

**Qualifications Based Solicitation
19QBS-02BP
Campus General Contractors**

July 30, 2019

TO: Potential Participants

The University of West Florida ("UWF" or "the University") and its Board of Trustees announce that it is soliciting responses to a Qualifications Based Solicitation (QBS) from contractors for Campus General Services Contractors for the University of West Florida University of West Florida located in Pensacola, Florida.

Carefully review this Request for Qualifications, it provides specific information necessary to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required number of copies of the requested information and return submittals in a sealed box/envelope directly to the University of West Florida Office of Procurement and Contracts before September 10, 2019 at 2 PM Central Time. Late or incomplete responses will not be accepted.** Should you elect not to participate, follow the instructions at the bottom of Attachment A. For more information refer to "Additional Information and Instructions" below.

A Mandatory Pre-Submittal meeting will be held on August 8 at 9:00 AM Central Time, in Building 92, Room 110 Training Room. Submittals will only be accepted from firms attending the Pre-Submittal Conference.

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

Bob Pacenta, CPPB
Assistant Director, Procurement & Contracts
Phone: 850/474-2627
Fax: 850/474-2090
E-mail: rpacenta@uwf.edu

**UNIVERSITY OF WEST FLORIDA
OFFICE OF PROCUREMENT AND CONTRACTS**

**QUALIFICATIONS BASED SOLICITATION 18QBS-01BP
CAMPUS GENERAL CONTRACTORS
DUE DATE: September 10, 2019 AT 2 PM CENTRAL TIME**

Section I

OVERVIEW

A. General Information and Summary

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 seeking professional qualifications from general services contractors to establish multi-year, non-exclusive term job order contracts (JOC) with multiple qualified, local, state licensed general contractors. The University reserves the right to determine the number of contractors that will be selected for these continuing contracts. The selected contractors will provide various construction services for various construction projects primarily on the main campus of the University of West Florida. For planning purposes, the projects typically range from \$5,000 to \$200,000 but occasionally be less or exceed this threshold. The resulting agreement(s) shall have an initial term of three (3) years beginning November 12, 2019 and shall include the option to renew for one (1) additional three (3) year term. The contract may be renewed under the same terms and conditions as the original contract. UWF and the contractor will agree upon renewals in writing.

The total amount to be paid by the University under this agreement will be determined on a project by project basis as negotiated between the University and the contractor. No guarantee of minimum or maximum amounts of work will be made by the University under this contract.

Therefore, The University of West Florida is requesting submittals from qualified general contractors that are interested in providing these construction services for the University of West Florida main campus, Pensacola FL.

Total project cost: NA.

B. Timetable

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

Activity	Time Central Time	Date
Issue QBS		July 30, 2019

Mandatory pre-submittal meeting	9:00 AM	August 8, 2019
Written request for explanation deadline date	12:00 PM	August 14, 2019
Estimated issuance of explanation response	3:00 PM	August 16, 2019
Submittal Due Date	2:00 PM	September 10, 2019
Estimated Notice to Intent to Award		September 23, 2019
Veteran's Day – UWF Closed		November 11, 2019
Estimated Contract Effective Date		November 12, 2019

B. Attachments

- Attachment A - Affidavit
- Attachment B - Division 0 General Terms and Conditions
- Attachment C - Division 1 General Requirements
- Attachment D - Sample Contractor Agreement
- Attachment E - Insurance
- Attachment F - E-Verify Certification
- Attachment G - Contractor Hazardous Material Guidelines
- Attachment H – Additional QBS Information and Conditions
- Exhibit A - Performance and Payment Bond Forms (A1) & Form of Labor and Material Payment Bond (A2)
- Exhibit B - Application & Certification For Payment
- Exhibit C - Application & Certification of Payment – Schedule of Values
- Exhibit D - Partial Waiver of Lien to Date (D1) & Final Waiver of Lien to Date (D2)

C. Contact Person

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

Bob Pacenta, CPPB, Assistant Director

Email: rpacenta@uwf.edu Phone: 850-474-2627 Fax: 850-474-2090

Web address: <https://uwf.edu/offices/procurement/>

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 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 our 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 contact person, by Email prior to the deadline date, as stated in above "B. Timetable". The explanation response will be issued in the form of an Addendum and posted to the UWF Procurement and Contracts' web site 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 point of contact (POC) in the official addendum format. Where there appears to be a conflict between the solicitation and any addenda issued, the last written addendum issued shall prevail.

D. 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.

E. 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.

F. 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.

G. 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, SPECIAL TERMS AND CONDITIONS

A. Project Overview

The University's Facilities Planning, Maintenance and Construction Department is responsible for various construction and renovation projects. This includes job order contracts (JOC) for construction and renovation projects in a specified size and cost threshold as described above.

Construction projects will vary in size and complexity from new construction to renovation and will require performing construction activities in all Construction Specifications Institute (CSI) construction divisions.

The total amount to be paid by the University under this contract shall be determined on a project by project basis as negotiated between the University and the Contractor.

Pricing proposals shall include costs per CSI division with an overhead and profit allowance identified. Work will be awarded based on the negotiated amount for project costs and overhead and profit. If an individual project proposal exceeds the Facilities, Planning, and Construction organization estimation of costs the initial contractor will be given the opportunity to substantiate their quote. However, the University reserves the right, if unable to reach an agreed upon negotiated project proposal with the initial contractor, to seek proposals from another approved JOC contractor.

