USF ARCHITECT/ENGINEER SELECTION PROCESS

USF PROFESSIONAL QUALIFICATIONS SUPPLEMENT - INSTRUCTIONS

DATE: September, 2017

ARCHITECT/ENGINEER CONSULTANT(S) for Major Projects

UNIVERSITY OF SOUTH FLORIDA
TAMPA CAMPUS

A. GENERAL INSTRUCTIONS:
   1. Submittals are not to exceed forty (40) double-sided (information on front and back), 8 1/2" x 11", sheets with consecutively numbered pages (two (2) pages per sheet, not to exceed a total of eighty (80) numbered pages), including the Professional Qualifications Supplement (PQS) form dated September, 2017, the letter of interest, submittal requirements in the sections and order as listed in the Submittal Requirements of the Request for Qualifications (RFQ) 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.
      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.
   2. Any proposal exceeding forty (40) double-sided sheets may be penalized. Please note that the Joint Venture Agreement referenced herein Part C, Special Instructions for Joint Venture Applicants shall not count as part of the forty (40) double-sided sheet limit of eighty (80) numbered pages.
      a. A portion of the score will be based on the Applicant's Design Ability. This item shall be addressed in Section 5 of the Submittal Requirements in the Request for Qualifications (RFQ).
      b. This Professional Qualifications Supplement (PQS) Instructions need not be submitted.
      c. The Professional Qualifications Supplement (PQS) Form may be retyped and sections increased in size to provide additional information or pictures, provided that the requested information is provided, and in the order requested.
      d. Where provisions of the public notice (advertisement) Owner's Notice to Professional Consultants are in conflict with these instructions, the notice shall prevail. Failure to follow these instructions may result in point deduction.

B. SPECIFIC INSTRUCTIONS:
Note: The numbers on these instructions correspond to the numbered items on the USF Professional Qualifications Supplement (PQS) Form. Use additional sheets when necessary, following the format on the PQS.

1. PROJECT INFORMATION: Enter the project number and project name as it appears in the public announcement for professional services in the Florida Administrative Register (FAR).

2. APPLICANT IDENTIFICATION: Enter the legal name of the Applicant, the address, telephone number and other requested information. If the applying firm has multiple office locations, the applicant is considered to be only the office location where the work is to be done, and whose address is provided in this section, and shall be hereafter referred to as Applicant. Consider only the specific office listed in response to this question as the Applicant when completing all other sections of the PQS. Other branch offices are not to be considered when completing the PQS form. Attach a copy of the Applicant's current Professional License.

   If the Applicant is a corporation, include a copy of the corporate charter certificate from the Florida Department of State.
   If the Applicant is an out-of-state corporation, enter the foreign qualification number and provide a copy of the Department of State certificate.

   For Joint Venture, attach copy of JV Agreement or an agreement to form a Joint Venture Agreement.
3. **SERVICES TO BE PROVIDED**: For the disciplines listed, note which are being provided as part of Basic Services by entering the name of the firm providing the services. If services are to be provided by the Applicant, so indicate. If a consultant is to provide the service, list the consultant's name and professional license number from the appropriate Florida Licensing Board in the space provided. Use names and license numbers of the firms as a whole, rather than of individuals in the firms. Provide a consultants' current professional license(s) numbers and enter the number of previous projects on which the Applicant has worked with each listed consultant.

4a. **WORK IN PROGRESS** (Fees Remaining): Sum all remaining fees for all projects currently under contract, including contracts as a consultant to another firm. If the Applicant office is providing services for a contract held by another office location of the same firm, include a representative proportion of fee based on man-hour records.

   **NOTE**: For projects for which the fee is $20,000.00 or less, the entry may be combined onto one line. (Example: 3 studies, 4 small projects Fee Remaining = $84,200.00)

   a. For all projects, enter the total amount of fee remaining (unearned), including fees for additional service authorizations, but excluding fees payable to consultants in the Fees Remaining column. Failure to list all work in progress will be penalized.
   
   b. For projects under contract, but on hold for a long or indefinite period of time, enter the amount of fee remaining as described above in the On Hold column, and provide a letter from the Owner verifying that the project is on hold. Typically projects on hold due to funding issues or projects simply awaiting approvals to proceed into the next phase are not considered to be on hold. If a letter from the Owner is not provided, then that project will be considered to be active, and will be factored into the total Work in Progress amount. Also include projects awarded to the Applicant firm, but not yet under contract in this column with an estimated fee amount.

