INSTRUCTIONS FOR

**DESIGN & CONSTRUCTION SERVICES TEAM QUALIFICATION SUPPLEMENT (DCSQS) FORM**

DATE: March 2020

USF PROJECT NUMBER: USF 521
USF PROJECT NAME: USF Health Taneja College of Pharmacy

UNIVERSITY OF SOUTH FLORIDA
TAMPA CAMPUS

A. GENERAL INSTRUCTIONS:

1. The design and Construction Services Team Qualifications Supplement (DCSQS) form (and required attachments) are to be included as Section 2 of your submittal as noted in “Submittal Requirements” in the Request for Qualifications and are included in the eighty (80) double-sided numbered pages limit. Do not include these instructions as part of your submittal.

2. Only legal entities at the time of application may apply.

3. When up to ten related projects are requested in Item 5 Project Experience of the DCSQS, do not list more than ten. Excess examples will not be reviewed and will count toward eighty (80) double-sided numbered pages limit.

4. Where provisions of the Owner’s Notice to Design/Build Teams– Request for Qualifications advertisement is in conflict with these instructions, the notice shall prevail.

5. The Design & Construction Services Team Qualification Supplement (DCSQS) form may be retyped and items increased in size to provide information.

B. DETAILED INSTRUCTIONS: Complete the Design & Construction Services Team Qualification Supplement (DCSQS) dated: March 2020, as follows:

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

**Item 2: DESIGN & CONSTRUCTION SERVICES TEAM APPLICANT INFORMATION (Contract Entity):** Enter all information on the DCSQS, identifying the name of the applicant (contract entity), including all contact information.

2a. Enter the legal name of the applicant (contract entity), the address, of the office in charge, contact name, telephone number and other requested information including FEID, charters and licenses. If the applicant firm has multiple office locations, the office in charge is considered to be the office location where the work is to be done, and whose address is provided in this Item.

**Item 3: DCST MEMBER FIRMS AND YEARS OF SERVICE:**

3a. Enter the DCST member firms, and respective addresses.

3b. Applicant’s years providing Services: Indicate each member’s years of experience in providing services for design/build projects, construction management projects, and general contracting projects.

3c. Years of experience for team together: Indicate the number of years experience in providing services together for design/build projects, construction management projects and general contracting projects.

3d. Number of projects for Team together: Indicate the number of projects the team has completed together for design/build projects, construction management projects and general contracting projects.

3e. CBE Participation: Identify the CBE firms and Indicate total % of scope of services/work to be performed by CBE firms.
Item 4: **DESIGN & CONSTRUCTION SERVICES TEAM WORKLOAD**: (include workload(s) of local office(s) only)

4a. **VOLUME OF WORK IN PROGRESS** (Contract Value Remaining): Sum all remaining contract value 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 contract value based on man-hour records.

**NOTE:** For projects for which the contract value is $20,000.00 or less, the entry may be combined onto one line.

a. For all projects, enter the total amount of contract value remaining (unearned), including value of change orders and amendments. 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 contract value 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 contract value 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. **VOLUME OF WORK PER PERSON**: Conduct the required calculation.

(Dollar value of contracts remaining under Total Work in Progress) / (FTE of number of Professional & Technical Staff) = Volume of Work per Person

4d. **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 value amount, including change orders and amendments. 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 contract value

b. First year past (July 1 - June 30): 80% of the contract value

c. Second year past (July 1 - June 30): 60% of the contract value

d. Third year past (July 1 - June 30): 40% of the contract value

e. Fourth year past (July 1 - June 30): 20% of the contract value

4e. **UNIVERSITY OF SOUTH FLORIDA VOLUME OF WORK PER PERSON**: Conduct the required calculation.

(Dollar value of contracts remaining under Volume of USF Work) / (FTE of number of Professional & Technical Staff) = Volume of Work per Person of USF Work.

Item 5. **PERSONNEL**: (Summary of Key Personnel Information as provided in Section 3 Team Qualifications of the RFQ submittal)

5a. **KEY MEMBERS of the Proposed DCST by Name**: Name all key personnel who will be part of the design professionals and construction management team for this project and provide their cities of residence. Indicate each member’s projected “percentage” of commitment to the project for the design and construction phases. (Note: Key Personnel must be committed to this project for its duration unless a replacement is approved by the Owner)

Item 6. **PROJECT EXPERIENCE**: (Summary of Project Information as provided in Section 4 Team Experience of the RFQ submittal)

List up to ten projects for which your firm has provided/is providing design/build, design and/or construction services which are most related to this project. In determining which projects are most related, consider: related size and
complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related project listed first.

