

# UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES

## NOTICE TO PROFESSIONAL CONSULTANTS

15PQS-07AW

Laboratory Sciences Annex – Architectural Services

For

**Laboratory Sciences Annex New Construction  
and  
Building 58 Laboratory Sciences Renovation**

The University of West Florida (UWF) and its Board of Trustees announce that professional design services in the discipline of **Architectural 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 in conformance with the UWF Building Design and Construction Standards, September 2014, which are available via the following website: <http://uwf.edu/media/university-of-west-florida/offices/facilities-development--operations/docsfdo/Construction-Standards-Final-revised-09-30-14.pdf>.

The Principal/Lead Architectural Professional Design Firm shall be expected to assemble an Architectural and Engineering team with expertise in programming and designing state-of-the-art wet laboratory sciences higher education facilities. Professional design services for this Construction Manager at Risk construction delivery method will include comprehensive programming and design services for the new Laboratory Sciences Annex Phase I, II, and III construction and utility production and distribution infrastructure. Services will include minimal programming with concept schematic planning for the Building 58 Renovation. The new Annex gross square feet (gsf) will be programmed to focus on a research and teaching laboratory concentration requiring significant allocation for a wet laboratory building, and atrium smoke exhaust damper system design.

The utilities scope of work will include new potable water, sanitary sewer, and storm water at the Annex site, underground piping to connect the Annex to the chilled water loop, electrical switchgear replacement at the Central Utility Plant, new underground electrical distribution to create a north campus loop to serve the Annex, and electrical distribution to the Annex. **Note:** Chilled water production equipment, related distribution infrastructure, and electrical connectivity work will be designed and installed within the Central Utility Plant via a separate energy savings project. **Utilities:** The Premier Engineering Utilities Study dated August 28, 2015 will be provided to the selected firm.

Programming and design of the new Annex will be undertaken with consideration of and in conjunction with the minimal Building 58 Renovation. The completed Annex design will include all required new construction, furniture, fixtures, and equipment. Design will achieve the University's Building and Design Standard of a Silver Certification minimum from the U.S. Green Building Council Leadership with Energy and Environmental Design (LEED) rating program. Minimal programming and concept schematic planning will be included for the Building 58 renovation.

### **Phased Project Construction**

The new construction project will include infrastructure modifications and initial construction of the new Laboratory Sciences Annex within availability of Phase I of III state appropriated resources. Proposed Phase II of III funds will continue annex construction and utilities connectivity work. Proposed Phase III of III funds will complete the new Annex. Minimal renovation to Building 58 can occur only to accommodate the necessary relocation of academic programs.

### **New Laboratory Sciences Annex – (Phases I, II, and III)**

- The new Annex construction, comprising approximately 49,611 gross square feet (gsf), will be located and connect to the south elevation main entrance of the existing Laboratory Sciences Building, 58. The Chemistry, Biology, Health Sciences and Center for Environmental Diagnostics and Bioremediation (C.E.D.B.) have growing research efforts. The proposed project will include research laboratories, student study spaces, and offices. Concept programming will include the following:
  - Research and Teaching Laboratories – comprising 80 percent of the building
  - Offices and Conference Rooms – comprising 9.5 percent of the building
  - Study and Student Support – comprising 4.3 percent of the building
  - Life Safety and A.D.A. path of travel modifications within existing buildings
- Scope of Work for Laboratory Sciences Annex, Phase I of III – \$10,990,000 state appropriated
  - Programming and design services for the new Annex, minimal programming and concept schematic planning for the Building 58 renovation, Building 40 electrical switchgear replacement, electrical utility distribution connectivity to provide for the additional new Annex gross square foot demand, a site utility corridor, site storm water corrections adjacent to the south/southwest elevation and site of Building 58, and potable water, sanitary sewer, natural gas, and telecommunications distribution to the new Annex site.
  - Partially completed new Annex construction with connection to Building 58 at the existing south main elevation entrance.
- Scope of Work for Laboratory Sciences Annex, Phase II of III – state appropriation TBD
  - Continued new Annex construction with connection to Building 58 at the existing south main elevation entrance.
- Scope of Work for Laboratory Sciences Annex, Phase III of III – state appropriation TBD
  - Completion of the new Annex construction; furniture, fixtures, and equipment.

