



University of
West Florida

Procurement and Contracts
11000 University Parkway
20W, Rm.159
Pensacola FL 32514

**Request for Qualifications
19PQS-09AJ
Design/Build Services – Building 54, Fire Mitigation Renovations**

November 6, 2019

TO: Potential Participants

The University of West Florida (hereinafter referred to as UWF, University or Owner) is soliciting responses to a Request for Qualifications for Design/Build Services for Fire Mitigation Renovations to Building 54 on the main campus of the University of West Florida located in Pensacola, Florida.

Carefully review this Request for Qualifications, it provides specific information necessary to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required copies of the requested information and deliver submittals directly to the Office of Procurement and Contracts no later than 2:00p.m., Central Time, November 11, 2019.** For more information refer to “Additional Information and Instructions” below. **Late or incomplete responses will not be accepted.**

A Mandatory Pre-Submittal meeting will be held on November 18, 2019 at 9:00 a.m. Central Time, in the Argo Athletic Club, Bldg. 54, Room164. Submittals will only be accepted from firms attending the Pre-Submittal Meeting.

Respondents are fully responsible for obtaining the complete solicitation, Addenda (if applicable), Notices of Public Meetings and other information by visiting our 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.

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

Angie Jones
Procurement Director

**UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES
NOTICE TO DESIGN/BUILD TEAMS
19PQS-09AJ
Building 54, Fire Mitigation Renovations
REQUEST FOR QUALIFICATIONS**

Section 1 OVERVIEW

A. General Information and Summary

The University of West Florida is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. The University is soliciting Qualifications Submittals for Design/Build Services for Building 54, Fire Mitigation Renovations.

This shall be a Design/Build project. The University of West Florida intends to enter into a contract with the selected entity for design and construction services associated with the project in order to construct the project within a fixed budget and timeline.

Therefore, The University of West Florida is requesting submittals from qualified Design/Build entities that are interested in providing professional design/build services for the Building 54, Fire Mitigation Renovations project.

The University of West Florida is an equal opportunity institution, and therefore strongly encourages the lawful use of certified Minority and Women owned Business Enterprises (MBE) as both prime and sub-contractors in the provision of design and/or construction related services.

B. Project Information

Refer to Project Fact Sheet for background information and specific project requirements. (**Attachment A**). Project Fact Sheet and related Solicitation Documents may be downloaded from: <https://uwf.edu/offices/procurement/vendors-only/open-solicitations-and-public-notice/>

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 this solicitation.

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 anticipated schedule and deadlines for this solicitation and contract award are projected as follows. **Note: all times are Central Time.**

Activity	Time Central Time	Date
Issue Solicitation		11/06/19
Veterans Day – UWF Closed	Closed	11/11/19
Mandatory pre-submittal meeting and optional site visit	9:00 a.m.	11/18/19
Written request for explanation deadline date	4:00 p.m.	11/22/19
Estimated issuance of explanation response		11/27/19
Thanksgiving Holidays – UWF Closed	Closed	11/28-29/19
Submittal Due Date	2:00 p.m.	12/11/19
Winter Break – UWF Closed	Closed	12/23/19-01/01/20
Team Evaluation for Shortlist		01/07/20
Interviews/ Presentations and Selection of Design/Build Firm		Week of 1/13/20
Estimated Notice of Intent to Award		Week of 1/13/20
Martin Luther King, Jr. Holiday – UWF Closed	Closed	01/20/20
Estimated Commencement of Negotiations		TBD
Execution of Contract		TBD
Estimated Project Engagement		February 2020
Estimated Project Final Completion		Summer 2021

E. Contact Person

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

Angie Jones, Director
E-mail – ajones1@uwf.edu
Phone – 850-474-2846

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.**

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 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 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. 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:

- i. THE OFFICE OF GENERAL COUNSEL: (850) 474-3420, GCFRONTDESK@UWF.EDU, BUILDING 10, 11000 UNIVERSITY PARKWAY, PENSACOLA, FL 32514.

