REQUEST FOR QUALIFICATIONS

FOR CONSTRUCTION MANAGEMENT SERVICES

FOR

PROJECT NAME: USF FOOTBALL CENTER
USF PROJECT NO.: USF 581
TAMPA CAMPUS

PREPARED BY:
FACILITIES MANAGEMENT

DATE: SEPTEMBER 2018
A. PROJECT INFORMATION

1. PROJECT DESCRIPTION:

The University of South Florida has engaged an A&E Design Team to develop plans for The New USF Football Center. The project location is on the Tampa campus and is sited north of the existing Leroy Selmon Athletics Center (ATH). The project consists of a new 2 story facility, consisting of two major elements: new Football Operations Building (FOB) (67,000 GSF) and a new Indoor Practice Facility (ISP) (99,000 GSF) totaling approximately 166,000 GSF. The Football Operations Building will house team locker rooms, meeting rooms, coaching / staff offices, training and weight rooms, and all operational functions for the USF Football Program. The Indoor Practice facility will provide an environmentally controlled synthetic turf practice field. The University intention stated here in is to select a qualified Construction Management firm to assist with Pre-Construction Services and to deliver the project as Construction Manager.

The estimated project construction budget (approximately) is: $13,000,000 for the Indoor Practice Facility and $19,400,000 for the Football Operations Building for a total approximate construction project budget of $32,400,000. The project construction delivery method is Construction Management at Risk.

The Contract for Construction Management services will consist of several phases. Phase one pre-construction services, for which the Construction Manager will be paid a fixed fee, will include assisting the University working with the A&E firm to manage the process in order to meet the Project Budget, Scope, and Schedule. This phase includes the development of a cost model, constructability analyses, value analysis and potential value engineering, estimating, and includes the development of a Guaranteed Maximum Price (GMP). If the GMP is accepted, Phase two, the construction phase will be implemented. Phase two of the contract is where the Construction Manager becomes the single point of responsibility for the construction performance of the project to meet the stated goals. 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. Project development, including Construction Management services, is contingent upon availability of funds. If additional funding is realized, the University of South Florida (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.

2. **GENERAL INFORMATION:**
The Construction Management selection and contract shall be in compliance with the selection provisions in Section 287.055, Florida Statues and BOG Regulation 14.0055.

   a. **COMMUNICATIONS:** Participants must follow the instructions for communicating with the University as outlined in the Request for Qualifications (RFQ). It shall be noted that no communication shall take place between the applicants and the Selection Committee members, employees of USF, or its Owner Representatives, except as provided at the Pre-Submittal Meeting, the Pre-Interview Meeting, and the request for the RFQ, CMQS, 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.

   b. **CLARIFICATIONS:** Questions regarding the selection process or the project are requested 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 meeting. All other questions or clarifications after the Pre-Submittal meeting shall likewise be submitted to the University in writing (e-mail to tmead@usf.edu) no later than October 16, 2018 at 5:00 PM EST. An effort will be made to respond to applicants’ questions by October 19, 2018.

   c. **Reports:** In addition to the required feasibility studies, cost estimates, proposals, and invoices. All Post Project Reports are to be furnished to the University in electronic format. The contents, design, electronic routing and format of these post-reports will be determined between the University and consultant upon award of the contract.

   d. **Record Keeping:** Consultant must ensure all record documents and any other support materials are kept safeguarded for a period of at least five years. This is in addition to whatever federal or state requirements are already in place.

   e. **Regulator Review:** The University will review with the Hillsborough County Environmental Protection Commission any Warning Notices, Citations, Fines, or any other defaults recorded against or issued to a consultant firm located in Florida.

3. **SUPPLIER DIVERSITY:** 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 all-inclusiveness. The 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 enterprise 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 Manager’s office.

4. **RESPONSIBILITIES OF THE SELECTED FIRM:** (include, but are not limited to):
   Responsibility for Insurance: Construction Management services shall include and maintain Commercial 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
   d. Umbrella or Excess Liability: $1,000,000.00

5. **OWNERS 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 reserves the rights to use documents for purpose for the furtherance of 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 USF 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 Facilities Management- Design & Construction. 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 judgement, it is in the best interest of the University.

6. **SELECTION PROCESS:**
The University is seeking to hire a Construction Management team with extensive experience with Football Operation Buildings / Indoor Practice Facilities 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, Board of Trustees.

The selection process will consist of two distinct parts: (1) evaluation of the Request for Qualifications (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. All submittals are part of the public record and no submittal material will be returned.

