



University of
West Florida

Procurement and Contracts
11000 University Parkway
Bldg. 90, Rm. 133
Pensacola FL 32514

**Request for Qualifications
#08/PQS-15/ES
Design/Build Services – Residence Hall**

December 19, 2008

TO: Potential Participants

The University of West Florida (hereinafter referred to as *UWF*) is soliciting responses to a Request for Qualifications for Design/Build Services for a new residence hall to be constructed 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 Department of Procurement and Contracts no later than 2:00p.m., Central Time, January 20, 2009.** 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 January 6, 2009 at 2:00p.m. Central Time, in Bldg. 92, Room 110. 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:
http://uwf.edu/procurement/Bids_Open/OpenBidsProposals.html.

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.

Elaine T. Smith, MBA, C.P.M.
Contracts Manager

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

**REQUEST FOR QUALIFICATIONS 08/PQS-15/ES
Design/Build Services – Residence Hall
DUE DATE: January 20, 2009, 2:00 p.m., Central Time**

Section 1

OVERVIEW

A. General Information and Summary

The University of West Florida is a public, fully accredited, co-education institution of the eleven-member State University System of Florida. The University is soliciting Qualifications Submittals for Design/Build Services for a new Residence Hall.

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 construction of the new residence hall.

Project Estimate – Early estimates suggest that the new residence hall will be a 65,000-85,000 GSF structure with an overall cost of approximately \$15 million including site improvements, underground utilities, fees, surveys & tests, total building commissioning, furnishings & equipment, and contingencies.

B. Timetable

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

Activity	Time Central Time	Date
Issue Solicitation		December 19, 2008
Mandatory pre-submittal meeting	2:00 p.m.	January 6, 2009
Written request for explanation deadline date	2:00 p.m.	January 13, 2009
Submittal Due Date	2:00 P.M.	January 20, 2009
Notice to short-listed firms for interviews		January 30, 2009
Interviews/Selection of Design/Build Firm		February 12, 2009
Notice of Intent to Award		February 19, 2009
Negotiations		February 23-27, 2009
Execution of Contract		March 2, 2009

C. Contact Person

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

Elaine Smith, Contracts Manager

Email: etsmith@uwf.edu, Phone: 850-474-2627, Fax: 850-474-2090 Web address:

<http://uwf.edu/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 will result in the disqualification of the Respondent's submittal.**

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

<http://www.uwf.edu/procurement/VendorInfo/OpenBidsProposals.html>. 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 web site identified above.

Any changes or clarifications to requirements resulting from a pre-proposal conference or subsequent written questions shall be issued by official addenda. Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addenda format. Where there appears to be a conflict between the solicitation and any addenda issued, the last written addenda issued shall prevail.

D. Response Submission

Submit one (1) original, six (6) hard copies and one (1) electronic copy of your response. The original response shall contain the original manual signature of the authorized person submitting the response. Failure to include the original and all signed copies shall be grounds for rejection of your response without further evaluation.

The entire proposal shall be limited to sixty (60) consecutively-numbered, single-sided [or thirty (30) consecutively-numbered double-sided] 8 ½" x 11" pages. Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included in these pages.

Submittals including the signed Affidavit form must be received by the University of West Florida Procurement and Contracts Department on the due date and time as stated in the above "B Timetable". See Section IV Response Information and Instructions for more information.

Section II

Project Overview

The University and its Facilities Development and Operations Division are responsible for managing the programming, design, and construction of this facility on its main Pensacola campus. The proposed Residence Hall project will be planned, designed and constructed so as to be available for student use in August 2010, housing estimated 250-350 students from the sophomore and junior classes.

This project will in all probability include an Owner Direct Purchase program to take advantage of University tax-free status and acquisition of purchases through this program will be scheduled, coordinated and accommodated by the design/builder on behalf of the University.