### **Building 58 Renovation – minimal concept programming**

- Building 58, a two-floor facility constructed in 1972, comprises 69,234 gross square feet and 45,514 net assignable square feet. The building houses the departments of Biology, Chemistry, Marine Biology, Health Sciences, Medical Technology, Clinical Sciences, and the Center for Environmental Diagnostics and Bioremediation. The building is comprised of forty-four (44) laboratories, walk-in refrigeration and freezer space, and multiple laboratory support spaces. The scope of work will include below-grade waterproofing and site drainage. The exterior wall mortar joints will be tuck-pointed and brick veneer waterproofed. The HVAC system, plumbing supply piping, electrical infrastructure, and lighting is in poor condition. The building will receive necessary renovation to relocate selected academic programs. Note: Minimal programming and concept schematic planning will occur within this solicitation. The scope will not include full schematic design documents.

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

## **Additional Information**

Project solicitation documents may be downloaded from: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. It is recommended that interested firms visit this website frequently for any additional information relative to this professional qualifications solicitation (PQS).

## **Attachments**

- Attachment A – Affidavit Form
- Attachment B – PQS Information and General Conditions
- Attachment C-1 – Sample Contract
- Attachment C-2 – Sample Contract Exhibits
- Attachment D – Minimum Insurance Requirements
- Attachments E-1, E-2, and E-3 – PQS Forms

## **Joint Ventures**

UWF is seeking one (1) Principal/Lead Architectural Professional Design Firm; therefore, firms applying as a joint venture will be disqualified. Notwithstanding the foregoing, the principal/lead firm shall be expected to assemble an Architectural and Engineering team with expertise in programming and designing state-of-the-art wet laboratory sciences higher education facilities. **Note:** The consultant agreement will be between the principal/lead firm and UWF.

## **MANDATORY PRE-SUBMITTAL MEETING**

Consultants are required to attend a mandatory pre-submittal meeting in order to participate in this solicitation. **The mandatory pre-submittal meeting will be held on Tuesday, November 10, 2015 at 9:00 a.m. Central Time in Building 92, Room 110 on the University of West Florida main campus in Pensacola, FL.** Submittals will be rejected from any firm not directly represented at the mandatory meeting by an employee or agent of the firm.

**SUBMITTAL DUE DATE & TIME: Tuesday, December 8, 2015 at 3:00 p.m. Central Time.**

**Submittals including the signed Affidavit Form must be received by the University of West Florida Office of Procurement and Contracts on the due date and time as stated above.** See Attachment B, “Additional PQS Information and General Conditions” for additional instructions.

Forward or deliver submittals to:                   University of West Florida  
  ATTN: Alicia Waymack  
  Procurement and Contracts  
  Building 20W, Room 159  
  11000 University Parkway  
  Pensacola, FL 32514

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## **TIMETABLE**

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

<b>Activity</b>	<b>Time (Central)</b>	<b>Date</b>
Issue solicitation		October 29, 2015
<b>Mandatory pre-submittal meeting</b>	9:00 am CT	<b>November 10, 2015</b>
<b>Written request for explanation deadline date</b>	3:00 pm CT	<b>November 17, 2015</b>
Estimated issuance of explanation response		November 25, 2015
Thanksgiving Holiday – UWF CLOSED		November 26, 2015 & November 27, 2015
<b>Submittal Due Date</b>	3:00 pm CT	<b>December 8, 2015</b>
Estimated Notice to short-listed firms for presentations		December 17, 2015
Winter Holidays – UWF CLOSED		December 24, 2015 – January 1, 2016
Presentations / Selection of Design Firm		January 12, 2016
Estimated Notice of Intent to Award		January 19, 2016
Estimated commencement of negotiations		January 25, 2016
Estimated execution of contract		February 5, 2016

## **POINT OF CONTACT**

**The Procurement & Contracts representative and sole point of contact (POC) for this solicitation is:**

Alicia Waymack, Senior Buyer  
Email – awaymack@uwf.edu  
Phone – 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 in writing via 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/offices/procurement/vendors-only/open-solicitations/>. All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.

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.

*(Remainder of this page intentionally left blank)*

## **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**, clearly marked as the original, which shall contain the original manual signature of the authorized person signing the submittal
- **Five (5) hard copies** of the original
- **One (1) electronic copy** of the original

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” x 11” 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. Responses are to be submitted in a sealed container.

UWF is subject to Chapter 119, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Material submitted in response to this solicitation may become a public document unless a specific exemption to Chapter 119, Florida Statutes exists. Submitted material which is marked as confidential will be treated as confidential by UWF to the extent it is considered a trade secret as defined under Florida law or it meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law.

In order for the information to be considered covered by trade secret exemption of the Public Records law, you must take measures to assert the exemption by placing the information provided in your submission that meets the criteria of a trade secret in the “Confidential Information” tab as noted below.

