

**Design/Builder Qualifications Supplement (DBQS)
GENERAL INSTRUCTIONS**

- A) Submit **five (5)** bound and typed proposal – **plus one electronic (PDF) copy on CD-ROM** – by the time and date stated on the Project Fact Sheet. Include a Letter of Interest and (11) tabbed & divided sections as follows, attaching additional pages for each section as necessary. *Bind in a manner that facilitates disassembly and recycling, and minimize the use of plastic covers and dividers.*
- Company Information and Certification (DBQS 0)
 - Services to Be Provided (DBQS 1)
 - Personnel (DBQS 2) – including resumes and organization chart if necessary
 - Experience & References (DBQS 3)
 - Cost Estimating & Control (DBQS 4)
 - Quality Control & Constructability (DBQS 5)
 - Scheduling (DBQS 6)
 - Safety, Commissioning, and LEED (DBQS 7) – including EMR for past three years and LEED credentials
 - Project-Specific Questions* (DBQS 8-10)
 - Joint Venture Information (DBQS 11) – if applicable
 - Attachments / Supplements – including license(s), proof of corporate status, proof of bonding capacity, and proof of professional liability insurance coverage
- B) Number each page consecutively, including the letter of interest, DBQS forms, questions & answers, and all attachments, licenses, résumés, supplemental information, etc. The entire proposal shall be limited to **sixty (60)** single-sided 8½ x 11 pages (or 30 double-sided pages). Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included on those pages.
- C) The Letter of Interest should concisely outline both your understanding of the **Sun Terrace Expansion** 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.
- D) Use the DBQS 0 form to provide general company information and to formally certify the proposal.
- E) For DBQS 1, 2, and 3, use the enclosed forms and follow the Submittal Instructions. For DBQS 4 – DBQS 11, precede each answer with a re-statement of the given question. If the question on joint ventures (DBQS 11) does not apply, simply state “NOT APPLICABLE” on the bound section divider.
- F) Enclose resumes, LEED accreditation, and other pertinent credentials for all proposed staff (applicant and consultants).
- G) 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.
- H) Enclose copies of current Florida licenses for the applicant and all consultants. For general contracting, 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.**
- I) Provide a letter of intent from a surety company indicating the applicant's bonding capacity for this project. The surety shall acknowledge that the firm may be bonded for each phase of the project, with a potential maximum construction cost of **\$2,100,000**. 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 **VII**."
- J) Provide proof of the applicant's or its architectural and 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.
- K) See the UF-**354** page of the Facilities Planning & Construction website (www.facilities.ufl.edu) for more information on the **Sun Terrace Expansion** project and the DB selection process.

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

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- 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 builder Applicant has worked with each listed consultant and the number of previous projects on which the architectural design Applicant/consultant has worked with each 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 DBQS 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, construction, and/or design-build services. In determining which projects are "most relevant" to the **Sun Terrace Expansion** project, consider the unique aspects of this project, including working on an active roof deck, working with several groups (Aramark, Bookstore, food vendors), delivering the project on a tight schedule, 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:

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- 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 Sun Terrace Expansion project.
- Provide brief narratives on the facility and its relevance to the Sun Terrace Expansion project.
- Provide contact information for the Owner, designer or builder (whichever applies), and the (3) largest subcontractors by value of trade package.
- 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**.

4. **COST ESTIMATING and CONTROL:**

- (a) Describe the team's approach to, and methods for, cost estimating during the pre-construction phase and cost control during the construction phase.
- (b) How are cost estimates developed and how dependent are they upon estimates by potential sub-contractors?
- (c) In a design/build approach, how are both the design and construction entities involved with cost estimating?
- (d) Elaborate specifically on cost estimating methods for CSI Divisions 15 (mechanical, plumbing, fire protection) and 16/17 (electrical, telecommunications).
- (e) What means are used to accurately estimate costs during early design phases when material specifications, systems, and fabrication details are not yet developed?
- (f) Discuss how pre-construction estimates are carried over from one design phase to the next (i.e., is the project re-estimated with each design submittal, or are baseline numbers increased or decreased as needed?).
- (g) Discuss current and projected labor & materials escalation and explain how such escalation will be accounted for.

5. **QUALITY CONTROL and CONSTRUCTABILITY:**

- (a) Explain how constructability, fit & finish, means & methods, and other construction issues are considered during the design phase. For example, are the personnel responsible for designing and estimating the project also responsible for providing constructability, coordination, and true "Value Engineering" input to the Owner and team?
- (b) Will the builder review design submittals with an eye for errors, discrepancies, conflicts, and other potential change order issues? If so, who specifically does that?
- (c) What means are used to cross-check design submittals against the UF Construction Standards, previous review comments, Value Engineering input, and other direction or feedback?
- (d) Describe the methods used by the team to maintain quality control during the construction phase,

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particularly if the applicant is a contractor-led teaming of design and construction firms.

- (e) Briefly describe the firms' existing quality assurance policies & procedures and explain how they're tailored to each project.

6. SCHEDULING:

- (a) Describe how the team will develop and maintain the construction schedule throughout design and construction. Who develops the schedule during pre-construction? Who develops the schedule that accompanies the GMP proposal? Who is responsible for updating and adhering to the schedule during construction?
- (b) What role, if any, do potential sub-contractors play in developing the schedule? What role, if any, do actual sub-contractors play in refining and maintaining the schedule?
- (c) How exactly will typical North Central Florida weather be accounted for in the schedule?
- (d) Given your understanding of the Owner's goals, requirements, and constraints, elaborate on ideas you have for "fast-tracking" the project without sacrificing quality or introducing unreasonable risk.

7. SAFETY, COMMISSIONING, and LEED:

- (a) Outline the team's approach to jobsite safety management, training & education, and enforcement. Provide proof of the builder's Experience Modification Rate for the past three years.
- (b) Describe the experience of the proposed design and construction staff with building commissioning, including peer reviews during the design phase.
- (c) Describe the experience of the proposed staff with sustainable design and construction and LEED certification efforts. Enclose copies of proposed staff's LEED accreditation(s).

Questions 8-10 are specific to the Sun Terrace Expansion project.

8. *How does the team propose working on an active roof deck which is within a large complex that will be fully occupied with lab and education space below?*
9. *Does the team have experience structurally enhancing a building to add on a level?*
10. *What experience does the team have with food service and bookstore facilities?*

11. Joint-Venture Applicants Only

Duplicate the Certification form 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?