Major building systems, including mechanical and the building envelope, will be commissioned by an independent consultant (who may be hired by the owner), with whom the Design/Builder shall plan and coordinate its efforts. Silver LEED (Leadership in Energy and Environmental Design) certification by the US Green Building Council is mandatory. The proposed team shall include at least one LEED-accredited design professional and one LEED-accredited field construction professional.

A. Building Program

The project consists of programming, design and construction of a new residence hall. The project 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 "Building Design and Construction Standards."

B. Project Delivery Method and Form of Agreement

Design/Build Model – The contract for design/build services will consist of two phases. The most qualified design/build entity will be asked to negotiate a contract for the project subsequent to the selection process. The design/builder, while working with the owners representative, will provide Phase I services which include design, value engineering, constructability analyses, development of a cost model, estimating, and the development of a Guaranteed Maximum Price (GMP) proposal as soon as possible (no later than 60% Construction Documents), for which the design/builder will be paid a fixed fee.

If the GMP is accepted, Phase II, the construction phase, will be implemented. In Phase II of the contract, the design/builder 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. Failure to negotiate an acceptable fixed fee for phase I of the contract or to arrive at an acceptable GMP within the time provided in the agreement may result in the termination of the design builders' contract.

The Project will be "open book" with all savings, including unused contingency, returned to the Owner.

C. Project Schedule

The residence hall project shall be completed and available for student use by August 2010. The design/builder will be responsible for establishing and incorporating milestones for project delivery in accordance with this projected completion date.

D. Estimated Project Budget

Early estimates suggest the overall cost to be approximately \$15 million.

E. Minimum Insurance Requirements

See Attachment C for minimum insurance requirements.

Section III

Submittal Information and Instructions

Submittal Information

- Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. The submittal of a proposal by a Respondent will be considered by UWF as constituting an offer by the Respondent to provide the services for UWF at the rates bid herein.
- Each response is to be submitted in a three ring binder with the appropriate tab identification as requested within this solicitation.
- The outer carton of the response shall include the solicitation number and name, and due date.
- Responses must be complete and shall not refer the University to electronic media such as website; cod's, disks, or tapes in order to obtain the required information or submittals.
- Information submitted that is not requested by University may be considered to be supplemental, and not subject to evaluation.
- 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.
- All required signed and completed copies of the response with the signed Affidavit Form must be delivered to:

UNIVERSITY OF WEST FLORIDA
Department of Procurement and Contracts
Bldg. 90, Rm. 133
11000 University Parkway
Pensacola, FL 32514

- **CAUTION: The executed Affidavit Form (Attachment "A") must be signed and submitted as part of your response. Failure to do so will disqualify your response.**
- **See Attachment B for Additional Information and General Conditions**

Submittal Instructions

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

Submittal must be complete; partial or incomplete responses will not be considered. Responses should be concise, clear and relevant. The use of photos or other graphics is optional. Submittals must be in standard 8.5"x11" format. The original must be submitted in a three-ring binder. All copies must be bound in a manner that will ensure all pages are securely contained. Original and all copies must be submitted with the appropriate tab identification.

Short-listed firms will have an opportunity to provide additional, relevant information during the interview stage of the selection process.

Tab A – Essential documents

Signed Affidavit and addenda.

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 a primary contact relative to this submittal. Provide the number of years the firm has been in business, form of ownership and the state of residency or incorporation. If the firm has multiple offices, primarily include information about the office that will provide the project services. Provide the firm's organization chart. Describe the history and growth of your firm as succinctly as possible; including the firm's current position in the consulting/construction market, total billings last three calendar years (builder entity), total billings past three calendar years (architectural design entity), bonding capacity, and detail the firm's core values and vision . Explain why you are interested in this project.

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 architectural design Applicant/consultant has worked with each consultant. If the Applicant feels that its team will require the services of other specialty consultant or in-house specialty expertise, it should so indicate.

Tab D – Personnel

List by name and role the Applicant's and Consultant's key staff and major discipline heads for the proposed team. For all individuals listed, note whether or not they are registered, the disciplines of registration/training, and the city of residence. Enclose resumes' for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.