4b. **PROFESSIONAL AND TECHNICAL STAFF, excluding consultants**: Provide the number of permanent staff (FTE: Full Time Equivalent) in each category, and calculate the total. Exclude secretarial and marketing staff, and any staff members whose technical duties comprise less than 70% of their responsibilities. Only employees assigned to the office location identified in response to **Item 2 (Applicant Identification)** shall be included. If an employee works part-time, or divides his/her work between the Applicant office and another office location, use an appropriate fraction. Provide the name, title, and length of time with firm, and city of residence for each individual included in the Total Professional and Technical Staff on an attachment in the format provided.

4c. **FEE PER PERSON**: Conduct the required calculation.

   \[(\text{Dollar value of fees remaining under Total Work in Progress}) / (\text{FTE of number of Professional & Technical Staff}) = \text{Fee per Person}\]

5a. **VOLUME OF UNIVERSITY OF SOUTH FLORIDA WORK**: In this section, conduct the requested calculations for all USF work over the listed time periods using the entire contract fee amount, including additional service authorizations, but excluding fees payable to consultants. Do not include work done as a consultant to another firm. Calculations are made depending on the date the contract was signed. Include only projects performed for the USF. Volume of USF work should include all USF work regardless of the contract entity at the USF or funding source, i.e., the USF Direct Service Organizations (DSO).

   a. From July 1 to current date: 100 % of the fee
   
   b. First year past (July 1 - June 30): 80 % of the fee
   
   c. Second year past (July 1 - June 30): 60 % of the fee
   
   d. Third year past (July 1 - June 30): 40 % of the fee
   
   e. Fourth year past (July 1 - June 30): 20 % of the fee

   (Example: Today's date is May 1, 1998. The Applicant firm entered a contract with the USF on August 3, 1995. The Basic Services Fee was $230,000.00; additional services have been issued for $92,000.00; and $112,000.00 was payable to consultants. Enter $210,000.00 (which is $230,000.00 + 92,000.00 - 112,000.00) under Total Fee for Third Year Past and conduct the required calculation. Failure to list all USF work will be penalized.)

5b. **UNIVERSITY OF SOUTH FLORIDA FEE PER PERSON**: Conduct the required calculation.

   \[(\text{Dollar value of fees remaining under Volume of USF Work}) / (\text{FTE of number of Professional & Technical Staff}) = \text{Fee per Person of USF Work}\]

6. **RELATED EXPERIENCE**: List up to ten (10) projects of comparable type, size and complexity, which were accomplished by the Applicant as identified in **Item 2 (Applicant Identification)**. Do not list more than ten projects. DO NOT LIST PROJECTS ACCOMPLISHED BY ANOTHER BRANCH OFFICE, UNLESS AN INDIVIDUAL ON THIS
PROJECT TEAM WAS INVOLVED IN THE PROJECT. Provide the requested information about each project: public or private client; completion date (actual or anticipated); project location; and, construction cost (or fee amount if the project was a study). In the shaded areas, list the individual members of the team proposed for this project, including consultants, who were involved on the listed project and their role in that project. A brief description may be provided to demonstrate the components of the project, which are comparable to this project. Provide the information in the format provided on this PQS form: do not attach a project list on any other agency’s form.

For the column headed Role in Project, enter the following:

a. **Principal:** if the project was accomplished by the Applicant firm office location identified in response to Item 2 (Applicant Identification) (if the project was done by a different office location, refer to IE below);
b. **Consultant:** if the project was accomplished as a consultant to another firm; and,
c. **IE** (individual experience): if the project represents experience of an individual on the Project Team while working for another firm or of another branch of the Applicant firm (in such cases, identify the individual by name and indicate what role the individual played in the project, e.g., project manager, principal-in-charge, project architect, etc.).