For each of the listed projects, provide the following information: location, current phase, construction cost and completion date, type of services provided (i.e., design, CM at risk with GMP, design/build, general contractor-low bid, negotiated general contract, subcontractor to prime, etc.).

**Item 7. REFERENCES:** (summary of Owner's Contact Information as provided in Section 4 Team Experience of RFQ submittal)

For the projects listed in response to **Item 5 Project Experience**, provide the project name, the Owner, and the Owner's representative's name, telephone number and e-mail addresses. References for consultants may be requested at the option of the Design & Construction Services Team Selection and Certification Committee (Selection Committee).

The applicant must verify that all contact information is current prior to submittal.

**Item 8. PROFESSIONAL REGISTRATIONS, LICENSES & CORPORATE CHARTERS:** Attach a reproduction of the current Florida Contractor's License(s), Professional License(s) and Corporate (or joint venture if applicable) Charters for the Design and Construction Services Team (DCST).

- Attach a copy of the current Florida Corporate Charter Certificate (or Joint Venture if applicable).
- Attach a copy of the current Florida Contractor's License for the DCST.
- Attach copies of the current Florida Professional Licenses for DCST members.
- Attach copies of other registrations & certifications (i.e. LEED Accreditations, etc.)

**Item 9. BONDS & INSURANCES:** (Failure to provide letter of intent may result in disqualification)

**Letter of Intent from Surety:** Attach a letter of intent from a surety company indicating the Team’s bondability for this project, for construction. The surety shall acknowledge that the Team may be bonded for 100% of the value of the contract. 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.

**Letter of Intent from Insurance Company:** Attach a letter of intent from an insurance company indicating the Team’s insurability for the following. Insurance coverage’s will provide that the University Board of Trustees is named as additional insured.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LIMITS OR AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td>Liabilities</td>
<td>$2,000,000 aggregate</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>Statutory limit per Chapter 440, F.S.</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 aggregate</td>
</tr>
<tr>
<td>Builder’s Risk</td>
<td>Replacement value</td>
</tr>
<tr>
<td>Professional Design Liability</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

**Item 10. ACKNOWLEDGMENT OF DCST:** Check the appropriate box in Item DCSQS that acknowledges if the:

- Applicant (contract entity) is a corporation that provides design and construction services (in-house Design/Build).
- Applicant (contract entity) has consultant(s) to perform the design services, construction services, or both services; and acknowledges that the applicant and consultant(s) have agreement(s) at the time of application to formally contract for consulting services.
- Applicant (contract entity) is a Joint Venture to perform the design and construction services with the Joint Venture registered by the Department of State to do business in the State of Florida at the time of application. Attach a copy of your joint venture agreement and a statement that indicates specifically the percentage of responsibility by each party and each party’s role in the project to each copy of the submittal. Duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. The joint venture agreement and statement will not be counted in the eighty (80) double-sided numbered pages limit.

**Item 11. ACKNOWLEDGMENT:** Acknowledge and sign, and certify by Notary Public. One submittal shall have original
signature and shall be notarized. The number of additional required submittals may include photocopies of the signed pages.

**Item 12. JOINT VENTURE ACKNOWLEDGMENT:** 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 Paragraph 1, Joint Venture Agreement below. Therefore, for the purposes of the Architect/Engineer 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) double-sided numbered page limit. Responses to Paragraphs 2, 3, 4, 5, and 6 of the Part C, Special Instructions for Joint Venture Applicants below shall count as part of the eighty (80) double-sided numbered page limit.

1. **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 DCSTQS. The fee percentages must total 100%.

2. **DCSTQS Modifications:** Submit only one DCSTQS 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
   - 4d Volume of USF Work
   - 4e USF Fee per Person

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

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

5. Duplicate the signature block(s) and have a principal of each additional joint venture firm(s) sign the DCSTQS form, as described in Item 12 (Additional Signature of additional Joint Venture Applicant) of DCSTQS.

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File: CMS Exhibit 2A (CMQS Instructions).doc