



**Request for Qualifications  
14PQS-05AJ  
Construction Management @ Risk**

December 9, 2014

TO: Potential Participants

The University of West Florida (hereinafter referred to as *UWF*) is soliciting responses to a Request for Qualifications for University Park Phase I Athletics Facilities at the University of West Florida located in Pensacola, Florida.

Carefully review this Request for Qualifications, it provides specific information necessary to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required number of copies of the requested information and return submittals in a sealed box/envelope directly to the Office of Procurement and Contracts before 2pm Local Time, on January 21, 2015.** For more information refer to "Additional Information and Instructions" below. **Late or incomplete responses will not be accepted.**

**A Mandatory Pre-Submittal meeting will be held on January 7, 2015 at 9:00 am Local Time, in Building 92 Conference Room 110 on the Main Campus of The University of West Florida, Pensacola Florida. Submittals will be rejected from any firm not directly represented at the mandatory meeting by an employee or agent of the firm.**

Respondents are fully responsible for obtaining the complete solicitation, Addenda (if applicable), Notices of Public Meetings and other information by visiting our web site: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. After the posting of award, Respondents may view the solicitation files by contacting the Procurement and Contracts representative.

The name of the vendor and other information may be disclosed at a public proposal closing. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, the successful contractor shall understand that portions (potentially all) of their submittal (including any final contracts) will become public record after its acceptance by the UWF Board of Trustees.

Angie C. Jones  
Director, Procurement and Contracts  
**Phone: 850/474-2628**  
**Fax: 850/474-2090**  
**E-mail: [ajones1@uwf.edu](mailto:ajones1@uwf.edu)**

UNIVERSITY OF WEST FLORIDA

OFFICE OF PROCUREMENT AND CONTRACTS

REQUEST FOR QUALIFICATIONS #14PQS-05AJ  
University Park Phase I Athletics Facilities  
DUE DATE: January 21, 2015 at 2:00 pm CST

Section 1

OVERVIEW

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A. General Information and Summary

The University of West Florida is a public, fully accredited, co-education institution of the eleven-member State University System of Florida. The University is a regional, comprehensive university with its main campus located in Pensacola, Florida, with a branch located in Fort Walton Beach as well as center at Eglin Air force Base, and offices at Naval Air Station Pensacola, Whiting Field in Milton and Hurlburt Air Force Base in Mary Esther. The University currently enrolls more than 12,500 students in its College of Arts, Social Sciences and Humanities, College of Business, College of Professional Studies, and College of Science, Engineering, and Health.

The University intends to enter into a Construction Management @ Risk contract with the selected firm for construction management services. **Note: Pre-construction services have been contracted separate and apart from this solicitation and will not be part of the scope of services.**

Therefore, The University of West Florida is requesting submittals from qualified firms that are interested in providing Construction Management services for the University of West Florida main campus, Pensacola FL.

Estimated construction project value                     \$12,000,000                    .

B. Timetable

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

Activity	Time Central Time	Date
Issue RFP	N/A	December 9, 2014
Mandatory pre-submittal meeting	9:00 am	January 7, 2015
Written request for explanation deadline date		January 14, 2015
<b>Submittal Due Date</b>	<b>2:00pm</b>	<b>January 21, 2015</b>
Notice to short-listed firms for interviews	N/A	January 30, 2015
Interviews with Short Listed Conducted	9:00am	February 6, 2015
Commence negotiations to GMP	N/A	February 9, 2015
Achieve successful GMP or terminate negotiations	N/A	February 15, 2015

**Note: The Certificate of Occupancy for all Phase I Athletic Facilities must be fully executed no later than August 1, 2016.**

### C. Point of Contact

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

Angie C. Jones, Director, Procurement and Contracts, Email: [ajones1@uwf.edu](mailto:ajones1@uwf.edu), 850-474-2628

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 "B. Timetable". The explanation response will be issued in the form of an Addendum and posted to web site at: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. 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.

### D. Response Submission

Section 815.045, Florida Statutes makes trade secrets confidential and exempt from public records requests. Trade secrets as defined in section 812.081 Florida Statutes include proprietary information which is (1) secret, (2) of value, (3) for use in your business or in use by your business and which is (4) of advantage to your business, or provides an opportunity for you to obtain an advantage over those who do not know the information or use the information. In order for the information to be considered covered by these statutes, you must take measures to prevent the information from becoming available to persons other than those selected by you to have access to the information.

Ordinarily, information contained in bid submissions is available to the public upon request. If you believe any of the information provided in your submission meets the criteria of a trade secret and you wish to protect it, you must write the word "confidential" on each page, either on the bottom, top or as a watermark BEFORE you provide the submission to the University.

Submit **one (1) original, seven (7) hard copies and one (1) electronic copy** of your response. The original response shall contain the original manual signature of the authorized person submitting the response. Failure to include the original and all signed copies shall be grounds for rejection of your response without further evaluation.

**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 "B Timetable". See Section IV Submittal Information and Instructions for more information.**

### E. Public Records

This Agreement is subject to the requirements of Chapter 119, Florida Statutes (Public Records Law). UWF may unilaterally cancel this Agreement for refusal by Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement.