I. 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.

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Section II PROJECT DESCRIPTION

A. Building Program

The project consists of programming, design and construction of the Building 54, Fire Mitigation Renovations. The project design/build team will expedite the completion of the project while maintaining high levels of design, cost control, and, as a minimum, to a quality level established and in accordance with the University's most recent version of the UWF Building Design and Construction Standards document located via the following link: <https://uwf.edu/finance-and-administration/departments/facilities-management/resources/building-design-construction-standards/>.

B. Project Delivery Method and Process

The University of West Florida shall select and contract with a single contract entity, to provide design and construction services to ensure and achieve the best competitive price to meet requirements, functionality, and quality. The team shall consist of an Architect/Engineer (A/E) as the design element of the team and a Construction Manager (CM) as the construction element of the team. The Design/Build Team (Design and Construction Services Team/DCST) shall be responsible for the management of the process and project to meet the project's vision, scope, budget and schedule requirements for the project. The DCST selection and contract shall be in compliance with the Qualifications Based Design/Build selection provisions in Section 287.055, Florida Statutes and BOG Regulation 14.0055, including pre-construction fees, construction-related service costs and a Guaranteed Maximum Price (GMP).

Design/Build Model – The process for design/build services will consist of two parts. The most qualified design/build entity will be asked to negotiate a contract for the project subsequent to the selection process. In Step 1, the design/build, while working with the Owner's Project Management representative, will provide services to include design, value engineering, constructability analyses, estimating, and the development of (2) Guaranteed Maximum Price (GMP) proposals. First, an Estimated **GMP** proposal shall be developed and submitted to the Owner no later than 60% Construction Documents. Second, the design/build shall develop and submit a **Final GMP** at 100% Construction Documents (including Escambia County Building Code and State Fire Marshall modifications), for which the design/build will be paid a fixed profit and overhead fee.

In Step 2, upon acceptance of the **Final GMP**, the design/build becomes the single point of responsibility for completion of the construction documents, construction administration, and performance of the construction of the project and shall publicly bid trade contracts with the Owner's Project Management representative providing guidance and oversight as may be required. Failure to negotiate an acceptable fixed fee for Step 1 of the process or to arrive at an acceptable **Final GMP** (100% Construction Documents) within the time provided in the agreement may result in the termination of the design builders' contract.

The Project will be completely transparent with all savings, including unused contingency, returned to the Owner.

It is expected that the selected Design/Build Team shall provide all services including, but not limited to, analysis of existing systems and conditions, verification of the Facilities Program, site analysis, professional services, specialty design services, budgeting, cost estimating, construction services, labor, materials, equipment, testing, commissioning, selection, specification and coordination of Furniture, Fixtures & Equipment (FF&E), etc. required to design, construct, and furnish the project.

It is the responsibility of UWF to negotiate a fair, competitive, and reasonable compensation per Section 287.055, Florida Statutes. A fair, competitive and reasonable compensation shall be evaluated based upon the following information: 1) compensation on similar projects; 2) other compensation reference data; and 3) after approval of the ranking, proposals requested from the shortlisted firms based upon a scope of services document to be provided at the time of negotiations.

C. Project Schedule

The Building 54, Fire Mitigation Renovations - project shall be completed and available for full occupancy by **Summer 2021**, with construction commencing around **February 2020**. The design/build will be responsible for establishing and incorporating milestones for project delivery in accordance with this projected completion date.

D. Estimated Project Budget

Preliminary planning estimates the overall cost to be approximately \$6.25 million.

E. Minimum Insurance Requirements

See **Attachment E** for minimum insurance requirements.

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

Additionally, blanket design professional liability insurance will be required from the architect, mechanical, electrical, plumbing, fire protection, structural, landscape, and civil engineering consultants for this project and will be provided as a part of Basic Services. The selected applicant will also be required to provide insurance coverage for General Liability, Automotive Liability, Workers’ Compensation, and Builder’s Risk.

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Section III RESPONSE INFORMATION AND INSTRUCTIONS

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 (**Attachment B**) and Company Information and Certification Form (**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"*)
 - **Six (6) 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:

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

- **CAUTION:** The executed Certification Form (**Attachment B**) 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 for Additional Information and General Conditions.

