REQUEST FOR QUALIFICATIONS
Acknowledgement Form

UNIVERSITY OF NORTH FLORIDA

Page 1 of 12 Pages

PROPOSAL WILL BE OPENED AT 2 p.m. on April 14, 2014
and may not be withdrawn within 90 days after such date and time.

MAILING DATE: March 12, 2014
PURCHASING REPRESENTATIVE
Dianna White

RFQ No.: RFQ 14-16
RFQ TITLE: Pre-Qualified General Contractors

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR NAME:

REASON FOR NOT SUBMITTING BID out of town

VENDOR MAILING ADDRESS

POSTING OF PROPOSAL TABULATIONS
The proposal tabulation and Notice of Intended Decision with recommended award will be posted for review by interested parties at the University of North Florida website - http://www.unf.edu/purchasing/ and will remain posted for a period of 72 hours. Failure to file a protest in accordance with University of North Florida Regulation 13.0020R, or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R, shall constitute a waiver of protest proceedings.

MAILING DATE: March 12, 2014
PURCHASING REPRESENTATIVE
Dianna White

RFQ No.: RFQ 14-16
RFQ TITLE: Pre-Qualified General Contractors

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR NAME:

REASON FOR NOT SUBMITTING BID out of town

VENDOR MAILING ADDRESS

POSTING OF PROPOSAL TABULATIONS
The proposal tabulation and Notice of Intended Decision with recommended award will be posted for review by interested parties at the University of North Florida website - http://www.unf.edu/purchasing/ and will remain posted for a period of 72 hours. Failure to file a protest in accordance with University of North Florida Regulation 13.0020R, or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R, shall constitute a waiver of protest proceedings.

MAILING DATE: March 12, 2014
PURCHASING REPRESENTATIVE
Dianna White

RFQ No.: RFQ 14-16
RFQ TITLE: Pre-Qualified General Contractors

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR NAME:

REASON FOR NOT SUBMITTING BID out of town

VENDOR MAILING ADDRESS

POSTING OF PROPOSAL TABULATIONS
The proposal tabulation and Notice of Intended Decision with recommended award will be posted for review by interested parties at the University of North Florida website - http://www.unf.edu/purchasing/ and will remain posted for a period of 72 hours. Failure to file a protest in accordance with University of North Florida Regulation 13.0020R, or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R, shall constitute a waiver of protest proceedings.

MAILING DATE: March 12, 2014
PURCHASING REPRESENTATIVE
Dianna White

RFQ No.: RFQ 14-16
RFQ TITLE: Pre-Qualified General Contractors

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR NAME:

REASON FOR NOT SUBMITTING BID out of town

VENDOR MAILING ADDRESS

POSTING OF PROPOSAL TABULATIONS
The proposal tabulation and Notice of Intended Decision with recommended award will be posted for review by interested parties at the University of North Florida website - http://www.unf.edu/purchasing/ and will remain posted for a period of 72 hours. Failure to file a protest in accordance with University of North Florida Regulation 13.0020R, or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R, shall constitute a waiver of protest proceedings.

MAILING DATE: March 12, 2014
PURCHASING REPRESENTATIVE
Dianna White

RFQ No.: RFQ 14-16
RFQ TITLE: Pre-Qualified General Contractors

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR NAME:

REASON FOR NOT SUBMITTING BID out of town

VENDOR MAILING ADDRESS

POSTING OF PROPOSAL TABULATIONS
The proposal tabulation and Notice of Intended Decision with recommended award will be posted for review by interested parties at the University of North Florida website - http://www.unf.edu/purchasing/ and will remain posted for a period of 72 hours. Failure to file a protest in accordance with University of North Florida Regulation 13.0020R, or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R, shall constitute a waiver of protest proceedings.
University officer or employee unless the University consents in writing after full written disclosure of the surrounding facts. No officer or employee of the University shall have a financial interest, direct or indirect, in this contract unless the University consents in writing after full written disclosure of the surrounding facts. Proposers are cautioned to make no assumption unless their RFQ has been evaluated as being responsive.

7. SELECTION: As the best interest of the University of North Florida may require, the right is reserved to make selections by individual item, group of items, all or none, or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in the proposals. Proposers are cautioned to make no assumption unless their RFQ has been evaluated as being responsive.

