Notice of Bid/Request for Proposal

DEPARTMENT OF EDUCATION
University of South Florida

NOTICE TO PROFESSIONAL CONSULTANTS
The University of South Florida announces that continuing professional services are required for the following discipline:
Test and Balance (3 firms) (Tampa Campus with ability to include other campuses as required).

PROJECT DESCRIPTION
Projects included in the scope of this Agreement will be specific projects for renovations, alterations, new construction and additions for University facilities that have a basic construction budget that does not exceed $2,000,000 or survey or studies for which the fee for professional services that does not exceed $200,000. Projects for University facilities may include Teaching, Research, Health, Academic, Administrative, Recreation and Residence Life Facilities, as well as Infrastructure and Utility projects. Continuing Service contracts for these projects provide that the consultant will be available on an as-needed basis for an initial contract 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.

This selection is based upon Test and Balance services only. Other services that may be required for projects once under contract shall be provided as part of basic services through the selected Test and Balance Engineer(s) based upon project need and are not to be included in this selection process. Use of USF continuing service consultants by the selected Test and Balance Engineer(s) shall be encouraged. The consultant(s) receiving the award may 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. Blanket professional liability insurance in the amount of $250,000.00 shall be required for the contract. Services required to be provided under the Continuing Services Contracts include the development of record drawings by the Continuing Service Consultant for projects designed by that consultant to reflect as-built conditions to facilitate the University’s space management program. Any new construction projects should have the ability to be USGBC LEED certified, to a minimum certification level of Silver, if required by the Owner and shall be included as part of basic services and will not be considered as an additional service.

INSTRUCTIONS
Firms desiring to provide professional services shall submit one (1) original submittal and three (3) spiral bound copies consisting of the information as required in the “Submittal Requirements” of the Project Fact Sheet including a letter of interest, a completed “USF Professional Qualifications Supplement” dated February 2017, and any required or additional information within the proposal limits as described in the PQS General Instructions. Submittals that do not comply with these requirements or do not include the requested information may not be considered. No submittal material will be returned. Submittals become part of the public record. An applicant must be properly registered at the time of application to practice its profession in the State of Florida. If the applicant is a corporation, it must be properly chartered by the Florida Department of State to operate in Florida. The plans and specifications for University of South Florida projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes.

Submittals are not to exceed 20 double-sided or 40 single-sided pages, including the “USF Professional Qualifications Supplement” and letter of interest. Pages must be numbered consecutively.
PROJECT SELECTION CRITERIA

Selection of finalists for interview will be made on the basis of professional qualifications, including experience and ability, design ability, past performance, workload, volume of USF work (including USF Foundation), and location. As part of the University of South Florida’s 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 University of South Florida is an equal opportunity institution, and, as such, strongly encourages the lawful use of certified Minority and Women-owned Business Enterprises ("MBEs") in the provision of design and construction-related services by providing a fair and equal opportunity to compete for, or for participation in, design and/or construction-related services. MBE participation information by the Engineer for this contract shall be provided by the Engineer in response to a periodic request from the University's Supplier Diversity Manager’s office. As required by Section 287.133, Florida Statutes, a consultant may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected consultant 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 their being placed on the convicted vendor list.

The “USF Professional Qualifications Supplement dated “February 2017” and Project Fact Sheet which includes project information may be obtained by contacting: Terry Mead, University of South Florida, Design and Construction, 4202 East Fowler Avenue, OPM100, Tampa, Florida 33620-7550, e-mail: tmead@usf.edu, phone: (813)974-0843 or Fax: (813)974-3542. All interested firms are invited and encouraged to attend a Pre-Submittal Meeting to be held at 9:00 A.M. (Eastern Time), February 24, 2017, at the University of South Florida, Tampa Campus, Design and Construction, Conference Room FPC 109, 4202 East Fowler Avenue, Tampa, Florida, to review the scope and requirements of this project. (Directions and parking information can be obtained at the Campus Information Center at the Fowler entrance, at the campus map website: http://www.usf.edu/Locations/Maps-Directions/tampa.asp and at the parking information website: http://usfweb2.usf.edu/parking_services/default.asp). Requests for meetings by individual firms will not be granted. It shall be noted that no verbal communication shall take place between the applicants and the employees of the University of South Florida except as provided at the Pre-Submittal Meeting, the Pre-Interview Meeting and the request for the PQS and Project Fact Sheet. Requests for any project information must be in writing to the above e-mail address.

One (1) original and three (3) spiral bound copies of the above required proposal data shall be submitted to: John Thomas McCaffrey, Assistant Director, Design and Construction, University of South Florida, 4202 East Fowler Avenue, OPM100, Tampa, Florida 33620-7550. Applications that do not comply with the above instructions may be disqualified. Application materials will not be returned. Submittals shall be submitted at the above campus address (4202 East Fowler Avenue, OPM100, Tampa, Florida 33620-7550), to the Attention John Thomas McCaffrey, Assistant Director, by 2:00 p.m. (Eastern Time), March 13, 2017. Facsimile (FAX) or electronic submittals are not acceptable and will not be considered. The Selection Committee reserves the right to waive any irregularities and may reject all proposals and stop the selection process at any time.