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 (see 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 Principal/Lead 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 current position in the consulting market, total billings past three calendar years, and detail the firm's core values and vision.
- Define the recent, current and projected workloads of the firm.
- Explain why your firm is interested in this project.

**Tab C – Experience/Technical Expertise of Principal/Lead Firm**

- Describe the firm's specialization, expertise and reputation designing state-of-the-art laboratory sciences educational facilities. The principal/lead firm is strongly encouraged to include another firm acting in a secondary role to provide specialized expertise in wet sciences design. **Note:** The consultant agreement will be between the principal/lead firm and UWF.
- Provide description of experience for three previously successful projects of similar type and size with representations of design work and completed projects. Include design team partnerships as applicable. Provide experience and process with focus and programming meetings with users and how those experiences resulted in successfully designed projects.

**Tab D – Personnel of Principal/Lead Firm**

- 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 E – Architectural and Engineering Associated Team Firm(s) (as applicable)**

- Each respondent shall include in the response the name(s) and addresses of any architectural and engineering associated team firm(s) and indicate who will perform work and provide references of key personnel assigned.
- The respondent shall have determined to his/her own complete satisfaction that a listed associated team firm 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, is qualified both technically and financially to perform that pertinent subcontract for which he/she is listed, and can successfully manage the volume of work.
- Respondent is responsible for reading solicitation document requirements as to the ability and license for approval of subcontractors.
- Architectural and engineering associated team firm(s) 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 F – PQS Forms**

- Completed Professional Qualifications Supplements (see Attachments E-1, E-2, and E-3). The required PQS Forms may be downloaded from: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>.

#### **Tab G – Approach to development of the project, budget and anticipated schedule**

- Describe team's understanding of project, intent, goals and objectives.
- The design team must demonstrate the ability to successfully plan a new wet laboratory sciences and building renovation. The new and renovated building spaces must result in enriched improvements, both functionally and aesthetically to recruit and retain students and faculty. The design must remain within construction project budget constraints at each submittal phase.
- 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 H – U.S. Green Building Council – Leadership with Energy and Environmental Design (LEED)**

- Describe the experience of the proposed design team achieving a minimum of LEED Silver certification, including peer reviews during the design phase, aside from the Construction Manager's responsibilities.
- Describe the experience of the proposed team with sustainable design and LEED certifications.
- Enclose copies of proposed team's LEED accreditation(s).

#### **Tab I – 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 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.
- Minority participation is not used as a factor in the selection criteria.

#### **Tab J – References**

- Provide at least five (5) references for whom you have provided the same or similar service within the last five (5) years. Include the organization's name, contact name, current phone number and e-mail address.

#### **Tab K – Confidential Information**

- Any information provided in your submission that meets the criteria of a trade secret as defined under Florida law or meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law must be placed in Tab K, Confidential Information.

#### **Tab L – 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 M – Supplements**

- Any information provided in your submission that was not directly requested by the University will be considered supplemental and must be placed in Tab M, Supplements. Supplemental information may not be subject to evaluation by the Evaluation Committee.

**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 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:

<b><u>EVALUATION CRITERIA</u></b>	<b><u>Weight</u></b>
1. Description of lead firm and design team	10
2. Suitability of lead firm and design team to provide services for this project, including past performance, current and projected workloads, volume of work, and location	30
3. Technical expertise and strength of lead firm and design team with higher education wet and research laboratory science projects, and demonstrated relevant project experience with similar facilities	30
4. Ability of lead firm and design team to provide responsive, high quality design services and effectively control design schedule and budget	20
5. Experience of lead firm and design team with USGBC LEED design, including awards	5
6. Experience and proficiency of lead firm and design team with the design of public buildings and working with public agencies and/or universities	5

While the University encourages Minority participation, it is not used as a factor in the selection criteria.

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 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 Final 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 Final Committee ranking shall determine the short list of a minimum of three (3) 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**

If a satisfactory contract agreement with the highest ranked firm cannot be reached, the University reserves the right to make the determination to award without negotiation or commence negotiations with the next highest ranked firm. This process may continue until such time as UWF has determined the negotiations to be successful. Notwithstanding the foregoing, the University reserves the right to terminate negotiations without attempting to negotiate with all responding companies.

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**. 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.

If the University determines that a company awarded a contract based on this solicitation does not honor all agreements reached during the negotiations, 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 and 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.

## **INSURANCE**

Successful design 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**

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 set forth herein shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

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