



University of  
**West Florida**

Procurement and Contracts  
11000 University Parkway  
Building 20W, Room 159  
Pensacola, FL 32514

**Notice to Professional Consultants**  
**17PQST-15JV**  
**Campus Landscape Architect**

August 17, 2018

TO: Potential Respondents

The University of West Florida (“UWF” or “the University”) and its Board of Trustees announce that it is soliciting responses to a Professional Qualifications Solicitation (PQS) for firm(s) for landscape architecture design and consultation services for campus beautification projects at the University of West Florida’s Main Campus located in Pensacola, Florida. The consultant firm should offer a full range of technical services to be performed by key staff with experience in construction document production and construction administration services for landscape projects.

Carefully review this PQS, as it provides specific information necessary to aid responding 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 University of West Florida Office of Procurement and Contracts by 2:00 p.m. Central Time on September 17, 2018. Late or incomplete responses will not be accepted.**

Interested firms are fully responsible for obtaining the complete solicitation, including all attachments, addenda (if applicable), and other information by visiting the UWF Procurement and Contracts web site: <https://uwf.edu/offices/procurement/vendors-only/open-solicitations-and-public-notices/>. After the posting of award, respondents may view the solicitation files by contacting the Procurement and Contracts representative.

Respondent names and other information may be disclosed at the public solicitation closing. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, the successful respondent(s) 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.

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**UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES  
NOTICE TO PROFESSIONAL CONSULTANTS**

**17PQST-15JV  
Campus Landscape Architect**

**DUE DATE: September 17, 2018 at 2:00 p.m. Central Time**

**Section I – Overview**

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**A. General Information and Summary**

The University of West Florida and its Board of Trustees announce that professional services for campus beautification projects are required in the discipline of landscape architecture.

At the University of West Florida, we believe in the power of higher education to drive change: on campus, in our region, across the state and around the world. We are equipping today's students with the knowledge and skills needed to become tomorrow's leaders, blazing new paths, shaping their environment and creating an even brighter future. Based in Pensacola, Florida with additional locations in the region, UWF is home to five academic colleges, offering a variety of bachelor's and master's degree programs, as well as specialist degrees and a doctorate in education. With a student population of nearly 13,000 and an average class size of less than 40, UWF is committed to providing a close-knit academic experience and is consistently named a top "military friendly" University. UWF is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. The University is soliciting professional qualifications submittals from qualified landscape architects to provide design and construction administration services for projects at the University of West Florida in Pensacola, Florida under a multi-year, non-exclusive "continuing contract".

**B. 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		August 17, 2018
Mandatory pre-submittal meeting	3:00 pm CT	August 29, 2018
<b>Written request for explanation due date</b>	12:00 pm CT	September 4, 2018
Estimated issuance of explanation response	3:00 pm CT	September 10, 2018
<b>Submittal Due Date</b>	2:00 pm CT	September 17, 2018
Estimated contract effective date		October 2018

**C. Attachments**

The following attachments are hereby incorporated by reference and made part of this PQS:

- Attachment A - Photographs of design project locations

- Attachment B – PQS Certification Form
- Attachment C – Additional PQS Information and General Conditions
- Attachment D – Sample Agreement
- Attachment E – Minimum Insurance Requirements
- Attachment F – Company Information and Certification Form
- Attachment G – Company Services and Experience
- Attachment H – E-Verify Certificate
- Attachment I - Campus Map

#### **D. Contact Person**

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

Jason Verschueren, Assistant Director  
Email – [jverschueren@uwf.edu](mailto:jverschueren@uwf.edu)  
Phone – 850.474.2017

Respondents are advised that from the date of issuance 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 unauthorized contact may result in the disqualification of the respondent's submittal.**

Respondents are fully responsible for obtaining the complete solicitation, including all attachments, addenda (if applicable), and other information by visiting the UWF Procurement and Contracts web site: <https://uwf.edu/offices/procurement/vendors-only/open-solicitations-and-public-notices/>. It is recommended that you bookmark this web site and visit it frequently.

