**General Instructions – UF-603, Career Resource Center Addition and Renovation**

A) Submit **one (1)** hard copy of the proposal – plus one electronic (PDF) copy as outlined in the Project Fact Sheet – by the time and date stated on the Project Fact Sheet.

B) Assemble proposals in a manner that facilitates disassembly & recycling and minimizes the use of plastic covers, binders, and dividers.

C) Include a Letter of Interest and (8) tabbed & divided sections as follows, attaching additional pages for each section as necessary:
   - Company Information and Certification (PQS 0)
   - Services (PQS 1) and Personnel (PQS 2) – including resumes and, if necessary, an organization chart
   - Experience & References (PQS 3)
   - Design and Project Management Questions (PQS 4-6)
   - Commissioning and LEED (PQS 7)
   - Project-Specific Questions (PQS 8-10)
   - Joint Venture Information (PQS 11) – if applicable
   - Attachments / Supplements – including license(s), proof of corporate status, and proof of professional liability insurance coverage

D) Forms may be retyped or re-sized to provide additional information or pictures, provided that the requested information is provided, and in the order requested. These Instructions need not be submitted.

E) Number each page consecutively, including the letter of interest, PQS forms, questions & answers, and all attachments, licenses, résumés, supplemental information, etc. The entire proposal shall be limited to **twenty (20)** double-sided 8½” X 11” pages. Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included on those pages. Any pages over the stated limit will not be considered as part of the application.

F) The Letter of Interest should concisely outline both your understanding of the Career Resource Center Addition and Renovation project and the characteristics of your firm(s) and proposed team that make them uniquely qualified for it. Address the letter to the attention of the UF Project Manager.

G) Use the project-specific PQS 0 form to provide general company information and to formally certify the proposal.

H) For PQS 1, 2, and 3, use the enclosed forms and follow the Submittal Instructions. For the questions in PQS 4-6 and 8-10, precede each answer with a re-statement of the given question. If the question on joint ventures (PQS 11) does not apply, simply state “NOT APPLICABLE.”

I) Enclose resumes and other pertinent credentials – such as LEED accreditation, BICSI/RCDD certificates, etc. – for all proposed staff (applicant and consultants).

J) Applicants operating as a corporation, limited liability company, or partnership must be registered to operate in the State of Florida by the Department of State (Division of Corporations) at the time of application. Provide proof of such status (if applicable) for the applicant. Such proof shall take the form of a Certificate of Corporate Status from the Florida Department of State. If “paid fees due this office through” date has passed, ensure certificate print date is within 10 calendar days of the proposal due date.
K) Enclose copies of current Florida licenses for the applicant firm (not individuals) and all consulting firms (not individuals). For architecture and landscape architecture firms, this means a valid license from the Department of Business and Professional Regulation. For engineering firms, this means a valid Certificate of Authorization from the Board of Professional Engineers.

L) Provide proof of the architect’s and its mechanical, electrical, plumbing, fire protection and structural engineering consultants’ ability to provide Professional liability insurance coverage in the amount of $2,000,000 each, plus same for the civil engineering consultant at $1,000,000. Such proof may take the form of a draft ‘ACORD’ certificate or a letter of intent from the respective carrier or agent. Proof of other insurance coverage is not required at this time.

M) Applicants should take care in assembling the proposals, as professionalism and attention to detail are among the intangible qualities the Selection Committee will consider.

N) Incomplete proposals will be disqualified. This includes, but is not limited to:
   - Failure to submit proposal by the stated time and date
   - Failure to sign the PQS 0 certification form
   - Missing, invalid, or expired firm licenses
   - Missing, invalid, or expired proof of corporate status in the State of Florida
   - Insufficient proof of insurance coverage

O) See the UF-603 page of the Planning Design & Construction website (www.facilities.ufl.edu) for more information on this project and the A/E selection process.
SUBMITTAL INSTRUCTIONS – UF-603, Career Resource Center Addition and Renovation

NOTE: The numbers on these instructions correspond to the numbered items on the University of Florida Professional Qualifications Supplement (PQS) forms.

1. SERVICES TO BE PROVIDED: Using the form provided, list all disciplines listed to be provided as part of Basic Services, along with the firm providing each service and the firm’s professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the firms as a whole, rather than of individuals in the firms. Enter the number of previous projects on which the architectural design Applicant/consultant has worked with each sub-consultant. If the Applicant feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate.

