

UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES

NOTICE TO PROFESSIONAL CONSULTANTS

13PQS-02JJ

East Athletic Site and Tennis Courts

The University of West Florida and its Board of Trustees announce that professional services in the discipline of **Architecture and Engineering Services** are required for the project listed below. The selected firm will provide professional design services, Advanced Program Analysis, Design, Cost Analysis and Construction Documents for the referenced project.

This is a multi-phase, multi- year execution project involving multiple funding sources, including possible multiple year funding. The first phase of work will be to complete schematic design for the new soccer field entrance, interrelated baseball and softball practice functions, and utility modifications required for tennis court complex utility demand. Phase I will include some level of utility distribution modifications, soil testing, associated demolition and could include other construction activities.

Phase I also includes completing concept scaled site plan and schematic drawings with construction estimates for the UWF East Athletic Site relocated batting cages, middle tier soccer field, soccer field retaining wall, pavilion and associated utility modifications.

The University will extend these services to phase II new tennis complex and future construction at the East Athletic Site if and when funded.

PROJECT LOCATION: University of West Florida, Main Campus, 11000 University Parkway, Pensacola, Florida.

PROJECT BUDGET: Phase one \$1.5 million – planning purposes only

Additional Information: Project solicitation documents may be downloaded from: <http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>. It is recommended that interested firms visit this website frequently for any additional information relative to this professional qualifications solicitation.

MANDATORY PRE-SUBMITTAL MEETING

Consultants are required to attend a mandatory pre-submittal meeting and site visit in order to participate in this solicitation. **The mandatory meeting will be held Tuesday, August 6, 2013 at 2:00 p.m. Central Time at the University of West Florida Campus, Bldg. 92, Room 110.** Submittals will be rejected from any firm not directly represented at the mandatory meeting by an employee or agent of the firm.

ESTIMATED TIMETABLE

The estimated schedule and deadlines for this solicitation and contract award are projected as follows:

Activity	Time Central Time	Date
Issue Solicitation		July 25, 2013
Mandatory Pre-submittal Meeting	2 PM	August 6, 2013
Written request for explanation deadline date	2 PM	August 16, 2013
Submittal Due Date	2 PM	August 27, 2013
Notice to short-listed firms for interviews		September 11, 2013
Presentation/Selection of Design Firm		October 3, 2013
Notice of Intent to Award		October 9, 2013
Negotiations begin		October 16, 2013
Execution of Contract		October 24, 2013

POINT OF CONTACT

The Procurement & Contracts representative and sole contact for this solicitation is:

Judy Jasmyn, Senior Buyer jjasmyn@uwf.edu 850-474-2633

Respondents are advised that from the date of release of this solicitation until award of the contract, **no contact with University personnel related to this solicitation is permitted. All communications are to be directed to the Procurement and Contracts representative listed above. Any such unauthorized contact will result in the disqualification of the Respondent's submittal.**

Explanation(s) desired by respondent(s) regarding the meaning or interpretation of this solicitation must be requested from the above contact person, by email prior to the deadline date, as stated in above timetable. The explanation response will be issued in the form of an Addendum and posted to the Procurement & Contracts web site at: <http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>. It is recommended that you bookmark this web site and visit it frequently.

Any changes or clarifications to requirements resulting from a pre-submittal conference or subsequent written questions shall be issued by official addenda. Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addenda format. Where there appears to be a conflict between the solicitation and any addenda issued, the last written addenda issued shall prevail.

SUBMITTAL INSTRUCTIONS

Failure to comply with submittal instructions may result in a negative review of your response and may place your response in jeopardy. Submittals will not be returned.

Submit **one (1) original and six (6) hard copies and one (1) electronic copy** of the required information.

Submittal must be complete; partial or incomplete responses will not be considered. Responses should be concise, clear and relevant. Submittals must be in standard 8.5"x11" format. The original must be submitted in a three-ring binder. All copies must be bound in a manner that will ensure all pages are securely contained. Original and all copies must be submitted with the appropriate tab identification.

Respondents shall format their responses utilizing the following tab and topic numbering system with requested information contained in each.

Tab A – Essential documents

- Signed Affidavit (Attachment A)
- Signed addenda (if applicable.)
- A copy of the respondent's current Professional Registration Certificate from the appropriate governing board. A respondent must be properly registered at the time of submittal to practice its profession in the State of Florida. Professional registration by a consultant to the respondent will not be accepted in lieu of professional registration by the respondent.
- If the applicant is a corporation, provide proof that it is properly chartered with the Florida Department of State to operate in Florida. If the Respondent is an out-of-state corporation, enter the foreign qualification number and provide a copy of the Department of State certificate.
- Proof of ability to provide Professional Liability Insurance coverage in the amount of \$2,000,000 aggregate. Such proof may take the form of a draft 'ACORD' certificate or a letter of intent from the respective carrier or agent. See Attachment D.