Provide an organization chart or diagram if necessary to clearly explain lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy, etc. Identify other non-essential positions planned for the project that are not yet filled or named.

The team proposed in this document must be available to provide the services for the project, throughout the project. If the Applicant 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 evaluation committee immediately. The evaluation committee will determine whether the change in the 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 approval.

Tab E – Experience and References

Submit up to ten 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” to the Residence Hall project, consider the unique aspects of this project, including the occupancy requirements, construction type, delivery method, demands of construction on a college campus, and other project-specific issues as conveyed in the selection criteria outlined previously. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), 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 the 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 the contact information 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 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 (10) projects may include those accomplished by one or more of the proposed consultants, but **INCLUDE NO MORE THAN 10 PROJECTS.**

Tab F – Cost Estimating & Control

1. Describe the team’s approach to, and methods for, cost estimating during the pre-construction phase and cost control during the construction phase.
2. How are cost estimates developed and how dependent are they upon estimates by potential subcontractors?
3. In design/build approach, how are both the design and construction entities involved with cost estimating?
4. Elaborate specifically on cost estimating methods for CSI Division 15 (mechanical, plumbing, fire protection) and 16/17 (electrical, telecommunications).
5. What means are used to accurately estimate costs during early design phase when material specifications, systems, and fabrication details are not yet developed?
6. 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?).
7. Discuss current and projected labor & material escalation and explain how such escalation will be accounted for.

Tab G – Quality Control

1. Explain how constructability, fit & finish, 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 and team?
2. Will the builder review design submittals with an eye for errors, discrepancies, conflicts, and other potential change order issues? If so, who specifically does that?
3. What means are used to cross-check design submittals against UWF Building Design and Construction Standards, previous review comments, Value Engineering input, and other direction or feedback?
4. Describe the methods used by the team to maintain quality control during the construction phase, particularly if the applicant is a contractor-led teaming of design and construction firms?
5. Briefly describe the firms’ existing quality assurance policies & procedures and explain how they’re tailored to each project.

Tab H – Scheduling

1. Describe how the team will develop and maintain the construction schedule throughout design and construction. Who develops the schedule during pre-construction? Who develops the schedule that accompanies the GMP proposal? Who is responsible for updating and adhering to the schedule during construction?
2. 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?
3. How exactly will typical North West Florida weather be accounted for in the schedule?
4. Given your understanding of the Owner's goals, requirements, and constraints, elaborate on ideas you have for "fast-tracking" the project without sacrificing quality or introducing unreasonable risk.

Tab I – Safety, Commissioning and LEED

1. Outline the team's approach to jobsite safety management, training & education, and enforcement. Provide proof of builder's Experience Modification Rate for the past three years.
2. Describe the experience of the proposed design and construction staff with building commissioning, including peer reviews during the design phase.
3. Describe the experience of the proposed staff with sustainable design and construction and LEED certification efforts. Enclose copies of proposed staff's LEED accreditation(s).

Tab J – 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 offices (location) that will be the primary participants, 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?

Tab K – Attachments/Supplements

Section V

EVALUATION, NEGOTIATION, AND CONTRACT AWARD

EVALUATION PROCESS AND CRITERIA

Each response will be reviewed by the Department of Procurement and Contracts to determine whether it is responsive to the submission requirements outlined in this solicitation. A responsive submittal is one which has followed the requirements of the solicitation, includes all documentation (including, but not limited to, the signed Affidavit Form), is submitted in the format outlined in the solicitation, was submitted prior to the due date and time, and has the appropriate signatures as required on each document. Failure to comply with these requirements may put your response at risk of being rejected as “non-responsive”.