8. INTERPRETATIONS/DISPUTES: Any questions concerning conditions or specifications shall be directed in writing to the Purchasing Department. Inquiries must reference the date of Bid opening and the Proposal number. No interpretations shall be considered binding unless provided in writing by the University of North Florida in response to requests in full compliance with this condition. Any person who is adversely affected by the University’s notice of intended decision shall file with the University a notice of protest, in writing, within 72 hours after the posting of the Proposal tabulation or after receipt of the notice of the University’s decision or intended decision and shall file a formal written protest within 10 days after the date the notice of protest was filed. With respect to a protest of the specifications contained in a Request For Proposal, the notice of protest shall be filed, in writing, within 72 hours after the receipt of the project plans and specifications or intended project plans and specifications and the formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a formal written protest within the time prescribed in section 120.573(3), Fla. Stat., or to fail or to post the bond or other security required by Purchasing Regulations 13.0010R, 13.0020R, 13.0030R or any other provision of law within the time allowed for filing a bond or other security shall constitute a waiver of proceedings under §120, Fla. Stat.

9. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, resale price or other characteristics of the items offered in this Proposal, the University shall be the responsibility of the successful Proposer to notify the purchaser at once indicating, in writing, the specific regulation which requires an alteration. The University of North Florida reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

10. LEGAL REQUIREMENTS: Applicable provision of all federal, state, county and local laws and of all ordinances, rules and regulations shall govern development, proposal and evaluation of all Bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a Proposal response hereto and the University of North Florida, by and through its officers, employees and authorized representatives or any other person, natural or otherwise. Lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. Any violations of these conditions may also result in the Proposers name being removed from the University of North Florida’s vendor mailing list and the Department of Management Services, Division of Purchasing, mailing list.

11. LOBBYING: Contractor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any official, officer, commissioner, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

12. ADVERTISING: In submitting a Proposal, the Proposer agrees not to use the results therefrom as a part of any commercial advertising.

13. ASSIGNMENT: Any Contract or Purchase Order issued pursuant to Request for Qualification and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

14. LIABILITY: The Proposer agrees to indemnify and hold harmless the University of North Florida Board of Trustees, its officers, agents and employees from any and all judgments, orders, awards, costs and expenses, including attorney’s fees, and also all claims on account of damages to property, including loss of use thereof, or bodily injury (including death) which may be hereafter sustained by the Proposer, its employees, its subcontractors or the University of North Florida, its officers, agents, or employees or third persons resulting from or in any way connected with this RFQ proposal and which are the result of the proposers breach of contract or of the acts or omissions of the proposer, its officers, agents and employees. This condition does not apply to contracts between government agencies.

15. FACILITIES: The University reserves the right to inspect the Proposer’s facilities at any time with prior notice.

16. SERVICE AND WARRANTY: Unless otherwise specified, the Proposer shall define any warranty service and replacements that will be provided during and subsequent to this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

17. SAMPLES: Samples of items, when called for, must be furnished free of expense on or before Proposal opening time and date and, if not destroyed, may upon request be returned at the Proposers expense. Each individual sample must be labeled with Proposers name, manufacturer’s brand name and number, proposal number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with the proposal. If instructions are not received within this time the commodities shall be disposed of by the University of North Florida.

18. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at discretion unless otherwise provided. Title and risk of loss or damage of all items shall be the responsibility of the contract supplier until accepted by the University, unless loss or damage results from negligence by the University. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the University will: (a) record any evidence of visible damage on all copies of the delivering carrier’s Bill of Lading (b) report damage (visible or concealed) to the carrier and contract supplier confirming such reports in writing within 15 days of delivery, requesting that the carrier inspect the damaged merchandise (c) retain the item and it’s shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier (d) provide the contract supplier with a copy of the carriers Bill of Lading and damage inspection report.

19. PATENTS AND ROYALTIES: The Proposer shall indemnify and hold harmless the University of North Florida Board of Trustees, its officers, agents and employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of North Florida. If the Proposer uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

20. NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested and/or inspected for compliance with specifications by the Florida Department of Agriculture and Consumer Services or by other agencies authorized to perform such tests for compliance with specifications are public records and open to examination thereto in accordance with §119, Fla. Stat. Items delivered not conforming to specifications may be rejected and returned at vendor’s expense. These items and items not delivered as per delivery data in the proposal and/or purchase order may result in the proposer being found in default in which event any and all re procurement costs may be charged against the defaulting contractor. Any violation of these conditions may also result in the proposer’s name being removed from the University of North Florida’s vendor mailing list and the Department of Management Services, Division of Purchasing, mailing list.