Tab B – Description of Firm (provide for each entity if applicable)

Provide basic information including the name of the firm; street, mailing and e-mail addresses; telephone and fax numbers; and a primary contact relative to this submittal. Provide the number of years the firm has been in business, form of ownership and the state of residency or incorporation. If the firm has multiple offices, primarily include information about the office that will provide the project services. Provide the firm's organization chart. Describe the history and growth of your firm as succinctly as possible; including the firm's current position in the consulting market, total billings past

three calendar years, and detail the firm's core values and vision. Explain why you are interested in this project.

Tab C - Experience

Provide description of experience for three previously successful projects of similar type and size with representations of design work and completed projects. Include same project experience information for engineering firm partnerships if applicable and different from above. Describe experience with focus meetings with users and incorporating user/owner inputs into the design of successful similar projects identified.

Tab D – PQS form

Professional Qualifications Supplement and instructions (Attachment E) may be downloaded from: <http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>.

Tab E – Approach to development of the project and anticipated schedule

Describe team's understanding of project, intent, goals and objectives. Provide a description of the overall approach the firm proposes for development of the project along with an anticipated completion schedule utilizing two design packages. Describe and document ability to provide responsive service and keep schedules.

Tab F – Personnel

List by name and role the designer's key staff and major discipline heads for the proposed team. For all individuals listed, note whether or not they are registered, the disciplines of registration/training, and the city of residence. Enclose resumes' for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.

Provide an organization chart or diagram if necessary to clearly explain lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy, etc. Identify other non-essential positions planned for the project that are not yet filled or named.

The team proposed in this document must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the University's point of contact immediately. The evaluation committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded the contract, the Respondent will not be permitted to alter its team without the Owner's approval.

Tab G – LEED CERTIFICATION

1. Describe the experience of the proposed design team with a minimum of LEED Silver certification, including peer reviews during the design phase.
2. Describe the experience of the proposed team with sustainable design and LEED certification efforts. Enclose copies of proposed team's LEED accreditation(s).

Tab H – Plan for Minority Participation

The University actively seeks and encourages women and minority business enterprises to compete for the business of the university. The design firm awarded this project will be required to use its best efforts in seeking encouraging participation by women and minority sub-consults in competing for the opportunity to assist designer in providing professional design services. Respondent shall describe its plan for minority participation.

Tab I - References

Provide at least five references for whom you have provided the same or similar service within the last five years. Include the organization's name, contact name, current phone number and e-mail address.

Tab J – ENGINEERING FIRM PARTNER (If Applicable)

Each respondent shall include in the response the name(s) and addresses of engineering firm partners and indicate who will perform the work and provide references of key personnel assigned. The respondent shall have determined to his/her own complete satisfaction that a listed firm partner has been successfully engaged in this particular type of business for a reasonable length of time, has previously successfully performed their specialty as required by these solicitation documents and is qualified both technically and financially to perform that pertinent subcontract for which he/she is listed. Respondent is responsible for reading solicitation document requirements as to the ability and license for approval of subcontractors.

Engineering firm partners shall be listed in such a way that their identities may not be confused with other entities doing business under the same or similar name. The street address, telephone number, or the registration or certification number is to be provided.

Tab K – Contract

See Attachment C for the University's standard contract to be executed with the successful Respondent. If applicable, list any objections to the specific contract terms and provide requested replacement contract language. The University reserves the right to accept or reject any suggested replacement contract language. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful Respondent will be required to execute the University's agreement.

Tab L - Attachments/Supplements

Submittals including the signed Affidavit form must be received by the University of West Florida Procurement and Contracts Office on the due date and time as stated in the above timetable.

Forward or deliver submittals to:

The University of West Florida
Judy Jasmyn, FCCM, Senior Buyer
Procurement and Contracts, Bldg. 20E, Rm. 101
11000 University Parkway
Pensacola, FL 32514

See Attachment B and PQS General Instructions for additional instructions.

EVALUATION PROCESS AND CRITERIA

Every response will be reviewed by the Office of Procurement and Contracts to determine whether it is responsive to the submission requirements outlined in this solicitation. A responsive submittal is one which has followed the requirements of the solicitation, includes all documentation (including, but not limited to, the signed Affidavit Form), is submitted in the format outlined in the solicitation, was submitted prior to the due date and time, and has the appropriate signatures as required on each document. Failure to comply with these requirements may put your response at risk of being rejected as "non-responsive".

