REQUEST FOR QUALIFICATIONS

FOR

ARCHITECT/ENGINEER SERVICES

FOR

USF HONORS COLLEGE FACILITY

USF PROJECT NO.: PF156718310901
TAMPA CAMPUS

PREPARED BY:
FACILITIES MANAGEMENT

DATE: SEPTEMBER 2017
A. PROJECT INFORMATION

1. PROJECT DESCRIPTION:
The University of South Florida will be developing plans for a new Honors College facility that will enhance the student experience for USF’s top students. The initial design effort is to provide fundraising deliverables to assist in the further development of the project.

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

New visions for academics, engagement programs, innovative classrooms, and community creative spaces, will provide a more challenging, beneficial academic experience and provide greater co-curricular and community-building opportunities.

The facility will also include seminar/meeting rooms, large lecture hall, smaller classrooms, café, library, student lounges, amphitheater and other facilities 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 selected A/E firm will have single source responsibility to the university in coordinating in implementing the project goals. The vision for this project is to reflect the fresh image and brand of USF in the campus environment. The estimated construction cost is approximately $33,200,000, with a Total Project Cost fundraising target of $40,000,000. A conceptual design has been developed by the USF School of Architecture and Community Design (SACD). It is expected that the selected A/E firm will continue the collaborative design effort. The current design effort is to be further developed into a Program Document, as the starting basis of the fundraising deliverables.

2. GENERAL INFORMATION:
The Architect/Engineer selection and contract shall be in compliance with the selection provisions in Section 287.055, Florida Statues and BOG Regulation 14.005.
3. **EQUAL OPPORTUNITY EMPLOYER:** As part of the USF Strategic Plan, the USF System 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 System is an equal opportunity institution, and, as such, strongly encourages the lawful use 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 to participate in, design and/or construction-related services. CBE 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 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 $3,000,000.00 and will be provided as a part of Basic Services. In addition to Professional Liability insurance, the Architect/Engineer 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: $2,000,000.00
     c. Auto Liability Insurance Combined Single limit $500,000.00

5. **SELECTION PROCESS:**

   Selection of Architect/Engineer firms for interviews will be made on the basis of professional qualifications of the proposed design team (planning, architecture, engineering, interior design, and specialty disciplines), including experience and ability to meet the project requirements and goals and objectives of the University's Strategic Plan, past experience, design ability, volume of University of South Florida work (regardless of the contract entity at the university or funding source), and distance from project. The distance factor for this project will provide a maximum of one point difference in scoring for location between in-state and out-of-state applicants.

   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 while receiving the greatest level of quality and value within the established schedule for the project.

   The selection process will consist of two (2) 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.

   The plans and specifications for The University of South Florida System 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 the USF System 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 Division of Facilities Management. 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 Certification and Selection Committee (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 shortlisted respondents, and for making recommendations for selection to the Vice President for Administrative Services and the Vice President for Business & Finance of the University of South Florida System.

i. Dr. Charles Adams, Dean Honors College

ii. Christopher Duffy, Assistant Vice President Facilities Management

iii. Ramon Gonzalez, Director Planning, Facilities Management

iv. Dr. Levent Kara, Professor School of Architecture & Community Design


vi. Joel Mombarg, Sr. Vice President University Advancement & Alumni Affairs

vii. TBD Community Representative

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Pre-Submittal Meeting</td>
<td>September 14, 2017</td>
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<tr>
<td>Deadline for submitting Questions or Clarifications</td>
<td>September 22, 2017</td>
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<td>Submittals Due: (by 2:00 PM)</td>
<td>September 28, 2017</td>
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<td>Shortlist Meeting</td>
<td>October 13, 2017</td>
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<td>Pre-Interview Meeting</td>
<td>October 25, 2017</td>
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<tr>
<td>Interviews</td>
<td>November 7, 2017</td>
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<td>Contract Negotiation &amp; Notice to Proceed:</td>
<td>January 8, 2018</td>
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d. PRE-SUBMITTAL: Interested firms are invited and encouraged to attend a Pre-Submittal meeting at the University of South Florida on Thursday, September 14, 2017 at 9:00AM Eastern Time, in the USF Facilities Management Conference Room FPC109 at 3820 USF Holly Drive, Tampa, Florida 33620 to review the scope and requirements of this project. (Those unfamiliar with the campus may find directions and parking information at the Campus Information Center at the Fowler Avenue entrance, and/or may 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). 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 Terry Mead, tmead@usf.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 the USF System, or its Owner Representatives, except as provided at the Pre-Submittal Meeting, the Pre-Interview Meeting, and the request for the RFQ, PQS, 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 to be submitted in writing (e-mail to tmead@usf.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
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 fax and 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 shortlisted 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 Architect/Engineer Services. Finalists shall be requested to provide the Certification and 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 and Vice President for Business & Finance of the University of South Florida System 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 their action. Upon approval, negotiations will be conducted in accordance with [Section 287.055, Florida Statutes](#).

