

**REQUEST FOR
QUALIFICATIONS**

FOR

ARCHITECTURAL CONSULTANTS

FOR MINOR PROJECTS

ST. PETERSBURG CAMPUS
(WITH ABILITY TO INCLUDE OTHER CAMPUSES AS REQUIRED)

PREPARED BY:
FACILITIES PLANNING & CONSTRUCTION SERVICES

DATE: APRIL 19, 2017

USFSP ARCHITECTURAL SERVICES SELECTION PROCESS

REQUEST FOR QUALIFICATIONS (RFQ) - MINOR PROJECTS

CONTINUING SERVICES CONTRACT- MINOR PROJECTS

DATE: April 19, 2017

Architects for Continuing Services Contract for Minor Projects

UNIVERSITY OF SOUTH FLORIDA

ST. PETERSBURG CAMPUS (with ability to include other campuses as required)

TABLE OF CONTENTS:

A. PROJECT INFORMATION

1. PROJECT DESCRIPTION
2. GENERAL INFORMATION
3. EQUAL OPPORTUNITY EMPLOYER
4. RESPONSIBILITIES OF THE SELECTED TEAM
5. SELECTION PROCESS
6. SELECTION CRITERIA

B. RFQ SUBMITTAL INSTRUCTIONS

C. RFQ SUBMITTAL REQUIREMENTS

D. ATTACHMENTS

A. PROJECT INFORMATION

1. PROJECT DESCRIPTION:

The University of South Florida has a need for, minimum of two (2), Architectural consultant firms to provide professional consulting services for Minor Projects for the St. Petersburg Campus with the ability to include other campuses as required. Minor projects are specific projects for new construction, renovations, alterations, and additions for University facilities having a construction budget that does not exceed \$2,000,000 or survey or studies for which the fee for professional services does not exceed \$200,000. Projects for University facilities may include Teaching, Research, Health, Academic, Administrative, Recreation, Health, Academic, Administrative, Recreation and Residence Life Facilities, as well as Infrastructure and Utility projects. Continuing Service Contracts for minor projects provide that the consultant will be available on an as-needed basis for an initial period of one (1) year with an Owner's option to renew for one (1) additional year at a time, up to a total of two (2) additional years. A consultant receiving the award will not have an exclusive contract to perform services for these projects. The University may have additional continuing service professionals under contract during the same time period.

2. GENERAL INFORMATION:

The Architectural Consultant selection and contract shall be in compliance with the selection provisions in Section 287.055, Florida Statutes and BOG Regulation 14.005.

- 3. EQUAL OPPORTUNITY EMPLOYER:** As part of the USF Strategic Plan, USF made a commitment to foster a diverse community distinguished by a shared purpose, collaboration, open and timely communication, mutual respect, trust, and inclusiveness. The USF is an equal opportunity institution, and, as such, strongly encourages the lawful use of certified Minority and Women-owned Business Enterprises (MBE) in the provision of design and construction-related services by providing a fair and equal opportunity to compete for, or to participate in, design and/or construction-related services. -MBE participation information by the firm and/or the firm's consultants, for this contract shall be provided by the firm in response to a periodic request from the University's Supplier Diversity Manager's office.

4. RESPONSIBILITIES OF THE SELECTED FIRM: (include, but are not limited to):

Responsibility for Insurance: Blanket Professional Liability insurance will be required for this contract in the amount of \$1,000,000.00 and will be provided as a part of Basic Services. In addition to Professional Liability insurance, the Consultant shall secure and maintain Comprehensive General Liability and Comprehensive Automobile Liability insurance with the following limits:

- a. General Liability Each Occurrence Limit \$1,000,000.00
- b. General Aggregate Limit: \$2,000,000
- c. Auto Liability Insurance Combined Single limit \$ 500,000.00

5. SELECTION PROCESS:

The University shall select and contract with the most qualified firm that can demonstrate their qualifications to provide services in meeting the program requirements for the project including quality and value within the established schedule for the project.

The selection process will consist of two distinct parts: (1) evaluation of the RFQ Submittal, and (2) evaluation and personal interviews of shortlisted firms. Firms interested in being considered for this project must submit their qualifications in strict accordance with the RFQ. The committee will review the qualifications of all firms, provide a ranking, and identify a short list of a minimum of three (3) firms based upon the highest rankings.

The Selection Committee may not consider submittals that do not comply with all requirements herein, or do not include the requested data. All submittals are part of the public record and no submittal material will be returned.

