



## Intent to Award

This is a statement of intent to award a contract and becomes the official statement of award effective \_\_\_\_\_, unless otherwise suspended or cancelled. Suppliers are cautioned not to begin work on the contract or incur any costs associated with the contract prior to the effective date of the contract. Florida State University assumes no liability for the expenses incurred by suppliers prior to the effective date of the contract.

**Solicitation Number:**

**Solicitation Title:**

**Supplier:**

Address Award inquiries to:

**Name:**

**E-Mail Address:**

Any supplier/interested person who is disputing the specifications or is adversely affected by a decision or intended decision concerning this competitive solicitation may file a protest in compliance with the Florida Board of Governors'(BOG) regulations. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the BOGs' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.

Address Protests to:

Chief Procurement Officer  
A1400 University Center  
Tallahassee, FL 32306-2370

Rosey Murton  
Chief Procurement Officer

Posting Dates

From:

To:



# PROCUREMENT SERVICES

A1400 University Center  
Tallahassee, Florida 32306-2370  
Office: 850-644-6850 | Fax: 850-644-8921  
<http://procurement.fsu.edu>

TO: Kyle Clark

FROM: Rosey Murton <sup>DS</sup>  
*RM*

DATE: June 19, 2019

SUBJECT: **Campus Services Contract, Structural Engineering Services for Minor Contracts**

---

This memo is to recommend award for the Campus Services Contracts, Structural Engineering Services for Minor Projects. Pursuant to Policy 4-OP-B-11-C1 Architect/Engineer Selection Process, the University conducted a Request for Qualifications (RFQ) that consisted of the following steps:

- The formation of a selection committee (Larry Rubin, Mitch Kilcrease, Bill Sweeney, Stacy Slavichak, Rosey Murton).
- The placements of advertisements in the Florida Administrative Register (FAR), on 3/27/19.
- Review of required submissions of qualification data which consisted of:
  - Professional Qualifications Supplement (PQS)
  - Professional Registration Certificates
  - Corporate Charter Registration
  - Joint Ventures

Once all the submittals came in through the FSU Procurement Portal, the selection committee independently scored the submittals. There was a total of seven (7) submittals. When the committee met to evaluate the proposals, they decided to take the four (4) best scores to develop a shortlist. Vendors were then asked to provide a presentation. During their presentation the firms were then evaluated on the following criteria:

- Understanding of the Program and Project Requirements
- Approach and Method
- Ability to Provide Service
- Proposed Team

Once the interviews were completed the selection committee then independently scored the shortlisted civil engineers to determine a final list for recommendations.

Final interviews were conducted on June 17<sup>th</sup>, 2019 and then the selection committee met on June 19<sup>th</sup>, 2019 to make their final award decision. The Selection Committee elected to recommend awarding to three (3) of the below-mentioned firms for Campus Service Contracts.

Awarding to the three (3) listed Structural Engineering firms gives the University the opportunity to reach out to a wide range of structural engineers who bring to the table various areas of expertise and skill sets. This added expertise will allow us to have a breath of services for our various campus engineering needs.

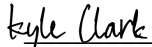
The Selection Committee has recommended the award of this contract to the following firms listed below:

- David H. Melvin, Inc., Tallahassee, FL
- Bliss & Nyitray, Inc., Tallahassee, FL
- Pennoni Associates, Tallahassee, FL

Once approved, the next steps include planning and construction representatives scheduling a negotiating meeting for fees for basic services plus fees for any pre-negotiated additional services to be included in the Agreement. Once there is agreement between the two parties, a contract will be executed with the University.

The recommendation is hereby approved, and the Florida State University Facilities Planning and Construction Office is authorized to conduct rate negotiations in accordance with FSU Policy & Procedures OP-B-11-C1.

DocuSigned by:



Kyle Clark

Vice President, Finance & Administration

6/19/2019 | 1:18 PM EDT

Date

Cc: Dennis Bailey, Sr. Associate Vice President, FSU Facilities