Submittals fulfilling the basic requirements shall be referred to the Evaluation Committee for review and further consideration. Responses will be jointly discussed but independently evaluated and scored by Evaluation Team Members on the basis of the written responses and additional written information as requested. The evaluation will utilize the following broad scoring criteria:

EVALUATION CRITERIA

Weights

1. Description of the Firm	10%
2. Successful experience with similar type and size projects in a campus setting	30%
3. Ability to provide responsive service and keep schedules	20%
4. Personnel (Architectural), Personnel/Firm Team (Engineering) Strength of proposed design team	30%
5. Minority Participation	5%
6. Documented LEED experience and awards	5%

The Evaluation Committee will convene to jointly and openly discuss the strengths and weaknesses of all proposals. Each committee member will then independently review each response and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be converted to a ranking order of the Respondents for each evaluator. Rankings by each Evaluator shall then be aggregated to establish a Total Evaluation Committee Ranking for every proposal. The Procurement and Contracts representative will facilitate and record the rank order assigned by each evaluator and then an overall Evaluation Committee ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the University may determine that verbal explanations, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the Evaluation process in order to assist the Evaluation Committee with the performance of their duties under this solicitation. The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee.

The committee total ranking shall determine the short list of a minimum of (3) three respondents who will be selected as finalists. The Evaluation Committee shall convene to hear the Finalists presentations and to interview each firm. At the conclusion of the interviews, the Committee shall score and rank each respondent against the Criteria contained in the Finalist Notification letter issued by Procurement & Contracts. The Owner intends to negotiate with the highest ranked firm to reach an agreement for Design Services under this solicitation.

NEGOTIATIONS AND CONTRACT AWARD

UWF may immediately award or commence negotiations with the Respondent or Respondents selected in the process above. If a satisfactory contract agreement cannot be reached, the University reserves the right to make the determination to: award without negotiation, terminate the negotiations without attempting to negotiate with all responding companies, or may hold negotiations with multiple companies simultaneously until the Best and Final offers (BAFO) have been received and compared with the award recommendation going to the most advantageous BAFO. This process may continue until such time as UWF has determined the negotiations to be successful.

The University reserves the right to reject any and all submittals or portions thereof. The University reserves the right to withdraw this solicitation or a portion of this solicitation without making an award. The award recommendation will be made on a Best Value basis.

Representatives of the respondent(s) selected to participate in negotiation(s) shall be first **required to submit written authorization from the company CEO or CFO attesting to the fact that the company's lead negotiator is authorized to bind the company to the terms and conditions agreed to during negotiations and as contained in the offeror's best and final offer.** Such authorization will be requested immediately after the ranking of the respondents, and the provision of such authorization will be a prerequisite to continuation in the negotiation process. Company negotiators shall enter the negotiations prepared to speak on behalf of the company. The University reserves the right to immediately terminate negotiations with any company whose representatives are not empowered to, or who will not, make decisions during the negotiation session. Companies are reminded that the University may elect not to

solicit a best and final offer from any company whose representative(s) have been unable or unwilling to commit to decisions reached during the verbal negotiation process.

If the University determines that a company awarded a contract based on this solicitation does not honor all agreements reached during the negotiations, and as contained in the subsequent "Best and Final Offer", the University reserves the right to immediately cancel the award, and to place the company on the University's suspended contractor list.

Time is of the essence and therefore the University retains the right to cease negotiations with any/all firms that do not respond to negotiation issues on a timely basis. UWF may reject offers that are determined to not be reasonably supportable. UWF reserves the right to select, and subsequently recommend for award, the firm which best meets its required needs, quality levels, and budget constraints.

Successful consultant must maintain a minimum of \$2,000,000 in Professional Liability insurance and meet all other minimum insurance requirements shown in Attachment D.

PUBLIC RECORDS PROVISIONS

Consultant agrees that it will comply with Florida's Public Records Law. Specifically, Consultant agrees that it will:

- A. Keep and maintain public records that ordinarily and necessarily would be required by UWF in order to perform the services performed by Contractor under the Agreement;
- B. Provide the public with access to such public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
- C. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- D. Meet all requirements for retaining public records and transfer to UWF, at no cost, all public records in possession of Contractor upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to UWF in a format that is compatible with the information technology systems of UWF.
- E. The failure of Contractor to comply with the provisions set forth in this Addendum shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth in Article 19.

Please Note:

The plans and specifications for University projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes.