REQUEST FOR QUALIFICATIONS

FOR
CONSTRUCTION MANAGEMENT (CM) SERVICES
FOR
USF HONORS COLLEGE FACILITY

USF PROJECT NO.: 567
TAMPA CAMPUS

PREPARED BY:
FACILITIES MANAGEMENT

DATE: JUNE 1, 2018
USF CONSTRUCTION MANAGEMENT SELECTION PROCESS

EXHIBIT 1A

CONSTRUCTION MANAGEMENT REQUEST FOR QUALIFICATIONS – MAJOR PROJECTS

DATE: June 1, 2018

USF PROJECT NUMBER: USF 567
USF PROJECT NAME: USF Honors College

UNIVERSITY OF SOUTH FLORIDA
TAMPA CAMPUS

A. PROJECT DESCRIPTION:

The University of South Florida has engaged an A&E Design Team who is developing plans for a new Honors College facility that will enhance the student experience for USF’s top students. The University desires to select, according to Section 287.055, Florida Statutes and Board of Governors regulation 14.0055, a Construction Management firm to assist with pre-construction services and to deliver the project as Construction Manager.

The new USF Honors College facility will be on the Main Campus in Tampa, Florida and will provide a superior teaching and collaboration environment in a five-story (5) story building of approximately 80,000 GSF. The intent is to have the facility create a centralized space for Honors students, faculty, and staff that will naturally increase the interaction and collaboration that enhances the Honors experience.

The A&E Design Team is working with the USF Stakeholders to generate the USF Facilities Program providing specific, detailed information to guide building design. The facility may include seminar/meeting rooms, a large lecture hall, smaller classrooms, café, library, student lounges, amphitheater and other facilities and spaces that enhance student success. Also included are the necessary spaces for administrative and faculty offices and building support.

The project will be an integral component of the university fabric. The vision for this project is to reflect the fresh image and brand of USF in the campus environment. The A&E Design Team has determined the following important themes, which serve as the Core Values, Principles, and Organizational Ideas for the project: Social Connectivity & Community, Discovery & Surprise, Hands-on Learning, Intimate & Personal, Well Being & Sustainability, and Flexibility & Growth. The estimated construction cost is approximately $33,000,000, with a Total Project Cost of $40,000,000.

The Contract for Construction Management services will consist of two phases. Phase one is pre-construction services, for which the Construction Manager will be paid a fixed fee and will be responsible to the University to assist in working with the A&E firm to manage the process to meet the Project Budget, Scope and Schedule. Phase one services include development of a cost model, constructability analyses, value analysis and potential value engineering, estimating, and the development of a Guaranteed Maximum Price (GMP) to include all construction and labor necessary to deliver a fully-functional and complete building based upon the 50% Construction Documents. If the GMP is accepted, phase two, the construction phase, will be implemented. In phase two of the Contract, the Construction Manager becomes the single point of responsibility for performance of the construction of the project to meet the project goals and shall publicly bid trade contracts, ensuring the inclusion of Certified Business Enterprise (CBE) including certified Minority (MBE), Women (WBE), and Veteran (VBE) Business Enterprises. Early bid packages for fast track and multi-phase development may be required to meet project goals. Failure to negotiate an acceptable fixed fee for phase one of the contract, or to arrive at an acceptable GMP within the time provided in the agreement may result in the termination of the construction manager’s contract. The respondent must be capable of bonding at 100% of the value of the contract with a surety licensed to do business in the State of Florida with a Best Rating A, Class IX. Project development including construction management services is contingent upon availability of funds. If additional funding is realized, the USF has the option to incorporate additional scope/funding under this Contract. Any new construction projects shall be USGBC LEED certified, to a minimum certification level of Silver, as required by the Owner, and shall be included as part of basic services and will not be considered as an additional service.

Project construction time frame is contingent upon available funding.
B. SELECTION CRITERIA:

The USF is seeking to hire a Construction Management team with extensive experience in Multi-disciplinary Higher Education Buildings and knowledge of and experience with the local construction market and sub-trade conditions for the project location. The Construction Management services are to be provided for this project under the contract with the selected firm and the University of South Florida.

Selection of finalists for interviews will be made on the basis of Construction Manager (CM) qualifications including applicant’s experience (particularly with Multi-disciplinary Higher Education Buildings), LEED construction and certification, applicant’s personnel, applicant’s ability to provide service (record-keeping/administrative ability, recording of as-built conditions, critical path scheduling expertise, conceptual cost estimating and cost control ability, constructability, quality control capability, etc.) and the applicant’s license, bond capacity and insurability.

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 the inclusion of Certified Business Enterprise (CBE) including certified Minority (MBE), Women (WBE), and Veteran (VBE) Business Enterprises 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.

Firms will be evaluated in the following areas: current workload, location, past performance, volume of USF work, and examples of project specific experience and ability. Project specific experience and ability scores will be based on the criteria in the Construction Manager Qualification Supplement (CMQS).

Finalists will be provided with a copy of any additional documentation, if available, pertaining to the project, a description of the final interview requirements, and a copy of the standard USF Construction Management Agreement. The Construction Manager shall have no ownership, entrepreneurial or financial affiliation with the selected Architect/Engineer involved with this project.

Finalists shall be requested to provide the Construction Manager Certification and Selection Committee (Selection Committee) with copies of a written summary of their presentation at the conclusion of the interview.

C. CONSTRUCTION MANAGEMENT SELECTION & CERTIFICATION COMMITTEE:

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<tr>
<th>SELECTION COMMITTEE MEMBER</th>
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<tbody>
<tr>
<td>Dr. Charles Adams, Dean &amp; Professor of English, Honors College, USF</td>
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<td>Dr. Levent Kara, Professor, School of Architecture &amp; Community Design, USF</td>
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<tr>
<td>Stephen Lafferty, Director, Design and Construction, Facilities Management, USF</td>
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<td>Joel Momberg, Senior Vice President, University Advancement &amp; Alumni Affairs, USF</td>
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<td>Christopher Duffy, Assistant Vice President, Facilities Management, USF</td>
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<td>Paul Mullins, Project Manager, Design and Construction, USF</td>
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<tr>
<td>Sol Fleishman, Jr., Chairman &amp; CEO, FleishmanGarcia Architects</td>
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<tr>
<td>Terrie Daniel, Asst. Vice President, Office of Supplier Diversity, USF</td>
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D. SELECTION SCHEDULE:

The anticipated schedule for selection, award, and negotiation is as follows. Please refer to the project Construction Manager Selection Process Meeting Agenda under separate cover for detailed meeting venue and agenda:

- Pre-Submittal Meeting: June 13, 2018
- Submittals Due: (by 2:00 PM) July 13, 2018
- Shortlist Meeting: July 23, 2018
- Final Interviews: August 24, 2018
- Selection Recommendation for Approval: August 27, 2018
- Contract Negotiation: September 25, 2018
- Notice to Proceed: October 15, 2018

E. GENERAL INFORMATION:
1. The Selection Committee may not consider submittals that do not comply with these requirements or do not include the requested data. No submittal information will be returned. All proposals received by the USF become part of the public record.

2. All applicants must be licensed to practice as general contractors in the State of Florida at the time of the application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of the application.

3. The USF Construction Manager Qualifications Supplement (CMQS) dated June 1, 2018 and the Request for Qualification (RFQ) may be obtained electronically by contacting:

   Name: Terry Mead
   Email: tmead@usf.edu
   Facilities Management - Design & Construction
   University of South Florida
   4202 East Fowler Avenue, OPM 100
   Tampa, Florida 33620-7550
   Direct: (813) 974-0843
   Phone: (813) 974-2750
   Fax: (813) 974-3542
   Web: www.usf.edu/fm-dc

4. Pre-Submittal Meeting: A Pre-Submittal meeting will be held at 9:00 AM EST, on June 13, 2018, at the University of South Florida, Tampa Campus, Patel Center for Global Solutions, Conference Room CGS 136, 11710 Maple Drive, Tampa, FL 33620, to review the scope and requirements of this project. All interested firms are encouraged to attend. Directions and parking information can be obtained at the Campus Information Center at the Fowler entrance, consult a campus map website at: www.usf.edu/about-usf/visit-usf.aspx, and parking information at www.usf.edu/administrative-services/parking/maps.

5. Communications with the USF: No verbal communication shall take place between the applicants and the employees of the USF except as provided at the Pre-Submittal Meeting and the request for the CMQS. Requests for meetings by individual teams will not be granted. Members of the Selection Committee or other USF personnel will not meet with or discuss the project with prospective applicants.

6. The Selection Committee will make a recommendation to the Vice President for Business & Finance of the University of South Florida. All finalists will be notified in writing of the Vice President for Business & Finance’s action. Upon approval of the Vice President for Business & Finance on the ranking of the finalists based upon qualifications, negotiations will be conducted in accordance with Section 287.055 (Acquisition of Professional Services), Florida Statutes. It is the USF responsibility to negotiate a fair, competitive, and reasonable compensation per Section 287.055, Florida Statutes.

7. In accordance with Section 287.055, Florida Statutes and Board of Governors regulation 14.0055, 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. All applicants will be notified of the results of the shortlisting in writing. Finalists will be informed of the interview date and time and will be provided with additional project information, if available.

8. Failure to file a protest within the time prescribed in Section 120.57(3) (Protests), 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 (Administrative Procedures Act), Florida Statutes.

9. As required by Section 287.133 (Public Entity Crime), 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 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

10. Submission: All applicants shall submit information as required in the Submittal Requirements as described below including a letter of interest, a completed USF Construction Manager Qualifications Supplement (CMQS), a copy of the applicant’s and consultant’s current General Contractor license from the appropriate governing board and any required or additional information within the proposal limits. Applications on any other form will not be considered. Submittals are part of the public record. One (1) original and nine (9) copies of the submittal shall be submitted to:
11. Submittals are to be received by **2:00 PM EST on July 13, 2018**. 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.

**F. REGISTRATION:**

1. Interested applicants are encouraged to register with the Facilities Management- Design & Construction (FM-DC) Office, as a potential applicant for the project, to be notified of project information and agenda updates. Registration process consists of providing applicant’s name, address, phone and fax numbers, website and e-mail addresses.

2. **REGISTERING as an interested applicant:** Send an E-mail to: Terry Mead, (813) 974-0843, tmead@usf.edu, with following information:

   - Registering as: Construction Manager
   - Firm name:
   - Contact person name:
   - Contact person phone number:
   - Firm mailing address:
   - Contact person fax number:
   - Firm website address:
   - Contact person E-mail address:

**G. SUBMITTAL REQUIREMENTS:**

1. Completed and signed Construction Management Qualifications Supplement (CMQS) Form shall be completed per instructions provided in the Construction Management Qualifications Supplement (CMQS) Instructions, the Request for Qualifications (RFQ) and the Notice to Construction Managers advertisement on Florida Administrative Register (FAR), dated **May 2018**.

2. Submittals are not to exceed forty (40) double-sided (information on front and back), 8 ½” x 11”, sheets with consecutively numbered pages (two pages per sheet, not to exceed a total of eighty (80) numbered pages), including the CMQS form, the letter of interest, submittal requirements as listed below in the following sections and any additional information, but not 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 proposal exceeding forty (40) double-sided sheets (or eighty (80) numbered pages) may be penalized.

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

*The information in the submittal shall be provided in the following sections and order, and shall be in adherence with the requirements and instructions of the Fact Sheet and the CMQS:*

**SECTION 1:** Letter of Interest

**SECTION 2:** CMQS dated June 1, 2018

   - Completed and signed Construction Management Qualifications Supplement dated June 1, 2018

**SECTION 3:** Applicant’s License, Corporate Certificate, Bond Capacity and Insurability

   a. Attach a copy of the current Florida Contractor’s License for the applicant.
   b. Attach a copy of the current Florida Corporate Charter Certificate
   c. Attach a letter from a surety company indicating the applicant’s bond capacity for this project. The surety shall acknowledge that the firm may be bonded for each phase of the project, with a projected construction cost of approximately $33,000,000. The surety company must be licensed to do business in the State of Florida, must have a Best Rating of “A”, and a required financial size of “Class IX”.
   d. Attach a letter from an insurance company indicating the applicant’s insurability for the following.
### TYPE
- **Commercial General Liability**: $1,000,000 per occurrence, $2,000,000 aggregate
- **Worker’s Compensation**: Statutory Limits per Chapter 440, FS
- **Automobile Liability**: $1,000,000 per occurrence, $2,000,000 aggregate
- **Builder’s Risk**: Replacement value

### SECTION 4: Applicant’s Organizational Chart and Personnel Resumes
a. Provide an organization chart that identifies the role and phases of involvement for key personnel that will provide services for this project including consultants.
b. Provide a resume that provides experience, ability and qualifications for key personnel and consultants that will provide services for this project including principal in charge, project manager(s), superintendent(s), project engineer(s), etc.

### SECTION 5: Applicant’s Experience Matrix and Additional Information
a. Provide a matrix (rectangular arrangement of rows and columns) showing no more than 10 projects (in response to Item #6 of the CMQS, “Related Experience”, 1 through 10) in rows on the left side of the matrix and the key personnel (in response to Item #7a, Key Members of Proposed Team), of the CMQS 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.
b. If desired, provide any additional information on the “Related Experience” projects (1 through 10) included in response to Item # 6 of the CMQS.

### SECTION 6: Applicant’s Ability to Provide Service
a. Provide a brief summary, in a bullet format, that describes how the applicant is going to provide the: (1) Leadership; (2) Management; and (3) Administration required to be successful in the development of the project.
b. Provide a brief summary, in a bullet format, that describes your cost control methods for the (1) Design Phase and (2) Construction Phase of project development for a representative project listed in Item #6, “Related Experience” of the CMQS.
c. Provide a brief summary, in a bullet format, that describes the way you maintain quality control during the (1) Design/Pre-Construction Phase and the (2) Construction Phase of project development.
d. Provide a brief summary, in a bullet format, that describes your schedule control methods for the (1) Design Phase and (2) Construction Phase of project development for a representative project listed in Item #6, “Related Experience” of the CMQS.
e. Provide a brief summary, in a bullet format, that describes your team’s approach to resolve potential conflicts with the (1) Trade Contractors and (2) Owner.

### SECTION 7: Supplemental Information (If applicable)
a. Other information, as applicable, which shall count as part of the 80 page limit.
b. Joint Venture Agreement Information (if applicable) per instructions in Item C of the CMQS Instructions. A joint venture agreement shall not count as part of the 80-page limit, however, all other information shall count as part of the 80-page limit.

### F. ATTACHMENTS:
- **Construction Management Qualifications Supplement (CMQS) Instruction**, dated June 1, 2018
- **Construction Management Qualifications Supplement (CMQS) Form**, dated June 1, 2018
- **Notice to Construction Managers** advertisement on the Florida Administrative Register (FAR), dated May 2018.