j. **NEGOTIATIONS:** It is the [USF System's](#) 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 scope of 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:**

   The USF System is seeking to hire an Architect/Engineer firm with extensive experience in [Signature Higher Education Facilities Type](#). The selected firm will provide planning, design, construction documents, construction administration and post-occupancy services for the project in coordination with the USF Tampa Campus 10 Year Master Plan update and USF Design & Construction Guideline (DCG). All disciplines required for the design of the facility are to be provided for this project under the contract with the selected firm and the University of South Florida System, Board of Trustees, including architecture, engineering, interior design and any specialty consultants. Firm submittals should include descriptions of experience and knowledge of Sustainable Design and LEED Certification. The design and construction administration services by the selected firm shall facilitate the facility needs, and accomplishing those needs within the mandatory project schedule in order to meet occupancy requirements for this project. The selected firm will be required to provide computer drawings according to the standards of the USF System, including computer record drawings reflecting as-built conditions to facilitate the USF System space management program.
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.

   Please be prepared to describe your firm’s staff and resources available to support USF LEED certification efforts, as an example, IEQ credit 3.2 Option 2.

   The score range is 0-20.

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**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 September 2017 attachments, and additional information required within the submittal limits, and sections and order as described in the Request for Qualifications dated September 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 by contacting Terry Mead at Facilities Management, University of South Florida, 4202 East Fowler Avenue OPM100, Tampa, Florida 33620-7550, via e-mail at tmead@usf.edu by phone at (813) 974-0843, or fax at (813) 974-3542.
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), September 1, 2017.

The entire submittal must be limited to 80 single-sided 8 ½” x 11” pages (or 40 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 40 pages will not be considered.

- 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.

One original and five (5) spiral-bound copies of the required submittal shall be delivered and submitted to the attention of the Project Manager: Paul Mullins, Facilities Management, University of South Florida, 4202 East Fowler Avenue, OPM100, Tampa, Florida 33620-7550, by 2:00 PM (Eastern Time), Thursday, September 28, 2017. Facsimile (FAX) or electronic submittals are not acceptable and will not be considered. 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/About-USF/visiting-campus.asp and at the parking information website: http://usfweb2.usf.edu/parking_services/default.asp. 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: Paul Mullins, Project Manager
University of South Florida
Facilities Management
4202 East Fowler Avenue, OPM100
Tampa, Florida 33620-7550

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 September 2017 (see attached instructions and supplement form).

Firm shall submit a completed and signed PQS Supplement Form with attachments as required.

SECTION 3: LICENSES, CERTIFICATES, ETC. (can be reduced in size for submittal)
Copies of applicant’s and consultant’s current professional license, applicant’s 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, including consultants.
b. Provide a matrix (rectangular arrangement of rows and columns) showing no more than 10 projects (in response to Item #6 of the PQS, “Related Experience”, 1 through 10) in rows on the left side of the matrix and the key personnel (in response to Item #7 of the PQS, 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 regard to the following criteria:
   1. Do the Architect/Engineer team members have experience in the planning, design, and construction of Signature Higher Education Facilities Type?
   2. Can the Architect/Engineer perform the responsibilities and meet the programmed scope of work, schedule and budget requirements and meet the University’s goals, objectives and expectations in the design and construction of this project?
   3. Does the Principal commit to be the lead for the design team, as submitted in the proposal, in all phases of planning and project development?
4. Does the firm have a proven track record of embracing the vision of the client’s program and previously developed design with all its requirements and special needs, while keeping within the budget and how will the firm make and keep that commitment to USF?

d. If desired, provide additional information on related experience projects (no more than 10) that are included in the PQS.
e. Provide a resume that provides experience, ability and qualifications for key personnel, including consultants.

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 Section 4a of the PQS).
   b. Joint Venture Agreement information (if applicable) per instructions in PQS.
   c. Other as applicable.

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 September 1, 2017.

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