

**Instructions for Submission of
Contractor's Statement of Qualifications (SOQ)
Chilled Water Plant No. 10 - Work Order No. 863125 - Bid No. ITB08SVF-287**

SCOPE OF WORK

This project entails the construction of a new 2,400-ton chilled water plant. The scope of work includes a standalone 7,000 square feet 2-story building with standard building systems along with all mechanical and electrical systems to support the production of chilled water. Others will independently commission chilled water mechanical and electrical systems at the University of Florida's Chilled Water Plant No. 10.

The scope of work includes all elements of construction, building systems, mechanical and electrical systems to support the production of chilled water. The estimated cost of construction is between \$6,000,000 and \$8,000,000.

Generally, the work is expected to commence in July 2008 and be completed by March 2009. Work on an active campus may present some logistical challenges to the contractor.

CONSTRUCTION DOCUMENTS

Applicants interested in familiarizing themselves with the work may review the 100% (*not for construction*) documents at the Physical Plant Architecture/Engineering Department.

Once pre-qualified, bidders will be given instructions for obtaining copies of the Conformed Bid Documents and allowed approximately 30 days to develop firm fixed prices for the base bid, along with a schedule for construction. Liquidated damages are expected to be approximately \$500 per calendar day.

PRE-QUALIFICATION

The method of delivery is design-bid-build (also known as "hard bid"), with a pre-qualification process utilizing the following criteria. The maximum possible score is noted in parentheses:

1. Past Performance (100)

The Owner will evaluate the quality of the applicant's past performance considering currency, relevancy, sources, context and trends. This evaluation is separate and distinct from the responsibility determination. The assessment of the applicant's past performance will be used as a means of evaluating the relative capability of the firm to successfully perform the Work. The University reserves the right to obtain information for use in the evaluation of past performance from any and all sources it deems necessary.

The applicant shall demonstrate satisfactory performance as the prime contractor (GC, CM, DB) responsible for the complete construction of five (5) similar projects within the past five (5) years. Projects considered "similar" to the UF Chilled Water Plant No. 10 project are defined as those with two or more of the following characteristics:

- Experience in construction of similar sized chilled water facilities.

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- Experience in construction of any sized chilled water facilities.
- Experience in construction of similar facilities with major mechanical and electrical components.
- Experience with higher education facilities construction in the State of Florida and at the University of Florida.
- Applicant's past performance and experience working with proposed subcontractors.
- Contractor's understanding of the project's intent, goals and objectives.

Performance on projects that were more similar (i.e., included more of the above-listed characteristics) will be viewed more favorably than performance on less similar projects.

Performance on similar projects that included key contractor personnel who will be involved with the project (superintendents, project managers, etc.) will be more favorably viewed than performance on similar projects for firms that include less or no involvement by personnel slated for this project.

Use the Past Performance Project Data Form to document project, staffing, budget, and schedule information, along with contact information for the Owner, A/E, and (3) major subcontractors, for each of five (5) similar projects – one 2-page form for each project. Verify that the information provided is still valid and add contact information for the current Owner's representative if different from the Owner's representative at the time the applicant's services were provided.

2. Qualifications & Experience (100)

Identify the personnel who will manage and supervise this project, as well as the staff responsible for jobsite safety, quality control, and other specialties. Provide each person's title and project-specific responsibilities, city of residence, and resume. **Lack of detailed information on the resumes may result in a less favorable evaluation.** Provide an organization chart or diagram if necessary to clearly explain lines of authority, duties & responsibilities, etc.

The qualifications and experience of personnel directly involved in projects similar to the UF Chilled Water Plant No. 10 project, as outlined above, will be viewed more favorably than those involved with less similar projects. *NOTE: Since pre-qualification of bidders and award of this contract is based partly on the relative qualifications and experience of the individuals and firms listed in the Proposal, changes or substitutions to the applicant's personnel listed here are not allowed following pre-qualification without the Owner's written approval.*

Provide proof of licensure to perform work as a general contractor in the State of Florida, along with proof of proper incorporation, if applicable, from the Florida Secretary of State.

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Complete Sections 1, 2, and 3 of AIA Document A305 as provided. (Alternate forms will not be acceptable)

3. Financial Standing (100)

Provide the contact information, references, and statements required by Sections 4 and 5 of AIA Document A305, including verification of the applicant's capability to provide performance and payment bonds for this project up to \$8,000,000.

4. Workload (50)

Provide a simple list of all current and pending work by the applicant firm. Further, provide a more detailed list of all current and pending work that involves the key personnel identified in item 2 (qualifications & experience), noting the size, contract amount, scope, owner, A/E, current status, and projected completion date of each.

5. Safety Record (50)

Outline the firm's approach to jobsite safety management, training & education, and enforcement. Provide a copy of the firm's insurance experience modification rate (EMR) for the past three years.

EVALUATION

Each applicant's Statement of Qualifications (SOQ) submittal will be reviewed by a committee consisting of representatives from the Physical Plant Division and Facilities Planning & Construction. Representatives from UF Purchasing and Disbursement Services, Small Business & Vendor Diversity, and the A/E will also participate as non-voting members.