22. PUBLIC RECORDS CANCELLATION: With respect to a resulting contract and/or purchase order, proposer/bidder will allow public access to all documents, papers, letters, or other material subject to the provision of Florida’s Public Records Law, §119, Fla. Stat., and made or received in conjunction with this Agreement, Refusal by proposer/bidder to allow such public access will be grounds for unilateral cancellation of this Agreement by UNF and for imposition of any penalty or remedy available under law. Proposer/bidder will indemnify and hold harmless the University of North Florida, Board of Trustees and State of Florida, their officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney’s fees, which may arise out of or result in public records which proposer/bidder maintained or should have maintained in conjunction with this Agreement.

23. ACCOUNTING AND AUDIT: The proposer agrees to maintain at its principal place of business those business records, books, account information and related materials relevant to any resulting Agreement/purchase order. The University of North Florida, and the Auditor General of the State of Florida, or any of their authorized representatives, will have the right upon reasonable notice to review such materials, whether by its own representative or by a certified public accountant during reasonable business hours and in a manner that does not disrupt proposer’s business operations. Proposer agrees to retain any documents relevant to this Agreement/purchase order for a period of at least 3 years from the date on the final payment of the contract. For any non-payment of any purchase order, whichever is later. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute resolved. Invoices for fees or other compensation shall be submitted in detail sufficient for proper pre-audit service. The proposer agrees to include this Accounting and Audit provision in any contract it has with any subcontractor, consultant or agent whose services will be charged directly or indirectly to this Agreement.

24. TRAVEL: Bills for any travel expenses must be submitted in accordance with §112.061, Fla. Stat. No travel expenses may be paid to, or for the benefit of, any individual, by the University, in excess of the amount permitted by §112.061, Fla. Stat.. Any expenses in excess of the amounts prescribed by law shall be borne by the proposer.

25. GOVERNING LAW: FORUM: Any resulting Agreement will be governed by and construed under the laws of the State of Florida which will be the forum for any lawsuit between the parties arising from or incident to the resulting Agreement. The venue for any legal proceeding will be in Jacksonville, Duval County, Florida. THIS SOLICITATION WILL BE GOVERNED BY THE PROVISIONS CONTAINED IN UNF REGULATIONS 13.0010R, 13.0020R and 13.0030R.

PJR: 7033 Revised 021913
GENERAL INFORMATION

1. Project Description
The University of North Florida Board of Trustees, a public body corporate, announces that pre-qualified general contractor services are required for construction renovation projects budgets at less than $250,000 for the University of North Florida, 1 UNF Drive, Jacksonville, FL 32224.

The intent of this solicitation is to pre-quality three to five area general contractor firms capable of successfully completing projects with a construction budget of under $250,000 per project. The period for awarded firms to remain on the pre-qualified general contractor list will be for an initial twelve month period with the opportunity for two additional annual renewals based on a review of services provided during the prior year. The evaluation of each applicant’s submittal will be based on its display of overall competence, compliance, format and organization as it relates to the defined criteria in this solicitation.

The successful contractors are responsible for understanding and complying with all applicable local, state, and federal occupational safety and health regulations pertaining to the scope of work outlined in this RFQ.

2. Coverage and Participation
The intended coverage of this RFQ and any agreement resulting from this solicitation may be for the use of all departments at the University. With the consent and agreement of the Successful Vendor, the other state universities, community colleges, district school boards, other educational institutions and other governmental agencies within the State of Florida may assess an agreement resulting from this solicitation issued and administered by the University of North Florida.

3. Proposed Calendar of Events
The proposed schedule for selection, award and negotiation will be as follows:

Website & Ad Posting: March 12, 2014
Non-mandatory pre-submittal meeting: March 27, 2014 at 3 p.m. in Hicks Hall
Questions Due: April 4, 2014
Response to Questions Due: April 8, 2014
Submittals Due: April 14, 2014 at 2 p.m.
Evaluation Meeting(s): April/May 2014
Interviews/Presentation (if needed): May/June 2014

All times are Eastern Standard Time, unless otherwise noted.