B. Formatting Instructions

- The original response is to be submitted in a 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 sixty (60) consecutively-numbered, single-sided 8½ x 11 pages (or thirty (30) 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.
- For any requested information or required submittals which cannot be incorporated into the binder due to

size or binding, provide information following the numbered tab, identifying where the information can be found in the response.

- Information submitted that is not requested by the University may be considered supplemental, and not subject to evaluation. Short-listed firms will have an opportunity to provide additional, relevant information during the interview stage of the selection process.
- Electronic copy must be submitted as a single electronic file.
- Submittals will not be returned.
- Applications which do not comply with the instructions may be disqualified. Facsimile (FAX) or electronic submittals are not acceptable and will not be considered. Submittals are part of the public record.

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

Tab A – Essential documents

- Signed PQS Certification Form (**Attachment B**)
- Signed addenda (if applicable).
- Copy of firm’s applicable State of Florida professional license/registration.
- Signed “Company Information and Certification Form” (**Attachment G**).
- Signed “E-Verify Certificate” (**Attachment F**).
- 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 – Description of Firm (provide for each entity if applicable)

- Provide basic information including the name of the firm; street, mailing and e-mail addresses; telephone and fax numbers; and 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/construction market, total billings in past three calendar years (builder entity); total billings in the past three calendar years (design professional entity[s]), 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 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 – Services to be Provided

- List all disciplines to be provided as part of Basic Services, along with the firm providing each service and the firm’s professional license number from the appropriate Florida Licensing Board. Use the names and license numbers of the firms as a whole, rather than individuals in the firm. Enter the number of previous projects on which the builder Applicant has worked with each listed consultant and the number of previous projects on which the design professional Applicant/consultant has worked with each consultant. If the Applicant feels that its design team will require the services of other specialty consultant or in-house specialty expertise, it should so indicate. Service will include Coordination of Owner-Direct Purchase program and associated tax savings to owner.

Tab D – Personnel

- List by name and role the Applicant’s and Consultant’s key staff and major discipline principals for the proposed firm. 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 design/build firm team proposed in this document must be available to provide the services for the project, throughout the project. If the Applicant discovers prior to the interview that any part of the proposed listed team (either individual key staff or consultants) will not be available, it shall notify the Owner immediately. The Owner will determine whether the change in the design/build proposed team would have affected the Applicant’s shortlist score. If the change would lower the score, the Applicant may be removed from the shortlist. Once awarded the contract, the Applicant will not be permitted to alter its team without the Owner’s Project Manager representative’s written approval.

Tab E – Experience and References

Submit up to six (6) of the most relevant projects for which the Applicant – or its composing firms – provided (or is providing) design, construction, and or design/build services. In determining which projects are “most relevant”, consider the unique aspects of this project, including the occupancy requirements, construction type, delivery method, demands of construction on a University campus, and other project-specific issues as conveyed in the selection criteria outlined previously. Also consider the project’s location, relative size and cost, building/space types, complexity, staffing (list members of the proposed design/build team who worked on the listed project), and performance metrics (schedule, budget, quality).

Provide all requested information as follows:

- Indicate which firm(s) or staff the project is meant to illustrate the experience of, and state the firm’s or person’s role in that project as follows:
 - “Principal” or “Prime” if the project was accomplished by the Applicant or design consultant firm.
 - “Consultant” or “Sub-Contractor” if the project was accomplished as a consultant to another firm.
 - “I.E.” (Individual Experience) if the project represents experience of an individual on the Project Team while working for another firm.
- Note the title and location of the project; indicate the services provided; and provide other general information (delivery method, current status, gross square footage, program/pre-design budget, design development budget, GMP proposal, design development budget, original & actual Substantial Complete Date)
- Provide the names of all key staff – whether construction, design, or both – and indicate whether each is also on the proposed team for this project.
- Provide a brief narrative on the facility and its relevance to this project.
- Provide contact information including e-mail addresses for the Owner, designer or builder (whichever applies), and the (3) largest subcontractors by value of trade package.

- Verify that the contact is still valid (names and numbers). Provide contact information including e-mail address for the current Owner’s representative, if different from the Owner’s representative at the time of the applicant’s services were provided.

