May 3, 2019:

12:30 pm – 1:00 pm	Lewis + Whitlock, P.A.
1:10 pm - 1:40 pm	Gilchrist Ross Crowe
2:00 pm – 2:30 pm	Hicks Nation Architects
2:40 pm - 3:10 pm	Elliott Marshall Innes
3:30 pm – 4:00 pm	BKJ

Wednesday May 8, 2019

8:30 am – 9:00 am	Barnett Fronczak Barlowe & Shuler
9:10 am - 9:40 am	DAG
10:00 am - 10:30 am	Hoy + Stark Architects
10:40 am - 11:10 am	MLD Architects
11:30 am – 12:00 pm	Sweet Sparkman

Each firm's presentation should address the following criteria as it relates to their proposals:

1. **Understanding of the Program and Project Requirements:** The applicants will be evaluated on the understanding of the requirements and needs of the program and various types of project as demonstrated by their project team, including consultants. The Applicants shall be rated on the completeness of their understanding of the factors that are unique to University projects, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview.

2. **Approach and Method:** The Selection Committee will consider the Applicants' and their consultants' approach to the needs of the various University projects and methods proposed for planning, designing, and administration of the projects. The Applicants will be asked to identify by name the key personnel for their proposed team: project manager, project engineer, project construction administrator, other key staff members, and the number of draftsmen to be assigned to the job. The applicant shall also identify those responsible in areas such as: mechanical engineering, electrical engineering, structural engineering, etc. Compensation for consultants listed on the Professional Qualifications Supplement will be deemed to be included within the basic fee.
3. **Ability to Provide Service:** The Selection Committee will evaluate the Applicant's ability to meet the Owner's required timetable and to provide for the special or unique requirements of University projects, including a projected time-line of activities through completion of the construction. The Applicants will discuss their ability to fulfill each University type project requirement, including proposed schedule and budget.
4. **Proposed Team:** The applicant will be evaluated on their selection of key personnel which will be part of the Architect team for projects project and their cities of residence. Please remember that key personnel must be committed to this project for its duration unless excused by the Owner.

Additionally, you are requested to bring your presentation on a thumb drive, as well as provide and leave five (5) hard copies and one (1) electronic copy of a summary of your presentation. Please see the fact sheet for additional information. We look forward to your presentation. Please call me at 850-645-0407 or email me at jcjohnson@fsu.edu if you have any questions.