Explanation(s) desired by respondent(s) regarding the meaning or interpretation of this solicitation must be requested from the above named contact person in writing via email prior to the "Written request for explanation due date" as stated in the above Timetable. The explanation response will be issued in the form of an Addendum and posted to the UWF Procurement and Contracts web site as identified above. 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 the mandatory pre-submittal meeting or subsequent written questions shall be issued by official addendum. Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the solicitation and any addenda issued, the last addendum issued shall prevail.

#### **E. Background Checks**

A Level 2 background check is required to be performed by Contractor for each employee engaged in performing the services described in this PQS. The Contractor must represent that each employee it assigns to perform the services described in this PQS will have successfully passed a Level 2 background check.

Contractor shall also include in any related subcontracts a requirement that a Level 2 background check be performed by the subcontractor for each employee engaged in performing the work described in the Scope of Work. Any and all subcontractors must represent that each employee it assigns to perform the work described in the Scope of Work has successfully passed a Level 2 background check.

## F. Insurance

Each respondent shall include written evidence of insurance coverage in the amounts specified in Attachment D, "Minimum Insurance Requirements" with the response. Upon notice of intent of award contract to the successful respondent(s), an original ACORD certificate of insurance must be received by the University of West Florida Office of Procurement and Contracts, which shall be in accordance with Attachment D, "Minimum Insurance Requirements". During the term of the contract, the successful respondent(s) must provide, pay for and maintain such insurance.

## G. Public Records

- a. To the extent that Vendor meets the definition of "contractor" under Section 119.0701, Florida Statutes, and in addition to other contract requirements provided by law, the Vendor agrees that it is acting as a contractor on behalf of the University as provided under s. 119.0701(a) and as such it will comply with Florida's Public Records Law. Specifically, Vendor agrees that it will:
  - i. Keep and maintain public records that ordinarily and necessarily would be required by the University in order to perform the services performed by the Vendor under the Contracts;
  - ii. Provide the public with access to such public records on the same terms and conditions the University 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;
  - iii. 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
  - iv. Meet all requirements for retaining public records and transfer to the University, at no cost, all public records in possession of the Vendor upon termination of the Contracts and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the University in a format that is compatible with the information technology systems of the University.
- b. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT:**
  - i. The Office of General Counsel: (850) 474-3420, gcfrontdesk@uwf.edu, Building 10, 11000 University Parkway, Pensacola, FL 32514.

## H. Tobacco Free Campus Policy

The University of West Florida is a tobacco-free campus. The use of cigarettes (electronic or traditional) or other tobacco products is prohibited in all UWF-owned buildings and outdoors on all UWF campus properties. The Vendor must fully comply with this tobacco free policy.

## Section II – Scope of Services

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**SCOPE:** This project is divided into three (3) phases, and all phases are focused on grounds landscaping improvement adjacent to buildings, sidewalks, and parking areas where landscaping already exists, but needs to be replaced, enhanced, or removed. The final design should result in more consistent plant material, and unify the appearance of the Main Campus.

The landscape architect will visit site in order to review the existing conditions and obtain critical field information including, but not limited to; data collection; obtain owner documents, determine the code used, site surveys, and utilities information. The successful landscape architect(s) will also meet with user groups to develop the proposed renovation plan and develop existing condition and proposed landscape plans, irrigation plans, plant lists, notes and details, full specifications, 3D renderings, an estimated construction budget per building

location/design phase and Construction Administration. **All plans and construction drawings shall be in digital format, no hand drawn plans will be accepted.** The University reserves the right to determine the number of Landscape Architects to be selected to provide services.

Design Consultants will use the UWF Building Design and Construction Standards (<http://uwf.edu/aeservices/bdcs>) as intent of design solutions.

Phase I and future projects are listed below. Note: Priorities are subject to change. See Attachment "A" for photographs of each project listed below.