The plans and specifications for The University of South Florida projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes.

a. OWNER'S RIGHTS AND OBLIGATIONS: The Owner, shall have rights and obligations with respect to the selection process, including but not limited to:

- i. The Owner will not assume any liability for loss of or damage to submissions in transit from respondents.
- ii. All materials submitted will become the property of the Owner. Submittals are part of the public record and no submittal material will be returned.
- iii. The Owner retains the right to the use of the documents for purposes in the furtherance of the goals and objectives of the project.
- iv. The Owner shall have the right to record all submittals and/or presentations for archival or promotional purposes.
- v. The University reserves the right to suspend or discontinue the selection process at any time and to return or reject any or all submittals without obligation to the respondent.
- vi. The award of this contract is subject to availability of funds and USFSP reserves the right to suspend, discontinue, or cancel the selection process at any time and to reject any or all submittals without obligation to the respondent.
- vii. In all questions regarding the selection procedure, interpretation shall be by the University of South Florida St. Petersburg Facilities Planning & Construction Services. All such interpretations will be binding.
- viii. The Owner reserves the right to waive any informality or irregularity in any responses to the RFQ received and accept the submittal if, in its judgment, it is in the best interest of the University.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes or failure to post the bond or other security required by law within the time allowed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

b. CERTIFICATION AND SELECTION COMMITTEE: The University will designate a Selection Committee that will serve throughout the selection process. The committee will be responsible for receiving and reviewing respondents' qualifications and submittals, conducting interviews with short listed respondents, and for making recommendations for selection to the Vice President for Business & Finance of the University of South Florida.

- i. John Dickson, Director Facilities Services
- ii. Richard Close, Assistant Director, Operations & Maintenance Facilities Services
- iii. Edward Lewis, Construction Project Manager Facilities Planning & Construction Services
- iv. Kevin Cartmill, Manager, Building & Maintenance Operations Facilities Services
- v. Brian Pullen, Sustainability Planner Facilities Services

c. SELECTION SCHEDULE: The anticipated schedule for selection, award, and negotiation is as follows:

| | |
|---|--------------------------|
| Pre-Submittal Meeting | May 3, 2017 |
| Deadline for submitting Questions or Clarifications | May 11, 2017 |
| Submittals Due: (by 2:00 PM) | May 17, 2017 |
| Shortlist Meeting | May 26, 2017 |
| Pre-Interview Meeting | June 7, 2017 |
| Interviews: | June 21, 2017 |
| Contract Negotiation & Notice to Proceed: | To be Determined |

← Please see the updated Notice of Meetings

- d. **PRE-SUBMITTAL MEETING:** Interested firms are invited and encouraged to attend a Pre-Submittal meeting at the University of South Florida on Wednesday, May 3, 2017 at 10:30 AM Eastern Time, in Davis Hall, Room 130, St. Petersburg Campus, 140 7th Avenue South, St. Petersburg, Florida 33701 to review the scope and requirements of this project. (Directions and parking information can be obtained at: <http://www.usfsp.edu/administrative-and-financial-services/parking-transportation/>. Daily parking permits can be obtained in Bayboro Hall, Room 132.) Any project information and/or requests for clarifications prior to the selection of finalists for interviews are to be requested either at the Pre-Submittal meeting or by e-mail in writing to India Smith, issmith@usfsp.edu.
- e. **COMMUNICATIONS:** Participants must follow the instructions for communicating with the University as outlined in the Request for Qualifications. It shall be noted that no communication shall take place between the applicants and the Selection Committee members, employees of USF, or its Owner Representatives, except as provided at the Pre-Submittal Meeting, the Pre-Interview Meeting, and written clarifications and questions from the applicant. Requests for meetings by individual firms will not be granted. Members of the Selection Committee or other USF personnel will not meet with or discuss the project with prospective applicants. Failure to comply with this provision may result in disqualification of the applicant.
- f. **CLARIFICATIONS:** Clarifications or questions regarding the selection process or the project are requested to be submitted in writing (e-mail to issmith@usfsp.edu) prior to the Pre-Submittal meeting. Response to these questions will be furnished at the Pre-Submittal meeting, if possible. Every effort should be made to generate questions prior to this meeting. All other questions or clarifications after the Pre-Submittal meeting shall likewise be submitted to the University in writing (e-mail to issmith@usfsp.edu no later than Thursday, May 11, 2017 at 5:00 PM Eastern Time. An effort will be made to respond to applicants' questions by Monday, May 15, 2017.
- g. **EVALUATION:** The Selection Committee will evaluate each Firm's response to the RFQ in accordance with evaluation criteria, which will result in the ranking of all firms, with a minimum of the top three (3) being selected to interview. Evaluation criteria shall include:
- i. Experience and Ability
 - ii. Design Ability
 - iii. Past performance
 - iv. Workload
 - v. Volume of University of South Florida work (including USF Direct Service Organizations – DSO)
 - vi. Location
- h. **NOTIFICATION:** All applicants will be notified of the results of the shortlisting in writing via certified mail addressed to the applicant (contract entity) as noted in the contact information provided to us within the PQS. Finalists will be informed of the interview date, time, and location, and will be provided with additional project information when available.
- i. **PRE-INTERVIEW & INTERVIEW:** After the review of the RFQ submittals and shortlisting, each shortlisted firm will have the opportunity to be interviewed by the Selection Committee. Each of the short listed firms will receive additional project information, if available, and will attend a Pre-Interview meeting where they will be given the opportunity to ask questions. Each respondent will receive a second ranking based on the interview and reference check. Final rankings and recommendations will be based on the shortlist, interview and reference check. Finalists will be provided with a copy of any additional documentation, if available, pertaining to the project, including the standard USF Agreement for Architectural Continuing Services. Finalists shall be requested to provide the Selection Committee (Selection Committee) with copies of a written summary of their presentation at the conclusion of the interview.
- The Selection Committee will make a recommendation to the Vice President for Administrative Services of the University of South Florida to approve the selection committee ranking of the qualifications of the firms interviewed and to proceed with negotiations. All finalists will be notified in writing of the Vice President for Administrative Services' action. Upon approval of the Vice President for Administrative Services, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
- j. **NEGOTIATIONS:** It is the USF responsibility 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 selected firms based upon an hourly/unit costs for services document to be provided at the time of negotiations. If negotiations are unsuccessful with any or all of the selected firms, negotiations will be terminated with them and negotiations will begin with the next ranked firm and so on.