4. Selection Criteria
Firms will be evaluated in the following areas:

• Contractor’s experience in the construction of minor renovations/remodeling projects, including new construction, fire code and handicapped corrections. Firms must be familiar with current ADA regulations/guidelines and the Florida Building Code (20).
• Location of office to handle the project (5).
• Credentials, background and experience of staff proposed to work on the project team (20).
• Experience working on an active campus and in occupied space (10).
• Firms financial ability as demonstrated by their bonding capacity and Certificate of Insurance (5).
• Current workload, past experience, volume of work and project management ability (10).
• Cost estimating capabilities and methods used to control cost and schedules during construction (10).
The applicants who have achieved the highest scores in the evaluation process will be recommended for further consideration.

5. Selection Committee
All applicants are instructed to check the UNF Purchasing website for the posting of the top ranked firms at http://www.unf.edu/purchasing/. Finalists will be informed of the interview/presentation dates and times and will be provided with additional presentation information if available. The Selection Committee will make a recommendation to the University President. Upon approval by the President, negotiations will be conducted in accordance with the §287.055, Fla. Stat.

6. Application Submission
Applications are to be delivered sealed and labeled “RFQ 14-16 titled Pre-Qualified General Contractors” on the exterior of the package. Provide one original and five complete copies of the application. Applications are due by 2 p.m., Monday April 14, 2014. Applications received after 2 p.m. will not be opened. It is the sole responsibility of the applicant to ensure that sealed applications are delivered to the UNF Purchasing Department prior to the deadline and labeled accordingly. It is also the responsibility of the applicant to carefully review the application requirements in this RFQ and submit all information requested. The University will not accept applications received by facsimile or email. If applicant fails to submit with its sealed application all items requested by this RFQ, the application will not be considered.

Bidders are requested to use an identification label on their envelopes/packages when returning their response. The label should clearly identify the proposal number, date and time of proposal opening and company name. Each bidder is fully responsible for ensuring that its proposal is timely received and shall assume the risk of non-delivery or untimely delivery caused by its chosen delivery method, whether by US Mail, public carrier or otherwise.

7. Clarifications
A non-mandatory pre-submittal conference will be held March 27, 2014 at 3 p.m. in Hicks Hall, Bldg 53 in the Miramar/Ocala conference rooms. No interpretation of the meaning of any part of this RFQ, nor corrections of any apparent ambiguity, inconsistency or error herein, will be made to any applicant orally. All requests for written interpretation or corrections MUST be in writing. Additional information or clarifications must be submitted in writing via email to the University of North Florida Purchasing Department, attention Dianna White at dianna.white@unf.edu AND Sandra Milesevic at s.milesevic@unf.edu.

All requests must be received by April 4, 2014. All such interpretations and supplemental instructions will be in the form of written addenda to the RFQ documents which, if issued, will be posted to the purchasing website. It is the responsibility of the applicant, before submitting its application, to check the UNF Purchasing Website - http://www.unf.edu/purchasing/ to obtain any updates.

8. M/WBE & Service-Disabled Veteran Utilization
UNF is committed to encouraging and promoting the utilization of minority, women and service-disabled business enterprises. We make all efforts reasonably necessary to ensure that these businesses have a full and fair opportunity to compete for performance on UNF projects.

9. Equal Opportunity Statement
The University of North Florida Board of Trustees has established equal opportunity practices that conform to both the spirit and the letter of all laws and regulations that prohibit discrimination based on race, creed, color, sex, sexual orientation, age, national origin, marital status or religion including, without limitation, the provisions of Executive Order 11246 (EEO and Affirmative Action Guidelines for Federal Contractors Regarding Race, Color, Gender, Religion, and National Origin) and the provisions of University of North Florida Regulation 1.0040 (Equal Opportunity & Diversity Statement). The contracting party will adhere to such provisions and provide to the University, upon request, evidence of compliance with such provisions. A failure to so adhere or to provide such evidence shall constitute a material default
under the agreement. The contracting party will comply with all laws and regulations prohibiting discrimination based upon disability and will utilize reasonable efforts to attract, enlist and recruit individuals with disabilities.