Related experience of the Applicant’s consultants may be provided as information on a separate sheet and clearly marked as Experience of (Name of Consultant). No more than ten projects may be listed for all consultants combined. This information shall be counted within the eighty (80) page limit.

7. **KEY MEMBERS OF PROPOSED PROJECT TEAM:** List by name the key members of the proposed team to be assigned to the project for both the Applicant and the Consultants. If categories are not applicable, so note. For Other Key Members, insert their titles inside the parentheses. For all individuals listed, note whether or not they are registered, the disciplines of registration/training and cities of residence.

The team proposed on the PQS must be available to provide the services for the project. If the Applicant discovers prior to the interview that any part of the team listed on the PQS (either individual key staff or consultants) will not be available, it must notify the Selection Committee immediately. The Selection 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.

8. **REFERENCES:** For the projects listed in response to Item 6 (Related Experience), provide the project name, the Owner, and the name, telephone number and e-mail address of the Owner’s representative. Provide the estimated or actual information for the Completion Date and Construction Cost columns. References for consultants may be requested at the option of the Selection Committee.

9. **CERTIFICATION AND SIGNATURE of the Applicant:** Sign and date the form. Type the name and title of the officer or principal of the firm who signs the form. PQS Form(s) must be signed.

(Note: Signature indicates that the information provided on the Professional Qualifications Supplement (PQS) form is accurate and in accordance with the Instructions herein. Signature also indicates Applicant has not been disqualified from applying for state work under suspension resulting from conviction of any public entity crime as described in Section 287.133, Florida Statute. Information submitted is subject to the Laws of Perjury as stated in Chapter 837, Florida Statutes. Signature further denotes the Applicant’s agreement that if information contained in the PQS is found to be false, the Applicant may be disqualified from applying for USF work for up to three years.)

10. **QUESTIONS FOR JOINT VENTURE APPLICANT:** If JV, provide brief responses to the questions. See Special Instructions for JV applicants below.

11. **ADDITIONAL CERTIFICATION & SIGNATURE of the JV Applicant:** Unsigned submittals may be disqualified.

C. **SPECIAL INSTRUCTIONS FOR JOINT VENTURE APPLICANTS**

**Note 1:** When firms are applying jointly for a project, they must have formed a joint venture. Firms applying, as Associations without a joint venture agreement will not be considered.

**Note 2:** The Selection Committee’s primary need at this time is to understand the specific roles and responsibilities of the joint venture entities at each phase of project development as required in Item A (Joint Venture Agreement) below. Therefore, for the purposes of the Asbestos Abatement Consultant Selection Process, the joint venture agreement is not required to be registered with the Secretary of State at the time of the submittal of the proposal and may be in an abbreviated format that provides the required information. The joint venture agreement shall not count as part...
of the eighty (80) page limit. Responses to Items B, C, D, E, and F of the Part C, Special Instructions for Joint Venture Applicants shall count as part of the eighty (80) page limit.

A. **Joint Venture Agreement:** If the Applicant is a joint venture, a copy of the joint venture agreement, which states specifically the percentage of fee to be earned by each party and each party’s role in the project, must be supplied with the PQS. The fee percentages must total 100%.

B. **PQS Modifications:** Submit only one PQS form with combined responses to each question, except for the following questions, which must be submitted individually for each of the parties of the joint venture:

   4a Work in Progress
   4b Professional and Technical Staff
   4c Fee per Person
   5a Volume of USF Work
   5b USF Fee per Person

C. Location will be scored based on the location score of the party to the joint venture, which is farthest from the project.

D. The lesser of the joint venture partners’ past performance scores will be assigned to the joint venture.

E. Provide responses to the following:

   1) Why does the Applicant feel that a joint venture will best serve the needs of this project?
   2) How many projects has the joint venture performed together?
   3) Which of the key personnel have worked together before?

F. Duplicate the signature block and have a principal of each firm sign the PQS form, as described in Section 9 (Signature) of PQS.

FILE: (New Template) Consultant PQS Instructions.docx