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

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.

a. **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 Business & Finance of the University of South Florida.

<table>
<thead>
<tr>
<th>SELECTION COMMITTEE MEMBER</th>
<th>VOTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Stephen Lafferty, Director, Design and Construction, Facilities Management</td>
<td>☑</td>
</tr>
<tr>
<td>ii. Barry Clements, Executive Deputy Director /COO, Intercollegiate Athletics</td>
<td>☑</td>
</tr>
<tr>
<td>iii. Daniel Krone, Assoc. Director of Athletics / Facilities, Intercollegiate Athletics</td>
<td>☑</td>
</tr>
<tr>
<td>iv. Ramon Gonzalez, Director of Planning, Facilities Management</td>
<td>☑</td>
</tr>
<tr>
<td>v. Brian Laverty, Project Manager, Design and Construction, Facilities Management</td>
<td>☑</td>
</tr>
<tr>
<td>vi. Terrie Daniel, Assistant Vice President, Office of Supplier Diversity</td>
<td>☐</td>
</tr>
<tr>
<td>vii. David Almany, Project Manager, HOK, Inc.</td>
<td>☐</td>
</tr>
</tbody>
</table>
b. **SELECTION SCHEDULE:** The anticipated schedule for selection, award, and negotiation is as follows:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Submittal Meeting</td>
<td>October 9, 2018</td>
</tr>
<tr>
<td>Deadline for submitting Questions or Clarifications</td>
<td>October 16, 2018</td>
</tr>
<tr>
<td>Submittals Due: (by 2:00 PM EST)</td>
<td>October 23, 2018</td>
</tr>
<tr>
<td>Shortlist Meeting</td>
<td>November 6, 2018</td>
</tr>
<tr>
<td>Pre-Interview Meeting</td>
<td>November 15, 2018</td>
</tr>
<tr>
<td>Interviews</td>
<td>December 3, 2018</td>
</tr>
<tr>
<td>Contract Negotiation</td>
<td>January 29, 2018</td>
</tr>
<tr>
<td>Notice to Proceed</td>
<td>February 28, 2018</td>
</tr>
</tbody>
</table>

f. **PRE-SUBMITTAL MEETING:** Interested firms are invited and encouraged to attend a Pre-Submittal meeting at the University of South Florida on October 9, 2018 at 9:00 AM EST, in the Patel Center for Global Solutions Auditorium, 11710 Maple Drive, Tampa, FL 33620, at the University of South Florida Tampa Campus 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 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.

g. Firms desiring to apply for consideration shall submit a Request for Qualifications submittal including a letter of interest, a completed Construction Manager Qualifications Supplement (CMQS) Form with attachments, and additional information required within the submittal limits, and sections and order as described in the Request for Qualifications (RFQ). Applications submitted in any other format may not be considered. The Request for Qualifications and the Construction Manager Qualifications Supplement Instructions and Form includes project information and selection criteria and may be obtained by contacting Terry Mead, at Facilities Management - Design & Construction, University of South Florida, 4202 East Fowler Avenue / OPM 100, Tampa, Florida 33620-7550, via e-mail at tmead@usf.edu by phone at (813) 974-0843, or fax at (813) 974-3542.

h. Completed and signed Construction Manager Qualifications Supplement (CMQS) Form. The CMQS shall be completed per instructions provided in the Construction Manager Qualifications Supplement (CMQS) Instructions, Request for Qualifications (RFQ), and the Notice to Professional Consultants advertisement on the Florida Administrative Register (FAR), September 21, 2018.

i. **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:
   1. Experience and Ability
   2. Approach & Method
   3. Past performance
   4. Workload
   5. Volume of University of South Florida work, including USF Direct Service Organizations (DSO)
   6. Location

j. **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 CMQS. Finalists will be informed of the interview date, time, and location, and will be provided with additional project information when available.

k. **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 short listed 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 Construction Management 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 Business & Finance of the University of South Florida 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 the Vice President for Business & Finance’s action. Upon approval of the Vice President for Business & Finance, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.

I. NEGOTIATIONS: It is the USF 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. 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.

2. SELECTION CRITERIA:
   a. GENERAL CRITERIA:
The Construction Management services are to be provided under the contract with the selected Applicant and the University of South Florida, Board of Trustees.

   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.

