

UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES

NOTICE TO PROFESSIONAL CONSULTANTS

19PQS-05AJ

CAMPUS MASTER PLAN

The University of West Florida (UWF) and its Board of Trustees announce that professional services in the discipline of **Architecture** are required for the project listed below. The selected firm will provide professional consulting services for the UWF Campus Master Plan.

UWF is releasing this Professional Qualifications Solicitation (PQS) to identify potential consultants. Respondents determined by UWF to be especially qualified may be invited to interview and offer proposals for these services. All Respondents to this PQS are subject to instructions communicated in this document, and are cautioned to completely review the entire PQS and follow instructions carefully. UWF reserves the right to reject any or all statements of qualifications.

TABLE OF CONTENTS

Section I – Overview

Section II – Scope of Services

Section III – Submittal Information and Instructions

Section IV - Evaluation, Negotiation, and Contract Award

Section V – Additional Terms and Conditions

Section I - OVERVIEW

A. General Information

- 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 and Intelligent Systems and Robotics. 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.
- Additional information, which may be useful to the Respondent, may be obtained by visiting the University's website: <http://uwf.edu/>.

B. Project Information

- **Refer to Project Fact Sheet for project background, campus information, project overview, planning process and preliminary scope, project inputs, and additional details. (See Attachment A)**
- Project Fact Sheet and related Solicitation Documents may be downloaded from: <https://uwf.edu/offices/procurement/vendors-only/open-solicitations-and-public-notices/>.
- 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 as listed above. It is recommended that interested firms bookmark this web site and visit it frequently for any additional information relative to these professional

qualifications solicitation (PQS).

C. Attachments - Solicitation Documents

- The following attachments are hereby incorporated by reference and made part of this PQS:
 - **Attachment A – Project Fact Sheet**
 - **Attachment B – PQS Certification Form**
 - **Attachment C – Additional PQS Information and General Conditions**
 - **Attachment D - Sample Agreement**
 - **Attachment E – Minimum Insurance Requirements**
 - **Attachment F – E-Verify Certification**
 - **Attachment G – Company Information and Certification Form**

D. Timetable

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

Activity	Time (Central)	Date
Qualification Solicitation Review		
Issue solicitation		08/23/19
Labor Day – UWF Closed	Closed	09/02/19
Deadline for written request for explanation	2:00 PM	09/05/19
Estimated issuance of explanation response		09/23/19
Deadline for Submittal of Professional Qualifications (due date)	2:00 PM	10/15/19
Estimated Notice to short-listed finalist firms		Week of 11/11*
Veterans Day – UWF Closed	Closed	11/11/19*
Thanksgiving Holidays – UWF Closed	Closed	11/28-29/19
Finalists Proposal Review (for selected short-listed finalists only)		
Mandatory Campus Tour and Site Visit by short-listed finalist firms	10:00 AM	12/03/19
Release of any additional proposal information by UWF for short-listed Finalist firms		12/11/19
Winter Break – UWF Closed	Closed	12/24/19 – 01/01/20
Deadline for Submission of Proposals by short-listed finalist firms	2:00 PM	01/07/20
Presentations and on campus Interviews by short-listed firms	TBD	Week of 1/20/20**
Martin Luther King, Jr. Holiday – UWF Closed	Closed	1/20/20**
Recommended Selection of Consultant Firm		02/03/20***
Estimated Notice of Intent to Award		02/04/20****
Estimated commencement of negotiations		02/10/20
Estimated execution of contract		03/09/20*****
Estimated Project Engagement		03/23/20*****
Estimated Project Final Completion		Summer 2021

E. Point of Contact

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

Angela Jones, Director of Procurement and Contracts
 Phone: 850-474-2846
 Email: ajones1@uwf.edu

- -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.

F. Submittal of Questions and Requests for Clarification

- It is the responsibility of each Respondent to examine the entire Professional Qualifications Solicitation (PQS), seek clarification in writing, and review its submittal for accuracy before submitting the document.
- Questions about any aspect of the project or explanations 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.
- For all relevant questions and requests for clarification received by the Owner, a corresponding 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 and responses to 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.