BICSI Registered Communications Distribution Designer (RCDD): An RCDD is an industry-recognized designation earned by individuals who have attained a level of expertise in the telecommunication field. RCDD designation requires demonstration of expertise in the design, integration, and implementation of telecommunications (voice, data, video, audio, and other low-voltage control) transport systems and their related infrastructure components. An RCDD is responsible for the detailed design of new systems and/or the integration of a design into an existing system. These systems can include combinations of voice, data, video, audio, and low-voltage control. The formats can be digital and/or analog transmissions, as well as conversions of all formats into digital. The designs can include the use of telecommunications copper cabling, optical fiber cabling, and wireless (radio or optical). This designation is intended for those professionals who are actively involved in network infrastructure design and are working directly with architects, engineers, network managers, or other designers/Information Systems (IS) professionals. Although it is not precluded, the RCDD designation is not generally intended for those individuals working in direct sales, procurement, telephone support or with responsibility for the installation of the project materials.

2. APPLICANT’S PERSONNEL: Using the form provided, list by name and role the Applicant’s and Consultants’ key staff and major discipline heads for the proposed team. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether or not they are registered, the disciplines of registration/training, and their city of residence. Enclose résumés for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.

Provide an organization chart or diagram if necessary to clearly explain lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy, etc. Identify other non-essential positions planned for this project that are not, as yet, filled or named.

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

3. EXPERIENCE and REFERENCES:
Submit up to ten most relevant projects for which the Applicant – or its composing firms – provided (or is providing) design and construction administration services. In determining which projects are “most relevant” to the CRC project, consider the unique aspects of this project, including challenging site, building additions, corporate interiors, the delivery method, the demands of constructing on a bustling campus, and other project-specific issues as conveyed in the selection criteria outlined in the Project Fact Sheet. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).

Use the attached form (one two-page form for each of the ten projects) and provide all requested information as follows:
Professional Qualifications Supplement (PQS) Instructions

- Indicate which firm(s) or staff the project is meant to illustrate the experience of, and state the firm's or person’s role in that project as follows:
  - “Principal” or “Prime” if the project was accomplished by the Applicant or design consultant firm
  - “Consultant” or “Sub-Contractor” if the project was accomplished as a consultant to another firm
  - "I.E." (Individual Experience) if the project represents experience of an individual on the Project Team while working for another firm

- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).

- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for the CRC project.

- Provide brief narratives on the facility and its relevance to the CRC project.

- Provide contact information for the Owner, builder, and (3) design partners (consultants).

- Verify that the contact information is still valid (names and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner’s representative at the time the applicant’s services were provided.

List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The (10) projects may include those accomplished by one or more of the proposed consultants, but INCLUDE NO MORE THAN 10 TOTAL PROJECTS. Applicants should note that the University is more interested in the staff proposed for this project than the corporate resumes of their respective firms.

DESIGN and PROJECT MANAGEMENT QUESTIONS

4. As the design firm having responsibility for the overall development and delivery of complete Building Information Model(s), briefly describe your typical approach for managing quality assurance with sub-consultants relative to design phase collaboration, multi-discipline model coordination, and model content quality.

5. Construction-phase problems often stem from poor coordination between design disciplines or between different parts of the construction documents (plans differ from specs). What specific measures will be used to eliminate these sorts of coordination problems, conflicts, errors, and omissions?

6. The detailing and specification of interior finishes is typically saved for the 100% CDs stage of design, but these are often the products or systems that blow budgets. How will the team mitigate this problem?

7. COMMISSIONING and LEED:
   (a) Describe the experience of the proposed design and construction staff with building commissioning, including peer reviews during the design phase.
   (b) Enclose copies of proposed staff’s LEED credentials. Describe the experience of the proposed staff with sustainable design and construction and LEED certification efforts. See Project Fact Sheet for more information.

*Questions 8-10 are specific to the CRC project.*

8. The Career Resource Center site is unique in that the addition will not touch the ground plane and is
adding onto a building which has had several previous additions. Discuss one of your addition projects and your process for the design of the exterior aesthetic.

9. The J. Wayne Reitz Union has undergone recent projects to lower their energy usage and costs. Describe potential ways that this project can help them continue this trend of lower energy usage.

10. The budget for the Career Resource Center is based upon a fixed amount of funding. Explain your approach to designing to budget and what UF can expect from the design team to keep the project in budget throughout design and construction.

11. JOINT VENTURE APPLICANTS ONLY

Duplicate the Certification form (PQS 0) signature block and have a principal or officer sign on behalf of each party to the joint venture. Enclose a copy of the joint venture agreement, which specifically states the percentage of fee to be earned by each party and each party's role in the project. Provide answers to the following questions:

(a) Describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm.

(b) Why does the Applicant feel that a joint venture will best serve the needs of this project?

(c) How many projects has the joint venture performed together?

(c) Which of the key personnel have worked together before?