Submittals fulfilling the basic requirements shall be referred to the Evaluation Committee for review and further consideration. Responses will be independently evaluated by Evaluation Team Members on the basis of the written responses and additional written information as requested. The evaluation will utilize the following broad scoring categories:

EVALUATION CRITERIA	Weights
1. Description of Firms	5%
2. Services to be Provided	10%
3. Personnel	20%
4. Design and Construction ability	30%
5. Bonding capacity	5%
6. Entities approach to , and experience with, cost control & estimating, quality control, schedule management for “fast track” projects, safety, independent total building commissioning, and sustainable design & construction.	20%
7. Design/Build team’s past performance working together (as d/b entity or not)	5%
8. Design/Build team’s understanding of the project intent, goals, and objectives	5%

The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent by the Team. The Procurement and Contracts representative will facilitate and record the rank order assigned by each evaluator and then an overall 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 oral interviews, 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 Committee.

A short list of one to three respondents will be selected to participate in interviews with the Evaluation Team. At the conclusion of the interviews, the Owner intends to negotiate with the highest ranked firm for an agreement as it deems in the best interest of the project and University for Design/Build Services including GMP, General Conditions and a percentage Fee.

If negotiations are not successful and fail to render a GMP acceptable to the University, the University may undertake negotiations with the next highest ranked firm or may elect to pursue a different delivery method for completion of this project as deemed in the best interest of the project and the University.

The Owner will not enter into joint-venture agreements with multiple Design/Build entities. If two or more firms desire to joint-venture, it is required that one incorporated firm become the Design/Build firm with the remaining firm being a consultant.

NEGOTIATIONS AND CONTRACT AWARD

After the Evaluation Committee has developed an overall ranking for each Respondent, the Committee and appropriate senior level management shall determine which Respondent(s) potentially offer the Best Value for UWF.

UWF may immediately award or commence negotiations with the Respondent or Respondents 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 hold negotiations 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 or a determination is made to terminate negotiations and prepare to hard-bid this project.

The University reserves the right to reject any and all submittals or portions thereof. The University reserves the right to withdraw this solicitation or a portion of this solicitation without making an award. The award recommendation will be made on a Best Value basis.

Representatives of the respondent(s) selected to participate in negotiation(s) shall be first **required to submit written authorization from the company CEO or CFO attesting to the fact that the company's lead negotiator is authorized to bind the company to the terms and conditions agreed to during negotiations and as contained in the offeror'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.

Please Note:

The University of West Florida welcomes and appreciates your firm's interest and response to the Request for Qualifications. This project is of such magnitude and importance to the University and the region that its construction phase will best be served by a collaborative partnership between University staff, design architects, and an experienced construction manager dedicated to delivery a quality and timely project to the University Community.

Attachment A

AFFIDAVIT FORM THE UNIVERSITY OF WEST FLORIDA

REQUEST FOR QUALIFICATIONS 08/PQS-15/ES Design/Build Services – Residence Hall

SUBMITTAL DUE DATE: January 20, 2009, 200p.m., Central Time

I understand that the Submittal is due no later than the due date and time as stated above, and that it is my responsibility for the Submittal and all required documents to be received by the University of West Florida Department of Procurement and Contracts prior to this date and time. I certify that this submittal is made without prior understanding, agreement, or connection with any corporation, firm or person responding to this solicitation and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this solicitation and certify that I am authorized to sign this proposal for the Respondent and that the Respondent is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting a response to the University of West Florida, the Respondent offers and agrees that if the response is accepted, the Respondent will convey, sell, assign or transfer to the University of West Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the U.S. and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the University of West Florida. At UWF's discretion, such assignment shall be made and become effective at the time UWF tenders final payment to the Respondent.

Manual Authorized Signature: _____

Printed Authorized Name: _____

Company Name: _____

Federal Employer ID #: (9 digits) _____

Address: _____

City, State, Zip: _____

Phone: _____

Toll Free: _____

Fax: _____

Email Address: _____

Is your firm a Florida Certified Minority Business? YES _____ NO _____

_____**NON-RESPONSE. If not responding to this solicitation, please advise reason and return via fax at 850-474-2090. Reason for NON-RESPONSE:**