

**PROFESSIONAL QUALIFICATIONS SUPPLEMENT INSTRUCTIONS**

FOR USE BY ARCHITECT/ENGINEER CONSULTANT

**Project: MP-282C, Reitz Union New Building Program**

**GENERAL INSTRUCTIONS**

1. Submit **seven (7)** bound and typed proposal – **plus one electronic (PDF) copy on CD-ROM** – by the time and date stated on the Project Fact Sheet. *Bind in a manner that facilitates disassembly and recycling, and minimize the use of plastic covers and dividers.*
2. Number each page consecutively, including the letter of interest, the PQS form, and all attachments, licenses, résumés, supplemental information, etc. The entire proposal shall be limited to **forty (40)** single-sided 8½ x 11 pages (or 20 double-sided pages). Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included on those pages.
3. The Letter of Interest should concisely outline both your understanding of the **Reitz Union New Building Program, including the Cultural Center Concept** and the characteristics of your firm(s) and proposed team that make them uniquely qualified for the project. Address the letter to the attention of the UF Project Manager.
4. Use the PQS form produced specifically for this project. The PQS form may be retyped and sections increased in size to provide additional information or pictures, provided that the requested information is provided, and in the order requested. The Instructions portion of the PQS form need not be submitted.
5. Enclose resumes, LEED accreditation, and other pertinent credentials for all proposed staff (applicant and consultants).
6. Corporations 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.
7. Enclose copies of current Florida licenses for the applicant and all consultants. 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. **Invalid or expired licenses will be grounds for disqualification.**
8. Provide proof of the applicant's and all engineering consultants' ability to be insured for the level of professional liability coverage demanded for this project. Such proof may take the form of a draft 'ACORD' certificate or a letter of intent from the respective carrier or agent.
9. See the **MP-282C** page of the Facilities Planning & Construction website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)) for more information on the **Reitz Union New Building Program** project and the A/E selection process.
10. Applicants should take care in assembling the proposals, as professionalism and attention to detail are among the intangible qualities the Selection Committee will consider.

**SPECIFIC INSTRUCTIONS**

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

1. **PROJECT INFORMATION:** Entered on project-specific template by University PM.
2. **APPLICANT IDENTIFICATION:** Enter the legal name of the Applicant, the address, telephone number, and other requested information. If the applying firm proposes staff from multiple office locations, use contact information for the office location that will manage the project.

3. **SERVICES TO BE PROVIDED:** All disciplines listed shall be provided as part of Basic Services. If services are to be provided by the Applicant, so indicate. If a consultant is to provide the service, list the consultant's name and professional license number from the appropriate Florida Licensing Board in the space provided. 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 Applicant has worked with each listed consultant.

If the Applicant feels that its team will require the services of a specialty consultant beyond those listed, it should indicate for which disciplines it would require specialty consultant(s) under Sections 3 and 6 of the PQS. If the Applicant firm has specialty expertise in-house, it may be indicated.

4. **CERTIFICATIONS and ACCREDITATIONS**

- 4a. LEED performance standards are an integral part of the UF construction standards, and achieving the appropriate level of LEED certification shall be included as a Basic Service. For this project, **GOLD** LEED accreditation is **required**. Denote each LEED Accredited Professional on the proposed team (applicant and consultants) and include a copy of the USGBC accreditation for each person.
- 4b. List other certifications and accreditations of proposed team members or the firms that are relevant to the project that the applicant wishes the selection committee to consider.

5. **RELATED EXPERIENCE:** Submit up to ten most relevant projects for which the Applicant or its consultants provided (or is providing) programming and concept design services. In determining which projects are "most relevant" to the **Reitz Union New Building Program and the Cultural Center** project, consider the unique aspects of this project, including **Student Centers, Multi-Cultural Centers, many user groups**, 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). Do not list more than ten 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.**

Provide the requested information for each project: Owner; completion date (actual or anticipated); project location; construction cost (or fee amount if the project was a study); and firm's role in project. In the shaded areas, list the individual members of the team proposed for this project, including consultants, who were involved on the listed project and their role in that project. A brief description may be provided to demonstrate the components of the project which are comparable to this project. Also indicate which projects, if any, are either LEED-certified or are awaiting LEED certification. Provide the information in the format provided on this project-specific PQS form – do not attach a project list on any other agency's form.

For the column headed "**Role in Project**", enter the following:

- "**Principal**" if the project was accomplished by the "Applicant" firm;
- "**Consultant**" if the project was accomplished as a consultant to another firm; or
- "**IE**" (individual experience) if the project represents experience of an individual on the Project Team while working for another firm ... in such cases, identify the individual by name and indicate what role the individual played in the project (project manager, principal-in-charge, project architect, etc.).

Related experience of the Applicant's consultants may – and perhaps should – be provided among the (10) examples, but **no more than ten projects may be listed for the Applicant and Consultants combined.**

6. **PROPOSED PROJECT TEAM:** List by name the "key members" of the proposed team to be assigned to the project for both the Applicant and the Consultants. If categories are not applicable, so note. Note "others" as needed, inserting their titles inside the parentheses. For all

individuals listed, note whether or not they are registered, their disciplines of registration/training, their city of residence, and their role in the (10) projects listed in Section 5. Enclose résumés for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.

**Note to architectural Applicants:** The applicant may list architectural consultant(s) with building types expertise relevant to the project. If the Applicant's team requires additional architectural support, so note in **Section 3**.

**Note to engineering Applicants:** Engineering consultants in the Applicant's same discipline may not be listed if the Applicant is an engineering firm providing services in that engineering discipline. If the Applicant's team requires additional engineering support, so note in **Section 3**.

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

7. **REFERENCES:** For the (10) projects listed in Section 5 of the PQS, provide the project name, Owner, name and **current** telephone number of the Owner's representative, and the contractor's name and representative's contact information.. The University Project Manager (or members of the Architect/Engineer Selection and Certification Committee) may contact the individuals listed for the applicant and consultants and/or may contact unlisted references for the "key members" proposed.
8. **SIGNATURE:** Sign and date the form. Type the name and title of the officer or principal of the firm who signs the form. **Failure to sign this form will result in disqualification.**

*NOTE: Signature indicates that the information provided on the PQS form is accurate and in accordance with the PQS instructions. Signature also indicates Applicant's profession that it has not been disqualified from applying for state work under suspension resulting from conviction of any public entity crime as described in 287.133, F.S. Information submitted is subject to the Laws of Perjury as stated in Chapter 837, Florida Statutes. Signature further denotes the Applicant's agreement that if information contained in the PQS is found to be false, the Applicant may be disqualified from applying for State University System work for up to three years.*

**PROTEST:**

**Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.**

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**SPECIAL INSTRUCTIONS FOR JOINT VENTURE APPLICANTS**

Note: 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; however, use of consultants under contract to the applicant in order to meet project specific building types experience requirement is permissible.

- A. If the Applicant is a joint venture, a copy of the **joint venture agreement** that 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 PQS. The fee percentages must total 100%.
- B. Submit only one PQS form with combined responses to each section.

- C. Location will be scored based on the location score of the party to the joint venture which is primarily responsible for the construction administration phase of services.
- D. The lesser of the joint venture partners' past performance scores will be assigned to the joint venture.
- E. Provide responses to the following:
  - 1) Why does the Applicant feel that a joint venture will best serve the needs of this project?
  - 2) How many projects has the joint venture performed together?
  - 3) Which of the key personnel have worked together before?
- F. Duplicate the signature block and have a principal of each firm sign the PQS form.