**Phase I Design Projects:**

Building 18	Hopkins Hall
Building 19	Career Services / Student Disability Resources Ctr and Housing
Building 20 East & West	Human Resources / Business & Auxiliary Services
Building 21	Student Services
Building 22	Commons / Conference Center
Building T45	UWF Community Garden

**Phase II Design Projects:**

Building 4	Science and Engineering
Building 10	Crosby Hall (President's Building)
Building 11	Graduate Admissions
Building 12	Alumni Relations/UWF Foundation
Building 13	Anthropology
Building 32	Pace Library

**Phase III Design Projects:**

Building 41	Psychology
Building 72	HLS Facility, including the courtyard between 54, 72, and 73
Building 77/78	Continuing Education/CEPS
Building 81	Visitor Center
Building 82	Center for Fine & Performing Arts
Building 88	WUWF Public Media
Building 89	Archaeology

The contract term shall be for three (3) years beginning at the execution of the agreement, and shall include the option for an additional two (2) one (1) year renewals. The total amount to be paid by the University under this agreement shall be determined on a project by project basis as negotiated between the University and the consultant. If negotiations with a selected firm are not successful the University reserves the right to enter into negotiations with another consultant under continuing contract. No guarantee of minimum or maximum amounts of work will be made by the University under these contracts.

**MANDATORY PRE-SUBMITTAL MEETING**

Consultants are required to attend a mandatory pre-submittal meeting in order to participate in this solicitation. **The mandatory meeting will be held August 29, 2018 at 3:00 PM Central Time at the University of West Florida Campus, Bldg. 90, Room 110.** Submittals will be rejected from any firm not directly represented at the mandatory meeting by an employee or agent of the firm.

## Section III – Submittal Information and Instructions

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Submittals must be made in the official name of the firm or individual under which business is conducted. All documents requiring signature, including the “PQS Certification Form” (see Attachment A) and “Company Information and Certification Form” (see Attachment E), must be signed by a person duly authorized to legally bind the person, partnership, company or corporation responding to this solicitation.

**Submit one (1) original, three (3) hard copies, and one (1) identical digital electronic copy on USB flash drive or CD** of your response directly to the University of West Florida Office of Procurement and Contracts at the following address:

University of West Florida  
Office of Procurement and Contracts  
ATTN: Jason Verschueren  
Building 20W, Room 159  
11000 University Parkway  
Pensacola, FL 32514

All required signed and completed copies of the response must be received by the University of West Florida Office of Procurement and Contracts by the due date and time as stated in the above Timetable. **Late or incomplete submittals will not be accepted.**

**CAUTION:** The “PQS Certification Form” (see Attachment B) and “Company Information and Certification Form” (see Attachment F) must be signed and submitted as part of your response. **Failure to do so will disqualify your response.** Additionally, all addenda (if applicable) shall be signed and submitted as part of your response.

The original response is to be submitted in a three ring binder with the appropriate tab identification as requested in this solicitation. All copies must be securely bound with appropriate tab identification. The original and all copies must be submitted in a sealed box/envelope. The outer carton of the sealed box/envelope shall include the firm name and address, solicitation number and name, and due date.

The entire submittal shall be limited to forty (40) consecutively-numbered, single-sided 8½ x 11 pages (or twenty (20) pages front and back). Font size must be a minimum of 10 point. Essential documents (i.e. Tab A), cover sheets, table of contents, divider tabs, and financial reports (if applicable) will not count as pages, provided no additional information such as proposal language, pictures of past projects, etc. is included in these pages.

Responses must be complete; partial or incomplete responses may not be considered. Responses should be clear, concise, and relevant, and shall not refer the University to electronic media such as websites, compact discs, or tapes in order to obtain the required information or submittals. Information submitted that is not requested by the University may be considered supplemental, and not subject to evaluation.

See Attachment C, “PQS Information and General Conditions” for additional information.

### Formatting Instructions

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

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 response that meets the criteria of a trade secret in Tab F, "Confidential Information".