10. **Notice of Intended Award Decision**
A Notice of Intended Decision will be posted for review by interested parties on the University Purchasing Department’s website at [http://www.unf.edu/purchasing/Bids_and_Notices.aspx](http://www.unf.edu/purchasing/Bids_and_Notices.aspx) and will remain posted for a period of three business days (72 hours). The University has no obligation to furnish this information by any other means than posting to this website.

11. **Protest Procedures**
Any vendor / interested person who is disputing the specifications or is adversely affected by a decision or intended decision concerning this competitive solicitation or contract award and who wants to protest such specifications, decision or intended decision shall file a protest in compliance with the University of North Florida regulations. Failure to file a protest in accordance with UNF Regulation 13.0020R, or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R shall constitute a waiver of protest proceedings.

12. **Contractual Intent/Right to Terminate and Recommence RFQ Process**
The University intends to contract with firm(s) whose submittal(s) is/are considered to be in the best interests of the University. However, the University may terminate this RFQ process at any time up to Notice of Award, without prior notice, and without liability of any kind or amount. Further, the University reserves the right to commence one or more subsequent RFQ processes seeking the same or similar products or services covered hereunder.

13. **Award of Contract**
The University reserves the right to make multiple awards or to reject any or all submittals. Lobbying of any member of the UNF Selection Committee by any representative of the firm is expressly prohibited and will be considered as cause for rejection of the submittal.

14. **Acceptance or Rejection of Applications**
The RFQ will be awarded to that responsible firm(s) who financially and professionally can provide the requested services conforming to the Request for Qualifications and which will be most advantageous to the University of North Florida.

The University of North Florida reserves the unqualified right to reject any or all submittals and to waive information and minor irregularities in submittals received. The right is reserved to accept an application which, after review by the University committee, is considered most advantageous to the University. In the event of rejection, UNF shall not be liable for any costs incurred in conjunction with the preparation and submittal of any application.

15. **Proposal Withdrawal**
Applications submitted prior to the opening date may be withdrawn by written notice to the UNF Purchasing Department. Such notice must be received at the address provided herein prior to the time designated for opening the submittal. Applicants may withdraw the submittal at any time prior to the scheduled opening.

Withdrawn applications may be resubmitted up to the time designated for the receipt of the submittal provided that they are then fully in conformance with the requirements of the RFQ.
16. **Independent Contractor**
All of the firm's employees furnishing services to the University shall be deemed employees solely of the firm and shall not in any way be considered employees, or an agent of, acting for and/or on behalf, of the University. The firm shall perform all services as an independent contractor and shall discharge all its liabilities as such. No acts performed or representations, whether oral or written, made by the contractor with respect to third parties shall be binding on the University of North Florida.

17. **Permits, Licenses or Taxes**
Consultants are to hold the applicable Department of Business & Professional Regulation (DBPR) license. Failure to provide and maintain the required licenses, certifications and tax receipts will result in rejection of the proposal and termination of work pursuant to the DBPR regulation per §489.105, Fla. Stat.

18. **Presence on the University Premises**
The firm shall ensure that all persons working for, or on behalf of, the firms whose duties bring them upon the University's premises obey the rules and regulations that are established by the University and that they will comply with the reasonable directions of the University's officers.

19. **Security**
The vendor will be required to cooperate and coordinate at all times with the University Police Department in enforcing regulations and in internal security and theft control in the service area. No other security staff may be employed by the firm. The firm will be required to follow the University's policies in dealing with improper conduct and shall report all incidents or injuries to the University Police Department.

20. **Campus Parking**
Vendors may purchase a daily parking permit from a parking permit dispenser located in Lot 53 of Hicks Hall when visiting the UNF Purchasing Department. For other meetings scheduled by Purchasing (e.g. presentations/interviews) in the core of campus, limited vendor parking is available in front of Building 5 in Parking Lot# 9, Parking Lot# 7 and the parking garages, except for first floor, with a vendor pass. Arrangements can be made to have a vendor parking permit reserved at the visitor’s booth for the same cost by giving a 48 hour notice to the Purchasing Department. Contact the Purchasing Department at 904-620-2730. A daily parking permit is required. Be sure to leave adequate time to account for appropriate campus parking. Visit [http://www.unf.edu/parking](http://www.unf.edu/parking) for additional parking information.

21. **Environmental Sustainability**
The University supports and encourages initiatives to protect and preserve our environment. Proposers shall submit as part of their response their environmental sustainability “green” program.