Further, Contractor agrees that, to the extent it may meet the definition of a “contractor” within the meaning of Section 119.0701, Florida Statutes, 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, Florida Statutes, 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.
- 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 this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. 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 shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

## **Section II**

### **Project Overview**

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Construction Management at Risk Services consisting of one (1) Athletics Operations building comprising 35,000 gross square feet to include strength and conditioning, athletic training, football locker-room, laundry, offices, meeting rooms, and a special events center space, one (1) NCAA football competition field with synthetic turf, sport markings, lighting, and security fencing, and site work comprising tree removal, cut and fill grading of 12 acres, and all associated utility infrastructure.

## **Section III**

### **Scope of Services**

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*Caldwell Associates Architects, Inc. has completed Schematic Design documents for the components listed. These Schematic Design documents are attached as Exhibits “A, A1, and A2” and are included and incorporated herein by reference.*

*Remainder of page intentionally left blank.*

## Section IV

### Submittal Information and Instructions

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#### Submittal Information

- Submittals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation responding to this solicitation.
- Original response is to be submitted in a three ring binder with the appropriate tab identification as requested within this solicitation. All copies must be securely bound with appropriate tab identification.
- The entire submittal shall be limited to sixty (60) consecutively-numbered, single-side [or thirty (30) consecutively-numbered double-sided] 8 ½" x 11" pages. Font size must be a minimum of 10 point. Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included in these pages.
- The outer carton of the response shall include the solicitation number and name, and due date.
- Responses must be complete; partial or incomplete responses will not be considered. Responses should be concise, clear and relevant, and shall not refer the University to electronic media such as website, cd's, disks, or tapes in order to obtain the required information or submittals.
- Information submitted that is not requested by University may be considered to be supplemental, and not subject to evaluation.
- For any requested information or required submittals which cannot be incorporated into the binder due to size or binding, provide information following the numbered tab, identifying where the information can be found in the response.
- All required signed and completed copies of the response with the signed Affidavit Form must be delivered to:

UNIVERSITY OF WEST FLORIDA  
Office of Procurement and Contracts  
Bldg. 20W, Rm. 159  
11000 University Parkway  
Pensacola, FL 32514

- **CAUTION: The executed Affidavit Form (Attachment "A") must be signed and submitted as part of your response. Failure to do so will disqualify your response.**
- **See Attachment B for Additional PQS Information and General Conditions**

**Performance and Payment Bond:** Any person entering into a formal contract with The University of West Florida for construction or renovation/repairs to a public building shall submit when required (at the discretion of the University) before commencing the work to execute a one-hundred (100) percent Performance and Payment Bond with a Surety Company licensed to do business in the State of Florida, made payable to The University of West Florida Board of Trustees. Such bond shall be conditioned that the contractor perform the contract in the time and manner prescribed in the contract and promptly make

payments to all persons in Section 713.01, F.S., whose claims derive directly or indirectly from the prosecution of the work provided for in the contract. Any claimant may apply to the governmental entity having charge of the work for copies of the contract and bond and shall thereupon be furnished with copies. The claimant shall have a right of action against the Contractor and Surety for the amount due him/her. Such action shall not involve the public authority in any expense.

**NOTE: Requirement for payment and performance bonds shall be in accordance with F.S. 255.05.**

## **Formatting Instructions**

Respondents shall format their responses utilizing the following tab and topic numbering system with requested information contained in each. Original and all copies must be submitted with the appropriate tab identification. Failure to comply may result in a negative review of your response and may place your response in jeopardy.

### **Tab A Essential Documents**

- Signed Affidavit (Attachment A)
- Signed addenda (if applicable)
- Copy of professional license granted by the appropriate governing body (if applicable)
- 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.**
- Evidence of ability to obtain necessary bonding for project. **Failure to provide proper documentation may result in rejection of your submittal. (if applicable)**

### **Tab B Description of Firm**

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 core values and vision. Explain why you are interested in this project.

### **Tab C Experience**

Describe project experience with university or similar clients. Describe any experience on similar size projects where the firm provided comprehensive construction management services and furnish at least three (3) references, including project name and services provided for each reference.

Describe any past mediation, arbitration or litigation experience with Owners, Architects or Sub-contractors. List any active or pending mediation, arbitration or litigation and explain. Has the firm been involved in any litigation in the past five years?

### **Tab D Personnel**

Provide general information about the firm's personnel resources, including trade classifications, number of employees, locations and staffing of offices. Include more detailed information for key personnel proposed to be involved in this project. Key personnel should include the executive in charge, senior project manager, project manager, estimator, project superintendent and project engineer. Summarize the qualifications and experience of proposed key members of the Committee in regard to similar projects. List the names and services to be performed by any additional firms that may be utilized in the execution of these services. Identify the individual who will be the leader of your construction team, for the entire project, and the principal point of contact between your firm, the Owner, the Architect and other consultants. This individual's competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection of a CM. The Owner must approve any subsequent substitutions of key Committee members or subcontractors.