   Firms desiring to apply for consideration shall submit a Request for Qualifications submittal including a letter of interest, a completed Construction Manager Qualifications Supplement (CMQS) Form with attachments, and additional information required within the submittal limits, and sections and order as described in the Request for Qualifications (RFQ). 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 - Design & Construction, University of South Florida, 4202 East Fowler Avenue / OPM 100, 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 Construction Manager Qualifications Supplement (CMQS) Form. The CMQS shall be completed per instructions provided in the Construction Manager Qualifications Supplement (CMQS) Instructions, Request for Qualifications (RFQ), and the Notice to Professional Consultants advertisement on the Florida Administrative Register (FAR), September 21, 2018.

   b. SHORTLIST CRITERIA:
Selection of finalists for interviews will be based on evaluations of each applicant’s professional qualifications, including experience & ability, approach & method, past performance, workload, volume of University of South Florida work, including the USF Direct Services Organizations (DSO) and location.

   c. 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.

2) **Approach and Method**
   The Selection Committee will consider the Applicants’ approach to the project administration and construction methods proposed for the project. The Applicants will be asked to identify, by name, the key personnel of their proposed team: project administrative manager, project construction site manager, and other key staff members to be assigned to the job.

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.

---

**B. RFQ SUBMITTAL INSTRUCTIONS:**

The entire submittal must be limited to eighty (80) numbered pages in double-sided (information on front & back) 8 1/2” x 11” sheets, including the CMQS 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 eighty (80) numbered pages will not be considered.

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.

One (1) original and seven (7) spiral-bound copies of the required submittal shall be delivered and submitted to the attention of the Project Manager by 2:00 PM EST, October 23, 2018.

Submit to: Brian Laverty, Project Manager, Facilities Management - Design & Construction

University of South Florida
Facilities Management- Design & Construction
4202 East Fowler Avenue / OPM 100
Tampa, Florida 33620-7550

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](http://www.usf.edu/About-USF/visiting-campus.asp) and at the parking information website: [http://usfweb2.usf.edu/parking_services/default.asp](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.

---

**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: CONSTRUCTION MANAGER QUALIFICATIONS SUPPLEMENT FORM (CMQS)** (see attached instructions and supplement form).

Firm shall submit a completed CMQS Form with attachments as required.

**SECTION 3: LICENSES, CORPORATE CERTIFICATES, BOND CAPACITY, INSURABILITY, ETC.** (can be reduced in size for submittal)

a. Copy of current Florida Contractor’s License
b. Copy of Florida Corporate Charter Certificate
c. Letter from surety company indicating applicant’s bonding capacity of 100% the value of the contract for project. The surety company must be licensed for business in the State of Florida, and have a Best Rating of ‘A’, and a required financial size of “Class IX”.
d. Attach letter from surety indicating the applicant’s insurable thresholds for the following:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LIMITS OR AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 aggregate</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>Statutory Limits per Chapter 440, FS</td>
</tr>
<tr>
<td>Comprehensive 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>
</tbody>
</table>

SECTION 4: Applicant’s Organizational Chart and Personnel Resumes
a. Provide an organizational chart that identifies the role and phases of involvement for key personnel that will be providing services for this project including consultants.
b. Provide a resume that provides experience, ability and qualification 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 ten (10) projects (in response to the CMQS Form Item 6, Related Experience (1 through 10)) in rows on the left side of the matrix and the key personnel (in response to CMQS Form Item 7, 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.
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 Football Operations Center or similar services of major projects with similar magnitude and complexity.
b. Provide a brief summary, in bullet format, that describes your cost control methods for the (1) Design Phase and (2) Construction Phase of the project development for a representative project listed in Item #6, ‘related experience’ of the CMQS.
c. Provide a brief summary, in 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 bullet format, that describes the schedule control methods during the (1) Design / Pre-Construction Phase and the (2) Construction Phase of a representative project listed in Item #6, ‘related experience’ of the CMQS.
e. Provide a brief summary, in bullet format, that describes your teams approach to conflict resolution 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.

SECTION 8: SUPPLEMENTAL INFORMATION (If applicable)
a. Projects “on hold” Letter(s) (if applicable and noted in the CMQS Form Item 4a).
b. Joint Venture Agreement information (if applicable) per instructions in CMQS.
c. Other as applicable.

D. ATTACHMENTS
a. Construction Manager Qualifications Supplement (CMQS) Instructions
b. Construction Manager Qualifications Supplement (CMQS) Form
c. Notice to Professional Consultants advertisement on the Florida Administrative Register (FAR), dated September 21, 2018

File: CM Major-RFQ.docx