22. **Subcontractors (not applicable)**

23. **Public Entity Crimes**
The University will not accept a competitive solicitation or purchase of commodities, contractual services, construction, repairs and leases, from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida’s convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list. A “person” or “affiliate” includes any natural person or any entity, including predecessor or successor entities under the control of any natural person who is active in its management and who has been convicted of a public entity crime (UNF Regulation 13.0010R).
24. **Check List of Required Documents to be submitted**

The following checklist is provided for convenience only. This checklist is not inclusive of all items that may be required. The applicant is responsible for carefully reviewing the submittal requirements in the RFQ and to submit all information requested.

Be sure to include all of the following forms, one original and five complete copies, in your proposal response:

- **A)** RFQ Acknowledgement form, completed and signed (pg. 1)
- **B)** Letter of Application (Interest);
- **C)** “General Contractors Qualifications Supplement” (GCQS) form and information as requested;
- **D)** Letter of Intent from surety company;
- **E)** Copy of current Florida Contractor’s License;
- **F)** Conflict of Interest form, completed and signed (pg. 8);
- **G)** All addenda included or acknowledged on the Addendum Acknowledgement Form, if applicable (pg. 9).
- **H)** One electronic copy of all submittal materials on CD or thumb drive.

**Check our website for any updates/addenda-** [http://www.unf.edu/purchasing/](http://www.unf.edu/purchasing/)

Type forms, if possible, to reduce questions of legibility. Attach additional pages for each clearly numbered section, as necessary. Facsimile (fax) or email submittals are not acceptable and will not be considered.

Attachment: General Contractors Qualification Summary form
CONFLICT OF INTEREST CERTIFICATE

Proposer must execute either Section I or Section II hereunder relative to §112.313(12), Fla. Stat. Failure to execute either section may result in rejection of this proposal.

SECTION I
I hereby certify that no official or employee of the UNF requiring the goods or services described in these specifications has a material financial interest in this company.

________________________________________________________
Signature

______________________________
Company Name

________________________________________________________
Name of Official (type or print)

________________________________________________________
Business Address

City, State, Zip Code

SECTION II
I hereby certify that the following named UNF official(s) and/or employee(s) having material financial interest (in excess of 5 percent) in this company have filed Conflict of Interest Statements with the UNF Presidents Office, 1 UNF Drive, Jacksonville, FL 32224 prior to the time of proposal opening.

________________________________________________________
Name / Title or Position

________________________________________________________
Date of Filing

________________________________________________________
Signature

Company Name

________________________________________________________
Name of Official (type or print)

________________________________________________________
Business Address

City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

The UNF requires that a public official who has a financial interest in a proposal or contract make a disclosure at the time that the proposal or contract is submitted, or at the time that the public official acquires a financial interest in the proposal or contract. Please provide disclosure, if applicable, with proposal.

Public Official: ____________________________________________________________

Position Held: ______________________________________________________________

Position/Relationship with Proposer: ____________________________________________
ADDENDUM ACKNOWLEDGMENT FORM

I, the undersigned, acknowledge the receipt of:

Addendum # _____ through Addendum # _____

All addenda to this RFQ 14-16 shall become part of your firm’s submittal and subsequent contract, if applicable.

The University has no obligation to furnish addenda by any other means than posting to its website. Please note receipt of any addendum by signing and returning with your RFQ response. Failure to acknowledge any and all addenda may result in disqualification of that Proposer’s response.

Authorized Signature __________________________________________

Printed or Typed Name __________________________________________

Company Name ________________________________________________

Date _________________________________________________________

INVOICE AND PAYMENT

Payment shall be made by the University of North Florida to Contractor/Vendor in accordance with the Florida Prompt Payment Act (see page 1, General Condition #5(d)). The University’s preferred method of payment is by credit card. Upon award, Contractor/Vendor will be contacted by the University to participate in its credit card payment program. Contractor/Vendor should complete the information requested below:

Contractor/Vendor will ____ will not ____ accept credit card payments.