6. SELECTION CRITERIA:

a. GENERAL CRITERIA:

USFSP is seeking to hire Architectural Consultants with extensive experience and success in meeting the Owner's requirements. The Architectural services are to be provided under the contract with the selected Applicant and the University of South Florida, Board of Trustees.

All firms must be properly registered to practice its profession in the State of Florida, at the time of the application. If the applicant (contract entity) is a corporation, or a joint venture, it must be registered by the Department of State, Division of Corporations, to do business in the State of Florida at the time of the application.

As required by Section 287.133, Florida Statutes, a consultant firm may not submit a proposal for this project if it is on the Convicted Vendor List for a public entity crime within the past 36 months. The selected consultant firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$25,000.00 in connection with this project for a period of 36 months from the date of placement on the Convicted Vendor List.

a. SHORTLIST CRITERIA:

Selection of finalists for interviews will be based on evaluations of each applicant's professional qualifications, including experience and ability, design ability, past performance, workload, volume of University of South Florida work (including the USF Direct Services Organizations – DSO) and location.

b. INTERVIEW CRITERIA:

Each of the shortlisted firms will be evaluated on the respective firm's Understanding of the Program and Project Requirements, Approach and Method, and Ability to Provide Service. Such evaluation criteria shall include responses to specific questions and criteria related to this project. Such specific questions and criteria will be provided to each firm in the notice announcing the selected finalists for interview. The evaluation criteria may include the following questions in each of the following three categories:

1) Understanding of the Program and Project Requirements

The Applicants will be evaluated on the understanding of the requirements and needs of the project as demonstrated by their project teams. The Applicants shall be rated on the completeness of their understanding of the factors that are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview.

The score range is 0-20.

2) Approach and Method

The Selection Committee will consider the Applicants' approach to the project and methods proposed for planning, designing and administration of the project. The Applicants will be asked to identify, by name, the key personnel of their proposed team: project manager, project construction administrator, and other key staff members to be assigned to the job.

The score range is 0-20.

3) Ability to Provide Service

The Selection Committee will evaluate the Applicants' ability to meet the Owner's required timetables, and to provide for the special or unique requirements of the project including a projected time-line of activities through project completion. The Applicants will be asked to discuss their ability to fulfill each particular project requirement, and to describe all other projects on which team members are currently involved. Results of the reference checks will be considered in this category.

The score range is 0-20.