List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The six (6) projects may include those accomplished by one or more of the proposed consultants, but **INCLUDE NO MORE THAN 6 PROJECTS.**

Tab F – Cost Estimating & Control

- Describe the Design/Builder’s approach to, and methods for, cost estimating during the pre-construction phase and cost control during the construction phase.
- Identify how cost estimates are developed and how dependent are they upon estimates by potential subcontractors?
- Define how both the design and construction entities are involved with cost estimating.
- Elaborate specifically on cost estimating methods for mechanical, plumbing, fire protection, electrical, and telecommunications.
- What means are used to accurately estimate costs during early design phase when material specifications, systems, and fabrication details are not yet developed?
- Discuss how pre-construction estimates are carried forward from one design phase to the next (i.e., is the project re-estimated with each design submittal, or are baseline numbers increased or decreased as needed?).
- Discuss current and projected labor & material escalation and explain how such escalation will be accounted for within the GMP.

Tab G – Quality Control

- Explain how constructability, means & methods, and other construction issues are considered during the design phase. For example, are the personnel responsible for designing and estimating the project also responsible for providing constructability, coordination, and true “Value Engineering” input to the Owner?
- Discuss if the design/build firm will review design submittals with an eye for errors, discrepancies, conflicts, and other potential change order issues. If so, describe your process.
- What means are used to cross-check design submittals against the most recent version of the **UWF Building Design and Construction Standards** document located via the following link: <https://uwf.edu/finance-and-administration/departments/facilities-management/resources/building-design-construction-standards/>, previous review comments, Value Engineering input, and other direction or feedback?
- Describe the methods used by the design/build firm to maintain quality control during the construction phase, particularly if the applicant is a contractor-led Team of design and construction firms.
- Briefly describe the firms’ existing quality assurance policies & procedures and explain how they’re tailored to each project.

Tab H – Scheduling

- Describe your process for developing and maintaining the construction Critical Path Method (C.P.M.) schedule throughout design and construction. The schedule must accompany the GMP proposal(s) [Estimated GMP @60% construction documents and Final GMP @100% construction documents]. Delineate responsibilities for updating and adhering to the schedule during construction.
- What role, if any, do potential sub-contractors play in developing the schedule? What role, if any, do actual sub-contractors play in refining and maintaining the schedule?
- How exactly will typical Northwest Florida weather be accounted for in the schedule?
- Given your understanding of the Owner’s goals, requirements, and constraints, elaborate on methods you have for accelerating the project without sacrificing quality or introducing unreasonable risk.

Tab I – Safety, Commissioning

- Outline the design/build firm’s approach to jobsite safety management, training & education, and enforcement. Provide proof of builder’s Experience Modification Rate for the past three years.
- Describe the experience of the proposed design and construction staff with building commissioning.
- Describe the experience of the proposed staff with sustainable design and construction

Tab J - 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.
- The intent of this Solicitation is to receive enough information from the Respondent to support a sound choice in a professional partner for the project. 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 execute the project. Proposals “bulked-up” with unrelated or un-useful information may be scored poorly.

Tab K - Contract

- See **Attachment D**, “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.

Tab L – 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 L, “Confidential Information”.

Tab M – Joint Venture Applicants Only

- Duplicate the Certification form signature block and have a principal or officer sign on behalf of each party to the joint venture. Enclose a copy of the joint venture agreement, which specifically states the percentage of fee to be earned by each party and each party’s role in the project. Provide answers to the following questions:
 1. Describe the division of responsibilities between the participating firms, the location of the firm that will be the primary for construction administration and the percent interest of each firm.
 2. Why does the Applicant feel that a joint venture will best serve the needs of this project?
 3. How many projects has the joint venture performed together?
 4. Which of the key personnel have worked together before?

Notes: Joint Venture proposals have the same limitation on the number of pages (60 one-sided or 30 double-sided) in the submittal (see Section III.B.). All Joint Ventures must be registered by the Department of State to do business in the State of Florida by the submittal due date.

Tab N – Attachments/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 N, “Supplements”. Supplemental information may not be subject to evaluation by the Evaluation Team.

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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.