G. Background Checks

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

H. Insurance

- Each Respondent shall include written evidence of insurance coverage in the amounts specified in Attachment E, "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 E, "Minimum Insurance Requirements". During the term of the contract, the successful Respondent(s) must provide, pay for and maintain such insurance.

I. Public Records

- 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:
 - 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;
 - 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;
- 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
- 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.
- **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF RECORDS:**
 - The Office of General Counsel: (850) 474-3420, gcfrontdesk@uwf.edu, Building 10, 11000 University Parkway, Pensacola, FL 32514.

J. 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

- Refer to Project Fact Sheet for Background Information, General Requirements and Specific Project Requirements. (See Attachment A)

Section III – Submittal Information and Instructions

Failure to comply with submittal instructions may result in a negative review of your response and may place your response in jeopardy.

A. Submission

- 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 B) and Company Information and Certification Form (see Attachment G) must be signed by a person duly authorized to legally bind the person, partnership, company or corporation responding to this solicitation.
- 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.**
- It is the sole responsibility of the Respondent to assure delivery to the noted location by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason.
- It is the responsibility of the Respondents to examine the entire Solicitation, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.
- Vendors are to Submit:
 - **One (1) original**, clearly marked as the original, which shall contain the original manual signature(s) of the authorized person signing the proposal (*marked as "Original"*)
 - **Seven (7) hard copies** of the original (*each marked "Copy"*)
 - **One (1) identical digital electronic copy** of the original (*on PC compatible media: USB flash drive or CD/DVD*)
- Forward or deliver submittals directly to the University of West Florida, Office of Procurement and Contracts at the following address:

Office of Procurement and Contracts
ATTN: Angela Jones
Building 20W, Room 159
11000 University Parkway
Pensacola, FL 32514

- **CAUTION:** The “PQS Certification Form” (see Attachment B) and “Company Information and Certification Form (See Attachment G) 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.
- See Attachments, including: “Additional PQS Information and General Conditions” for additional instructions.

B. Formatting Instructions

- 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 eighty (80) consecutively-numbered, single-sided 8½ x 11 pages (or forty (40) double-sided pages - front and back), plus dividers. Font size must be a minimum of 10 point. Essential documents (i.e. Tab A) are to be included in page count. 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.
- Electronic copy must be submitted as a single electronic file.
- Submittals will not be returned.

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.

Tab A – Essential Documents

- Signed “PQS Certification Form” (see Attachment B).
- Signed “E-Verify Certificate” (see Attachment F).
- Signed “Company Information and Certification Form (See Attachment G)
- 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 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 (Description and Resources of Firm)

- Provide basic information including the name of the firm; street, mailing and e-mail addresses; telephone and fax numbers; and company website (if available). Identify primary contact relative to this submittal and principal client contact (technical) for the project.
- 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, the qualification statement shall include information about the parent company and branch office(s) separately and identify the office from which the project will be managed; primarily include information about the office that will provide the project services described herein.
- Provide the firm's organizational chart. Provide general information about the firm's personnel resources, including disciplines and employee staffing.
- Describe the history and growth of your firm as succinctly as possible; including the firm's current position in the consulting market, total billings in past three calendar years, and detail the firm's core values and vision.
- Disclose if the company has ever declared bankruptcy. If yes, attach a statement indicating the bankruptcy date, court jurisdiction, trustees' name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.
- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners. List any active or pending litigation and explain. Attach detailed information regarding any litigation or claims, ever incurred, of more than \$5,000.
- Has the firm ever been removed from a Consultant services contract or failed to complete a contract as assigned? (if yes, please describe).
- Define the recent, current and projected workloads of the firm.

Tab C – Experience/Technical Expertise of Firm

- Describe the firm's specialization, expertise and reputation.
- Provide relevant examples of previous University Campus Master Plans performed to show prior experience with similar projects. Provide information on the firm's experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) and no less than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project. For each project, the following information should be provided:
 - Project name, location and dates during which services were performed.
 - Brief description and representative graphics of project and description of project scope, scale, total fee, and (if applicable) the firm's share of the fee.
 - Identify team partnerships as applicable. Specify if your firm was part of a consulting team, and if so specify your role as prime consultant or subconsultant.
 - Describe the services performed by your firm. If your firm was part of a consulting team, explain the scale and context of your services within the overall project scope.
 - Identify your firm's primary personnel (and office, if applicable) that were responsible for the project.
 - Owner's stated satisfaction in master planning and the service of your firm.
 - Owner's current contact information. Provide a reference contact information for each of these projects.