B. RFQ SUBMITTAL INSTRUCTIONS:

Firms desiring to apply for consideration shall submit a Request for Qualifications submittal including a letter of interest, a completed Professional Qualifications Supplement (PQS) Form dated April 19, 2017 attachments, and additional information required within the submittal limits, and sections and order as described in the Request for Qualifications dated April 19, 2017. Applications submitted in any other format may not be considered. The Request for Qualifications and the Professional Qualifications Supplement Instructions and Form includes project information and selection criteria and may be obtained electronically at <http://www.usfsp.edu/facilities/planning-construction/>.

Completed and signed Professional Qualifications Supplement (PQS) Form. The PQS shall be completed per instructions provided in the Professional Qualifications Supplement (PQS) Instructions, Request for Qualifications (RFQ), and the Notice to Professional Consultants advertisement on the Florida Administrative Register (FAR), April 19, 2017.

The entire submittal must be limited to forty (40) single-sided 8 ½" x 11" pages (or twenty (20) pages front and back), including the PQS form, the letter of interest, submittal requirements as listed below in the following sections and any additional information, but excluding cover sheets, divider sheets (as long as such sheets do not include any promotional material, such as proposal language, pictures of past projects, etc.) and Joint Venture Agreements. Number each page that contains information consecutively. Any pages beyond forty (40) pages will not be considered.

- a. The submittals shall have no hard covers, no laminated sheets, and no plastic dividers. Card stock cover sheets and section divider sheets are acceptable.
- b. The submittals are to be bound with plastic comb or spiral type binding.
- c. Please type.

One (1) original and five (5) spiral-bound copies of the required submittal shall be delivered and submitted to the attention of: John Dickson, Director, Facilities Services, University of South Florida St. Petersburg, 140 7th Avenue South, Terrace 100, St. Petersburg, Florida 33701, by 2:00 PM (Eastern Time), Wednesday, May 17, 2017. Facsimile (FAX) or electronic submittals are not acceptable and will not be considered. (Directions and parking information can be obtained at: <http://www.usfsp.edu/administrative-and-financial-services/parking-transportation/>. Daily parking permits can be obtained in Bayboro Hall, Room 132.) The Selection Committee reserves the right to waive any irregularities and may reject all submittals and stop the selection process at any time.

Submit to: John Dickson, Director
University of South Florida St. Petersburg
Facilities Services
140 7th Avenue South, TER 100
St. Petersburg, Florida 33701

C. RFQ SUBMITTAL REQUIREMENTS: Please provide all information in the SECTIONS and order as identified below in your submittal:

SECTION 1: LETTER OF INTEREST: Teams shall submit a letter of interest.

SECTION 2: PROFESSIONAL QUALIFICATIONS SUPPLEMENT FORM (PQS) Dated April 19, 2017 (see attached instructions and supplement form).

Firm shall submit a completed **PQS** Form with attachments as required.

SECTION 3: LICENSES, CERTIFICATES, ETC. (can be reduced in size for submittal)
Copies of applicant's professional license, applicants corporate charter certificate, etc.

SECTION 4: EXPERIENCE AND ABILITY INFORMATION

- a. Provide an organizational chart that identifies all personnel that will be a part of this Team.
- b. Provide a matrix (rectangular arrangement of rows and columns) showing no more than ten (10) projects (in response to the PQS Form Item No. 6, Related Experience (1 through 10) in rows on the left side of the matrix and the key personnel (in response to PQS Form Item No. 7, Key Members of Proposed Team By Name, in columns on the top of the matrix to create a matrix, using an "X" to indicate which projects the key personnel were involved in at the intersections of the rows and columns in the matrix.
- c. Provide a brief summary, in a bullet format, of your Team's experience and ability with minor projects including addressing the Criteria, Items 1 through 5 below; and in responding within a limited timeframe and in a customer service manner to meet project needs; and in developing studies.
- d. If desired, provide additional information on related experience projects, no more than ten (10), that are included in the PQS.
- e. Provide a resume that provides experience, ability and qualifications for key personnel.

SECTION 5: DESIGN ABILITY INFORMATION

Provide a brief summary, in a bullet format, your Team's design ability and its applications to this project.

SECTION 6: SUPPLEMENTAL INFORMATION (if applicable)

- a. Projects "on hold" Letter(s) (if applicable and noted in the PQS Form Item No. 4a).
 - b. Joint Venture Agreement information (if applicable) per instructions in PQS.
 - c. Other as applicable.
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D. ATTACHMENTS

- a. Professional Qualifications Supplement (PQS) Instructions
 - b. Professional Qualifications Supplement (PQS) Form
 - c. Notice to Professional Consultants advertisement on the Florida Administrative Register (FAR), dated April 19, 2017.
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