#### **Tab E Construction Management Strategy for the Project**

Include all details of your firm's approach to managing the Project including degree of self-performed work, budget validation and management, methodology in establishing project contingency, cost estimating intervals, sub-contractor hiring process, approach to Owner communication and project coordination, value engineering, constructability, change order prevention and finally your approach to schedule control and project delivery

Describe your firm's approach to managing the project and the challenges specific to this delivery method. Comment on the advantages and disadvantages of entering negotiations at this late stage in design. Describe your firm's approach to quality assurance and any quality assurance programs currently in place. Describe how you plan to approach negotiations to arrive at a successful GMP, CM fee, and General Conditions costs. Describe your firm's cost control systems during construction. Describe your position on sharing with or returning cost savings to the University through the course of competitive bidding subcontractors and general savings on contingency accounts. Describe the type of procedures your firm would implement to insure the prompt and expeditious completion of the punch list and other project closeout activities.

#### **Tab F LEED Certification**

Describe your firm's experience with LEED certification on construction projects, including LEED accreditation (provide copies) and experience among personnel to be assigned to this project.

#### **Tab G Owner Direct Purchases**

Describe your firm's experience with managing Owner Direct Purchases as an integral part of the acquisition of materials and equipment during project construction. Reference this same experience as it applies to personnel proposed to provide leadership and administration of this project.

#### **Tab H Plan for Local & Minority Participation**

The University actively seeks and encourages women and minority business enterprises as well as local businesses to compete for the business of the university. The firm

awarded this project will be required to use its best efforts in seeking and encouraging participation by women and minority and local sub-contractors in competing for the opportunity to provide various services. Respondent shall describe its' approach for this level of participation.

**Tab I 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  
Angie C. Jones, Director, Procurement and Contracts  
Procurement and Contracts  
11000 University Parkway, Bldg. 20W, Rm. 159  
Pensacola, FL 32514

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**Section V**

**EVALUATION, NEGOTIATION, AND CONTRACT AWARD**

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**EVALUATION PROCESS AND CRITERIA**

Each 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 independently evaluated by Evaluation Committee Members on the basis of the written responses and additional written information as requested. The evaluation will utilize the following broad scoring categories:



## EVALUATION CRITERIA

## Weights

1.	Ability to Provide Responsive Service supported by References	20%
2.	CM@Risk Firm Experience	25%
3.	Personnel assigned to this Project	15%
4.	Construction Management Strategy for the Project	20%
5.	Project Manager U.S. Green Building Council LEED Accreditation and Experience	10%
6.	Owner Direct Purchases Strategy for the Project	10%

Evaluation Committee members will independently review the responses and assign a score to each criterion for each Respondent. In order to perform the most informed evaluation, evaluation Committee will have access and reserves the right to call upon UWF and/or outside construction resource expertise in order to help the Evaluation Committee determine the strengths and weaknesses of each proposal and to subsequently then assign a fair & reasonable score based upon their independent review and supported by expert and "informed" opinion. The intent is to provide some guidance especially for Committee members with limited construction and development background and experience. Independent scoring by each member of the Evaluation Committee will be aggregated to establish an overall ranking of every Respondent by the Committee.

The Procurement and Contracts representative will facilitate and record the scores and/or rank assigned by each evaluator and then an overall 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 oral interviews, 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 with the selection of the Best Value Respondent(s). 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.

A short-list of one to three respondents may be selected to participate in interviews with the Evaluation Committee. Evaluation Committee members will score the short-listed firms based on refined criteria during the firm's presentation. The University will award based on ranking. Total scores will be used to break a tie in the ranking. For a project having three (3) or fewer Respondents each firm will be included on the short list unless deemed not responsible and/or non-responsive by UWF Procurement.

## NEGOTIATIONS AND CONTRACT AWARD

At the conclusion of the interviews, the Owner intends to negotiate with the top ranked firm to provide Construction Manager at Risk services.

If the University is unable to negotiate a satisfactory contract with the highest scoring or top ranked firm, it will terminate negotiations with that firm and may undertake negotiations with the next highest scored or ranked firm. This process will continue until the University is able to negotiate a satisfactory contract.

Failing to do so, the University may select additional firms, reinstate negotiations following the original order of priority, award without negotiation or may withdraw this solicitation and pursue other alternatives without attempting to negotiate with all responding firms as deemed in the best interest of the University.

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.

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. The University may reject offers that are determined to not be reasonably supportable. The University reserves the right to select, and subsequently recommend for award, the firm which best meets its required needs, quality levels, and budget constraints.

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.

**Please Note:**

**The University of West Florida welcomes and appreciates your firm's interest and response to the Request for Qualifications. This project is of such magnitude and importance to the University and the region that its construction phase will best be served by a collaborative partnership between University staff, design architects, and an experienced construction manager dedicated to deliver a quality and timely project to the University Community.**

**Finally, as noted above in Section 1 A. and in order to provide full disclosure, Pre-Construction Services have been contracted separate and apart from this solicitation in order to meet the required schedule for delivery of the project. The Pre-Construction Services provider is under no prohibition to respond to this solicitation as well should they decide to do so.**