Tab D – Qualifications - Personnel of Firm

- Provide professional qualifications and description of experience for principal planning personnel / key staff of the firm. List by name and role the Respondent's key staff and major discipline heads for the proposed team. For all individuals listed, note whether or not they are registered, years of

experience, the disciplines of registration/training, and their city of residence. Include 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, and continuity through the project. 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 Sub-Consultant Firm(s) (as applicable)

- Describe the Respondent's approach to subconsultant teaming, and identify potential master planning services which would likely require subconsultants.
- Identify any subconsultants, if applicable, that you propose to be a part of your project team. Provide relevant information about the subconsultant firm(s) and associated personnel proposed for the project team. For each subconsultant, provide listing with the name of the firm, contact information including address and primary contact person, anticipated role in project, estimated percentage of project fee, and MBE/WBE status. Indicate proposed key personnel who will be assigned to perform the work with brief resume that demonstrates applicable experience. Provide professional qualifications, and registration or certification numbers where applicable.

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

- Describe team's understanding of project, intent, goals and objectives.
- The design team must demonstrate the ability to successfully plan. Provide a general description of the overall approach the firm proposes for development of the project along with an anticipated completion schedule (order of magnitude estimate of time needed to complete the plan). Describe and document ability to provide responsive service and keep schedules.

Tab G– Statement of Suitability

- Explain why you are interested in this project.
- Provide any additional information that may serve to differentiate the Respondent from other firms in terms of suitability for the project. Provide evidence of how the Respondent may satisfy the project requirements and/or needs of the Owner. Identify any special or unique qualifications of your firm for the project that would be beneficial during this process. Provide current and projected firm/team workloads to demonstrate adequate bandwidth for project success. Describe any services offered by the Respondent that may be particularly suitable for this project.
- Advise of familiarity with Campus Master Planning statutory and administrative rule requirements of the State of Florida and the Florida State University System.
- Respondent should demonstrate a thorough understanding of the Campus Master Planning process and the actions involved in completion. Provide a general overview of how your firm would approach the University of West Florida campus for the most effective plan.
- The intent of this Solicitation is to receive enough information from the Respondent to support a sound choice in a professional partner for the update and enhancement of the University of West Florida Campus Master Plan. Proposals may contain as many details as necessary to provide the University with insight into the unique qualifications your firm offers to promote well informed evaluations (while succinctly remaining within submittal page limitations).

- It is important to minimize the inclusion of general marketing data unrelated to the specific ability to create a useful Campus Master Plan resource, unique to the University of West Florida. Proposals “bulked-up” with unrelated or un-useful information may be scored poorly.

Tab H– References

- Provide a minimum of three (3) references for whom you have provided the same or similar service within the last five (5) years. List 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, including the organization’s name, contact name, current phone number, and e-mail address.

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 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.
- Provide M/WBE status, and any non-discrimination and affirmative action policies of the firm.

Tab J - Contract

- See Attachment C, “Sample Agreement” for the University’s standard agreement to be executed with the successful Respondent. 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 will be required to execute the University’s agreement.
- The sample Agreement, Exhibits and General Terms and Conditions (see Attachment C) are provided as samples only and will be modified prior to execution to match the scope of services as stated in the PQS. Where there appears to be a conflict between the sample contract documents and the PQS, the PQS shall prevail.

Tab K – Confidential Information

- 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.
- You must take measures to assert the exemption. Any information provided in your response that meets the criteria of a trade secret exemption 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 - Supplements - OPTIONAL

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

Section IV - Evaluation, Negotiation, and Contract Award

A. Evaluation Process

- 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 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.