B. Evaluation Criteria

- The evaluation will utilize the following broad scoring criteria:

EVALUATION CRITERIA	Weights
1. Description of Firm	5%
2. Services to be Provided	5%
3. Personnel Proposed	20%
4. Demonstrated Design and Construction Ability	30%
5. Demonstrated Approach & Experience (with Cost Control & Estimating, Quality Control, Schedule Management for Accelerated Projects, Safety, Independent Total Building Commissioning, and Sustainable Design & Construction).	20%
6. Design/Build Team’s past performance working together (as D/B entity or not)	10%
7. Design/Build Team’s demonstrated understanding of the project intent, goals, and objectives	5%
8. Proximity to Project & Ability to provide responsive service	5%

- The Evaluation Committee will review the responses and meet to discuss the proposals among themselves. There is no limit to the aspects of the Respondents proposals that the Evaluation Committee may discuss, but the individual scorings are limited to the published weighted criteria as shown above for the initial evaluation and published later for the “short listed” firms selected for oral interview. Every member of the Evaluation Committee will assign a score to each and every evaluation criterion category for all Respondent’s proposals. The scoring by each member of the evaluation Committee will be aggregated to establish an overall ranking of every Respondent’s proposal by the Evaluation Committee. The Procurement and Contracts representative will facilitate and record the rank order assigned by each Evaluation Committee Member from which, an overall Committee ranking will be developed and established for every Respondent’s proposal. Total scores will be used to break a tie in ranking.
- **NOTE:** All Respondents are hereby advised that the University may determine that further communication and/or additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the Evaluation process in order to assist with the selection process. The Evaluation Committee reserves the right to determine (as a result of additional information) that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee.

- A short list of a minimum of three (3) Respondents will be selected or “short listed” to participate in oral interviews and further evaluation by the Evaluation Committee based on the rank order established by application of the process stated above.
- Separate and new Evaluation Criteria shall be developed by Procurement & Contracts, based on input from applicable UWF staff, and will be used by the Committee as the basis for determining the award recommendation from the “short listed” group.
- At the conclusion of the interviews and final evaluation discussion, the Evaluation Committee shall score and rank the “short listed” Respondents against the new Evaluation Criteria and recommend the highest ranked firm for negotiation of an agreement for Design/Build Services including GMP, General Conditions and a percentage Fee.

C. Negotiations and Contract Award

- The Evaluation Committee shall make their award recommendation subject to review and approval by appropriate senior level leadership.
- UWF shall commence negotiations with the Respondent(s) selected in the process above. If a contract agreement, satisfactory to the University cannot be reached, the University reserves the right to make the determination to: terminate the negotiations and make no award or proceed to the next highest ranked firm and commence negotiations. This process may continue until such time as UWF has determined the negotiations to be successful, negotiations with all “short listed” respondents (in ranked order) have been unsuccessful or a determination is made by the University, at any point in time during this process, to terminate negotiations and prepare to reassess the project moving forward.
- 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 at any time during the solicitation process without making an 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 and as contained in the Respondent’s best and final offer.** Such authorization will be requested immediately after the ranking of the respondents, and the provision of such authorization will be a prerequisite to continuation in the negotiation process. Company negotiators shall enter the negotiations prepared to speak on behalf of the company. The University reserves the right to immediately terminate negotiations with any company whose representatives are not empowered to, or who will not, make decisions during the negotiation session. Companies are reminded that the University may elect not to solicit a best and final offer from any company whose representative(s) have been unable or unwilling to commit to decisions reached during the verbal negotiation process.
- If the University determines that a company awarded a contract based on this solicitation does not honor all agreements reached during the negotiations, and as contained in the subsequent “Best and Final Offer”, the University reserves the right to immediately cancel the award, and to place the company on the University’s suspended contractor list.
- Time is of the essence and therefore the University retains the right to cease negotiations with any/all firms that do not respond to negotiation issues on a timely basis. UWF may reject offers that are determined to not be reasonably supportable. UWF reserves the right to select, and subsequently recommend for award, the firm which best meets its required needs, quality levels, and budget constraints.
- The award of this contract is subject to availability of funds. The University reserves the right to suspend, discontinue or cancel the selection process at any time and reject any or all submissions without obligation to the respondent.

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.
- It is the policy of the State of Florida that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to

participate in the State purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development.

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.

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