#### **Tab A – Essential Documents**

- Signed "PQS Certification Form" (see Attachment B).
- Signed "Company Information and Certification Form" (see Attachment F).
- Attachment G, Company Information and Experience.
- Signed "E-Verify Certificate" (see Attachment H).
- Signed addenda (if applicable).
- A copy of the respondent's current Professional Registration Certificate from the American Society of Landscape Architects. The 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 respondent is a corporation, limited liability company, or limited partnership, provide a copy of the Florida Department of State Certificate of Status.
- Proof of ability to provide insurance coverage in the amounts specified in Attachment E, "Minimum Insurance Requirements". Such proof may take the form of a draft 'ACORD' certificate or a letter of intent from the respective carrier or agent.

#### **Tab B – Firm Description**

- Provide basic information including the name of the firm; street, mailing and e-mail addresses; telephone and fax numbers; website; 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 services described herein.
- Provide the firm's organizational chart.
- Describe the history and growth of your firm as succinctly as possible to include the firm's current position in the market, total billings past three calendar years and detail the firm's core vision and values.
- Explain why you are interested in this project.

#### **Tab C – Experience with like Projects, Services, Personnel and References**

- **Services** – using the form provided in Attachment G, "Company Information and Experience" list all services to be provided by respondent in-house. If any services cannot be provided by respondent in-house but will be subcontracted, list the name of the subcontract firm. Use names of the firms as a whole, rather than of individuals in the firms. Add services as needed.
- **Personnel** – using the form provided in Attachment G, "Company Information and Experience Form" list by name and role the respondent's key staff and major discipline heads for the proposed

team. For all individuals listed, note whether they are registered, years of experience, the discipline of registration/training and their city of residence. Include résumés for all key staff and discipline heads tailored to demonstrate their experience as it relates to open end governmental contracts.

- **Experience** - using the form provided in Attachment G, "Company Information and Experience Form" list the five (5) "most relevant" projects by to show prior experience with similar projects. Provide information, not limited to, before and after photographs on a **minimum of five (5)** projects with varying budget levels for which respondent has provided environmental graphics design and build services.
- **References** - provide a **minimum of three (3)** references, including project name and services provided for each reference. The references can be the same as the projects listed above under "Experience". Please provide contact information for the references provided.

#### **Tab D – 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 to encourage 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 E – Contract**

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

#### **Tab F – Confidential Information**

Any information provided in your response 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 F, "Confidential Information".

#### **Tab G – Supplements**

Any information provided in your response that was not directly requested by the University will be considered supplemental and must be placed in Tab G, "Supplements". Supplemental information may not be subject to evaluation by the Evaluation Team.

### **Section IV – Evaluation, Negotiation, and Contract Award**

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#### **EVALUATION PROCESS AND CRITERIA**

Each submittal 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 Essential Documents requested in Tab A), 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".



The University reserves the right to reject any and all submittals or portions thereof, to withdraw this solicitation or a portion of this solicitation without making an award, and to waive any irregularities in the responses received.

Submittals fulfilling the basic requirements shall be referred to the Evaluation Team for review and further consideration. The evaluation will utilize the following broad scoring criteria:

<b><u>EVALUATION CRITERIA</u></b>	<b><u>Points</u></b>
1. Description of Firm and location	15
2. Experience with "Open End" governmental architectural contracts	20
3. Experience with similar size and type projects	20
4. Ability to respond quickly, keep schedules, meet short timeframes and manage multiple projects simultaneously	20
5. Proposed team experience and training	15
6. Plan for Minority Participation	10

The Evaluation Team will convene to jointly and openly discuss the strengths and weaknesses of all proposals based on the written responses and additional written information as requested. Each evaluator will then independently evaluate each response and assign a score to each criterion 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 each respondent. Lastly, 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 Team with the performance of their duties under this solicitation. The Evaluation Team 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 Evaluation Team.

## **NEGOTIATIONS AND CONTRACT AWARD**

Following the conclusion of the evaluation, the University intends to negotiate with the top ranked firm(s) to establish multi-year, non-exclusive agreements to provide facility signage branding, design and installation services may be provided for minor projects on an as-needed basis. The University reserves the right to negotiate concurrently or separately with competing respondents, or to award without negotiation if deemed in the best interest of the University. The University reserves the right to make multiple awards or a single award.

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.

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. 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, the University reserves the right to immediately cancel the award, and to place the company on the University's suspended contractor list.