B. EVALUATION CRITERIA

- The evaluation will utilize the following broad scoring criteria:

40% Qualifications

Professional qualifications, including strong design abilities, technical expertise and strength of firm and project team. The demonstrated ability of the firm in effective master planning for institutions that are comparable in scope, function, complexity and size. Relevant experience with development, editing/updating, coordination and implementation of comprehensive university master plans. Understanding of the analytical approach and methodology for the campus master planning process. Experience and proficiency of firm in working with public agencies and/or universities; and preferably experience following State of Florida Statute 1013.30 Requirements. Volume of prior Florida State University System (SUS) work. Ability to fulfill project requirements; as demonstrated by past performance on previous projects; having had good working relationships with owner’s representatives, having completed projects in a timely manner, while successfully achieving project goals and objectives.

30% Suitability

Suitability of the Firm to provide required services for this project, including the firm’s apparent fit to the project, unique qualifications, firm’s corporate history, growth, ownership, litigation history, financial information, non-discrimination policies, current and project workloads, volume of work, resource bandwidth, past performance, resources, location, etc. Overall concept understanding of the approach for development of the project work. Familiarity with the area where the project is located. Ability to work to time and budget constraints.

25% Experience of Professional Staff

Related relevant experience of the team and individuals the firm has available to support this

project. Experience and training of proposed team leads and support staff personnel to be assigned to the project; abilities of team to provide responsive, high quality planning services, effectively undertake control of project tasks and accommodate associated workload. Experience in working with a broad base of constituents in a highly public process.

5% Responsiveness

Respondents abilities to respond quickly, maintain schedules, availability to react quickly to meet short timeframes, while managing multiple assignments simultaneously.

C. Finalists – Presentation and Interview

- The Evaluation Team total ranking shall determine the short list of a minimum of (3) three Respondents who will be selected as finalists.
- Respondents selected as finalists may be invited to submit project proposals. Shortlisted firms will be informed of the final interview date time and place and will be provided additional project information if available.
- For eligibility, finalist firms must participate in a mandatory site visit and a live interview with the Selection Committee.
- The Evaluation Team shall convene to hear the Finalists presentations and to interview each firm. Following 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.

D. Finalists Mandatory Pre-Presentation Site Visit Meeting

- All finalist firms are required to visit the campus and attend a mandatory pre-presentation meeting in order to participate in subsequent finalist's presentation. The mandatory meeting will be held on the campus of the University of West Florida at a date and time to be announced. Finalists must obtain and submit a Site Visit Form signed by the P&C representative identified above, or designated representative.
- Finalist presentations will be rejected from any finalist firm not directly represented at the mandatory meeting by an employee or agent of the firm.

E. Award Conditions

- This Solicitation is not an offer to contract. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Solicitation and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.
- Project development, including professional services, is contingent upon availability of funds. Additional Campus Master Plan services may be added to the contract scope for this project subject to needs and availability of funds.

F. Negotiations and Contract Award

- UWF may immediately award or commence negotiations with the Respondent(s) 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 negotiate 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 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.

Section V – Additional Terms and Conditions

A. Minority and Small Business Enterprise

- The University of West Florida is an equal opportunity institution and, as such, strongly encourages the lawful use of certified Minority and Women-owned Business Enterprises in the provision of design, consulting and construction services.

B. Drawings

- The selected firm will be required to provide computer-generated drawings according to the latest CAD standards of UWF.

C. Notice of Reuse of Existing Plans

- **Please Note:** The plans and specifications for University projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes. Upon completion of the project all drawings, plans, specifications or other materials, whether in print or electronic format, prepared by the Consultant, and/or sub-consultants in relation to a project/job shall become the property of the University. The University owns all rights, including all intellectual property rights, in all original materials it makes available to the Consultant or its employees during the delivery of services under this agreement. Consultant agrees that it shall not permit any third party to either duplicate or reproduce any materials in any manner without University's prior written permission. The University shall have the right to use these documents or make unlimited reproductions thereof at will as it may desire for remodeling, renovation and/or additions, without further obligation to the Consultant and without further liability on the part of the Consultant with respect to the reuse of the documents.

----- END OF DOCUMENT-----