NOTICE TO PROFESSIONAL CONSULTANTS
REQUEST FOR QUALIFICATIONS

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The University of South Florida (USF), announces that continuing professional services are required for the following discipline:

Test & Balance Engineer, minimum of three (3), with the ability to service the University of South Florida System including the Tampa Campus, USF Downtown facilities, St. Petersburg campus, and the Sarasota/Manatee campus.

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 Test & Balance construction budget that does not exceed $2,000,000.00 or survey or studies for which the fee for professional services that does not exceed $200,000.00. 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 a period of three (3) years. This selection is based upon Test & Balance services only. Other services (including architectural, structural, etc.) that may be required for specific projects shall be provided as part of basic services through the selected Consultant based upon project need. Use of USF Continuing Service Consultants by the selected Consultant shall be encouraged for other services if required. 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. Blanket professional liability insurance in the amount of $1,000,000.00 shall be required for the contract. Services required to be provided under the Continuing Service 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.

The Test & Balance Consultant contract shall be in compliance with the selection provisions in Section 287.055, Florida Statues, and Board of Governors Regulation 14.005.

It is the University’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 an hourly/unit costs for services document to be provided at the time of negotiations.

In addition to General Liability and Automobile Liability 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.

INSTRUCTIONS:
Firms desiring to apply for considerations to provide professional services shall submit a Request for Qualification submittal consisting of the information as required in the Submittal Requirements of the Request for Qualifications (RFQ), including a letter of interest, a completed USF Professional Qualifications Supplement (PQS) for Test and Balance Engineer with attachments, and any required or additional information within the proposal limits as described in the RFQ. Applications on any other form may not be considered. The Request for Qualifications (RFQ) and the USF Professional Qualifications Supplement which includes project information and selection criteria, may be obtained by contacting: Terry Mead, Facilities Management - Design & Construction, University of South Florida, 4202 East Fowler Avenue / OPM 100, Tampa, FL 33620-7550, tmead@usf.edu, (813) 974-0843.
Requests for any other project information, or any questions, must be submitted in writing to the above e-mail address. Applications which do not comply with the above instructions may be disqualified. Submittals are part of the public record. Application materials will not be returned. An applicant must be properly registered to practice its profession in the State of Florida at the time of application. If the applicant is a corporation it must be chartered by the Florida Department of State to operate in Florida at the time of application.

**Pre-Submittal Meeting:** All interested firms are invited and encouraged to attend a Pre-Submittal Meeting to be held at 10:30 AM EST, February 7, 2020, at the: University of South Florida, Tampa Campus, FPC 109 Conference Room, 3820 USF Holly Drive, OPM 100, Tampa, FL 33620-7550, 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, or view map at website: www.usf.edu/administrative-services/parking/maps/index.aspx).

**Request for Meetings:** Requests for meetings by individual firms will not be granted. No communication shall take place between the applicants and the Selection Committee members, and employees of USF, or its Owner Representatives, except as provided at the Pre-Submittal Meeting, the Pre-Interview Meeting, and in the request for the RFQ, PQS, and written clarifications and questions from the applicant.

**Request for Information:** Requests for any project information, including the PQS and Project Fact Sheet must be submitted in writing or email to: Terry Mead, Administrative Specialist, University of South Florida, Facilities Management- Design & Construction, 4202 East Fowler Avenue / OPM 100, Tampa, FL 33620-7550, email: tmead@usf.edu, (813) 974-0843.

**Submission:** One (1) original spiral-bound, one (1) electronic version and six (6) spiral-bound copies of the submittals are to be submitted to the attention of Terry Mead, Administrative Specialist, University of South Florida, Facilities Management- Design & Construction Office, 3820 USF Holly Drive, OPM 100, Tampa, FL 33620-7550 by 2:00 PM EST, February 21, 2020. Facsimile (FAX) or electronic submittals are not acceptable and will not be considered. Submittals that do not comply with the above instructions may be disqualified. Submittals are not to exceed forty (40) numbered, double-sided pages, including the “USF Professional Qualifications Supplement” and letter of interest. Pages must be numbered consecutively.

The University reserves the right to suspend, discontinue or cancel the selection process at any time and reject any or all submissions without obligation to the respondent.

**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, in meeting the goals and objectives of the of the project and USF Strategic Plan.

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. USF 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.

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

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.