The contractor's response to each of the (5) above-listed criteria will be evaluated and scored by each committee member, with a maximum possible score of 400. The scores for each of the (5) criteria will then be averaged. Submittals with an average total score of less than 50% or an average score of less than 50% in any one of the (5) categories will be deemed unacceptable, and those firms will not be approved/qualified to bid the project. Firms earning a total average score of at least 200 and an average score of 50 or more in the (3) 100-point categories - Past Performance, Qualifications & Experience, and Financial Standing - and an average score of 25 or more in the (2) 50-point categories - Workload and Safety - will be approved to bid the project.

That notwithstanding, failure to provide proof of current license and bonding capacity will be grounds for immediate disqualification.

NOTE: This process concludes with the determination of pre-qualified contractors who are eligible to bid. Relative standing (scores) from the pre-qualification process bear no relevance to the bidding process.

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FORMAT

The SOQ submittal shall consist of the following, in order:

- I. A Letter of Introduction
- II. Completed and Signed AIA Document A305 (Contractor's Qualification Statement)
- III. Past Performance Project Data Forms (five 2-page forms)
- IV. Qualifications & Experience Submittals (resumes, license, charters, statements, etc.)
- V. Financial and Bonding Submittals (information, statements, references)
- VI. Workload Information
- VII. Safety Information
- VIII. Supplemental Materials

The SOQ - one original plus five copies, plus one electronic copy on CD-ROM - shall be submitted no later than 2:00 PM local time on May 20, 2008, to the UF Division of Purchasing, 114 Elmore Hall - Building 465, Radio Road, Gainesville, FL [telephone (352) 392-1331]. Late, e-mailed, or facsimile (FAX) submittals are not acceptable and will not be considered.

The SOQ submittal shall be mechanically bound and limited to not more than 40 (8.5" x 11") pages printed on one side, excluding covers and dividers. Submissions in excess of 40 pages will not be disqualified, but all pages after 40 will be discarded and not considered.

PRE-SUBMISSION INQUIRIES

The User Group is the Physical Plant Division Systems and Architecture/Engineering Departments, and the design architect is Affiliated Engineers, Inc.. The entity responsible for all aspects of project management is PPD A/E Department:

UF PPD A/E
Building 700 Radio Road
P.O. Box 117511
Gainesville, FL 32611-7511

Internet: www.facilities.ufl.edu

Submit inquiries, questions, or comments **via e-mail** to the UF PPD A/E Project Manager:

D. J. Bair, P.E.
E-Mail: jbair@ufl.edu

All requests for information or clarification must be submitted by 5:00 PM on Tuesday, May 13, 2008. Responses to questions or comments will be posted to the UF PPD A/E and the UF Purchasing web sites. No hard copy reply will be issued.

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A **mandatory** Pre-Qualification Proposal Meeting will be held at 2:00 PM on Tuesday, May 6, in Room 101 of Elmore Hall (Building 465, Division of Purchasing), Radio Road, on the UF campus. The purpose is to generally explain the pre-qualification process and other project information such as the technical scope of work and the schedule. A site visit/tour will not be included at this time. See <http://campusmap.ufl.edu> for directions to the meeting location.

SCHEDULE FOR PROCUREMENT

Commence Advertisement of Construction RFQ	Friday, April 25, 2008
Mandatory Pre-Qualification Proposal Conference	2:00 PM, Tuesday, May 6, 2008
Deadline for Pre-Proposal Inquiries	5:00 PM, Tuesday, May 13, 2008
Deadline for SOQ Submittals	2:00 PM, Monday, May 20, 2008
Evaluation of Qualifications & Posting	Week of May 26-30, 2008
Bid Documents Available	Week of June 2-6, 2008
Mandatory Pre-Bid Conference	2:00 PM, June 17, 2008
Bid Deadline	2:00 PM, July 1, 2008

SMALL / MINORITY BUSINESSES

The University of Florida is an equal opportunity institution and, as such, encourages the use of Small and Minority Business Enterprises in the provision of construction related services. Small and Minority Business Enterprises should have a fair and equal opportunity to compete for dollars spent by the University of Florida to procure construction-related services. Competition ensures that prices are competitive and a broad vendor base is available. Related information should be sent to the Division of Small Business and Vendor Diversity Relations, P.O. Box 115250, Elmore Hall, Room 109, Gainesville, Florida, 32611.

PROTESTS

Any person who is adversely affected by the University' decision or intended decision shall file with the University at Purchasing and Disbursement Services, Room 102, Elmore Hall, Radio Road, P.O. Box 115250, Gainesville, FL 32611-5250, ATTN: Sarah Vidal, Construction Coordinator, a notice of intent to protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in this solicitation, including, without limitation, provisions regarding the method for evaluating qualifications, the notice of intent to protest shall be filed in writing at the address set forth above within 72 hours after the posting of the solicitation. In both instances, the formal written protest shall be filed in writing at the address set forth above within 10 days after the day the applicable notice of protest is filed. In addition, if the decision or intended decision being protested is the University's intent to award, the protestor shall file a bond at the time of filing the formal written protest, in accordance with Florida Admin. Code R. 6C1-3.073. Failure to timely file a notice of protest, a formal written protest or a bond, if applicable, shall constitute a waiver of proceedings.