Project proposals must include details of sub contracted work including subcontractor quotes along with detail cost of owner performed work per CSI division with an overhead and profit amount identified. A proposal cost summary sheet will be required. A detailed construction schedule will also be required with each project proposal. Any requested delays or extensions of the schedule will be submitted to the UWF Project Manager with supporting documentation within ten (10) working days of the occurrence causing the delay.

Application for payment shall be submitted on the Application and Certification for Payment Form (UWF AECR3) including the Schedule of Values Form (UWF AECR3A). Applications for payment must include subcontractor invoices for any sub contracted work as well as detailed breakdown of self-performed work.

No goods or services shall be provided without proper authorization by purchase order issuance. No change to the scope of work shall be performed until a Construction Contract Change Request (AECR4) has been submitted by the contractor, approved by the UWF project manager or other FP&M administration and executed.

B. Construction Standards

The provider(s) shall complete work in accordance with The University of West Florida Building Construction Standards.

Section IV

SUBMITTAL INFORMATION AND INSTRUCTIONS

A. Submittal Information

Submittals must be made in the official name of the firm or individual under which business is conducted. All documents requiring signature, including the "Affidavit A" (see Attachment A) and "Certification

Regarding E-Verify System Form” (see Attachment F), 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, four (4) 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: Bob Pacenta
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 “Affidavit A” (see Attachment A) and “Certification Regarding E-Verify System 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 sixty (60) consecutively-numbered, single-sided 8½ x 11 pages (or thirty (30) 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.

The outer carton of the response shall include the solicitation number and name, and due date.

Information submitted that is not requested by University may be considered to be supplemental, and not subject to evaluation.

See Attachment H, “QBS Information and General Conditions” for additional information.

B. Formatting Instructions

Respondents shall format their responses utilizing the following tab 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.

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

- a. Signed "Affidavit A" (see Attachment A).
- b. Signed addenda (if applicable).
- c. Signed "E-Verify Certificate" (see Attachment F).
- d. A copy of the respondent's current professional license (general contractors license) granted by the appropriate governing body. 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.
- e. If the respondent is a corporation, limited liability company, or limited partnership, provide a copy of the Florida Department of State Certificate of Status.
- f. Evidence of ability to obtain necessary bonding for project. **Failure to provide proper documentation may result in rejection of your submittal.**
- g. 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 Company/Overview

- a. Provide basic information including the name of the firm; street, mailing and e-mail addresses; telephone and fax numbers; and a primary contact relative to this submittal. Provide the number of years the firm has been in business.
- b. Provide the firm's organizational chart.
- c. Financial Stability – Provide letter from bonding company regarding cash flow solvency to pay subcontractors and vendors within thirty (30) calendar days from invoice.
- d. Provide general information about the size of your company, experience of the firm's personnel resources including number of employees. Include more detailed information for key personnel proposed to be involved in this project. Summarize the qualifications and experience of proposed key members of the team in regard to similar projects. The University representative must approve any subsequent substitutions of key team members or subcontractors.
- e. Provide a list of sub-contractors typically used. List Sub-Contractors typically used for activities such as demolition, site work, roofing, general construction, structural and mechanical construction excluding internal resources. Provide the Sub-Contractor's Company name, address, point of contact and contact phone numbers.
- f. Percentage of construction activities performed with in-house staff versus sub-contractor.
- g. Include a description of how your firm assists minority business enterprise.

Tab C - Experience and Past Performance

- a. Describe past performance and experience with minor (up to \$ 200,000) renovation, remodeling and new construction.
- b. Design Build - examples of successful projects.
- c. Demonstrated ability to produce quality results and begin projects on time and complete on schedule while working around occupied spaces, class schedules and pedestrian traffic.
- d. List five (5) projects which your company has successfully completed at UWF or similar location including size, complexity, date of schedule completion and date of actual completion. Include your approach to quality on these types of projects.
- e. Ability to manage multiple small projects simultaneously without sacrificing quality or schedule. Give an example including size of projects (costs), schedule completion dates and actual completion dates.

Tab D - Service Description

Describe how your company will be efficient, effective, including cost effective, and responsive performing the following services as a JOC contractor.

- a. Providing project cost estimates and methods used to control cost and keep change orders to a minimum.
- b. Determining project proposal overhead and profit percentages.
- c. Project scheduling and schedule control during construction.
- d. Provide timely and accurate pay applications with supporting documentation.
- e. Provide close out documents such as final waivers of lien, warranty information etc... in a timely manner.
- f. Describe approach to customer service.

Tab E – Contract

- a. See Attachment D, "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.
- b. 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 V

EVALUATION, NEGOTIATION, AND CONTRACT AWARD

EVALUATION PROCESS AND CRITERIA

Each response will be reviewed by the Office of Procurement and Contracts to determine whether it is responsive to the submission requirements outlined in this solicitation. A responsive submittal is one which has followed the requirements of the solicitation, includes all documentation (including, but not limited to, the 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”.

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

EVALUATION CRITERIA	Weights
1. Description/Qualifications/Overview of Company	30
2. Successful experience providing high quality project results on similar type and size projects. Ability to be responsive and finish projects on schedule	25
3. Ability and resources to successfully handle multiple projects simultaneously	20
4. Service Description	20
5. Proximity of contractor operating office to the University	5

The Evaluation Committee 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 committee member will then independently evaluate each response and assign a score to each criterion for each Respondent. The scoring by each member of the committee will be converted to a ranking order of the Respondents for each evaluator. Rankings 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 with the selection of the Best Value Respondent(s). The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Evaluation Team.

The University reserves the right to select any number of the top ranked firms to contract to provide JOC general contracting services as described.

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 under which mechanical and electrical engineering 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.