Accounting Department contact information:

Name (printed) ________________________________________________

Title _________________________________________________________

Phone number __________ Email address _________________________
UNF General Contractors Qualification Supplement Information

1. **PROJECT:** RFQ 14-16 Pre-Qualified General Contractors

2. **FIRM NAME:** __________________________________________________________

   ADDRESS OF PROPOSED OFFICE IN CHARGE: ________________________________

   _______________________________________________________________________

   TELEPHONE NUMBER: _______________ FEDERAL EIN: _______________

   FLA. CORPORATE CHARTER NO: __________________________________________

3. a. How many years has your organization been in the construction business?

   __________________

   b. How many years under your present business name?

   __________________

   c. How many years under previous business name? (List others)

   __________________

   d. How many years has your firm been offering general contracting services
      and under what name?

   __________________

4. **EXPERIENCE/REFERENCES** (provide this information on the GCQS form provided):

   a. List the ten projects for which your firm has provided/is providing general
      contracting services which are most comparable to those requested in this
      solicitation. In determining which projects are most related, consider:
      related size and complexity; how many members of the proposed team
      worked on the listed project; and, how recently the project was completed.
      List the projects in priority order, with the most related project listed first.

   b. For each of the listed projects, provide the following information:
      construction cost (original cost and final construction cost), current
      phase of development, estimated (or past) completion date, type of
      construction services provided (general contractor-low bid, negotiated
      general contract, subcontractor to prime), Owner’s contact person and
      telephone number.

5. **APPLICANT’S PERSONNEL** (provide this information on the GCQS form provided):

   a. List total number of firm’s personnel, for the applicant office location, by
      skill group (e.g. project managers, estimators, project engineers, superintendents, etc.).

   b. Name the Project Manager to be assigned to administrate the UNF contract and
      other personnel that will be part of your team for this project and provide their cities of
      residence. Describe in detail the experience and expertise of each team member
      (Note: Key personnel must be committed to this project for its duration unless
      excused by the Owner.) All proposed replacements must be approved by the
      University. This requirement is non-negotiable.

6. **APPLICANT’S CONSULTANTS** (not applicable)
7. For three of the projects listed in response to Question No. 4, describe conflicts or potential conflicts with Owner or with trade contractors, and describe the methods used to prevent and/or resolve those conflicts.

8. Describe your cost control methods for the preconstruction and construction phases. How do you develop cost estimates and how often are they updated? For three of the projects listed in response to Question No. 4, provide examples of how these techniques were used and what degree of accuracy was achieved. Include example of successful value analysis to maintain project budgets without sacrificing quality.

9. Describe the way your firm maintains quality control during the construction phases. For three of the projects listed in response to Question No. 4, provide specific examples of how these techniques were used.

10. Describe general contractor’s experience with general contracts for building renovations/additions to existing and occupied buildings on university or active campuses. What are the challenges and restrictions that were considered and dealt with? Is this an established service area of your firm?

11. Describe general contractor’s capability to respond within a limited timeframe for developing budget estimates and final cost proposals and for completion of the actual construction work. Describe efficiency in coordinating the various sub-contractors to meet the University’s project schedule (i.e., semester break work, after hours work, weekend work, etc.). Describe your abilities and internal processes for managing multiple projects (with multiple project managers) simultaneously.

12. Is the applicant a joint venture? (not applicable)

13. Do you make the following acknowledgements/certifications? If so, sign on the line provided below and have your signature notarized.

a. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):

   I) All information of a factual nature is certified to be true and accurate.

   II) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.

b. It is acknowledged that:

   I) If any information provided by the applicant is found to be, in the opinion of the Selection Committee, substantially unreliable, this application may be rejected.

   II) The Selection Committee may reject all applicants and may stop the selection process at any time.

   III) The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the finalists and the results of the reference checks.

IV) It is understood that this submittal must be received at the office of:

   University of North Florida
   Purchasing Department, Hicks Hall, Bldg 53
   4892 First Coast Tech Parkway, Suite 2950
   Jacksonville, Florida 32224
   Attention: Dianna White

   by 2 p.m. on April 14, 2014. Facsimile (FAX) or email submittals are not acceptable and will not be considered.
c. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgements and certifications for and on behalf of the applicant.

d. The undersigned certifies that the Applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.

e. Failure to sign this form may result in disqualification.

Sworn to and subscribed to me, a

Notary Public, this _______ day

of _____________________, ________.

________________________ (seal)

For and on behalf of the Applicant:

By: _______________________________

______________________________
(typed name and title)