REQUEST FOR QUALIFICATIONS

Acknowledgement Form

SUBMIT PROPOSALS TO:
Purchasing Department
Hicks Hall, Suite 2950, 1 UNF Drive
Jacksonville, FL 32224-2645
Phone: 904-620-2730
Fax: 904-620-2462
http://www.unf.edu/purchasing/

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PROPOSAL WILL BE OPENED AT
2 p.m. on March 11, 2014
and may not be withdrawn within 90 days after such date and time.

MAILING DATE: February 7, 2014
PURCHASING REPRESENTATIVE
Dianna White
RFQ TITLE
CM Services- Repurposing of Existing Aquatic Center

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER

REASON FOR NOT SUBMITTING BID out of town

VENDOR NAME

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

Authorized Signature (Manual)

Authorized Signature (Typed) & Title

Check All Applicable Government Classifications:

☐ Government Agency
☐ American Women
☐ Women Owned
☐ Non-Minority
☐ Veteran
☐ Disabled
☐ Service Disabled Veteran

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED) & TITLE

EMAIL ADDRESS

GENERAL CONDITIONS

SEALED PROPOSALS: All Proposal sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the proposal number, date and time of the proposal opening and the company name. All Proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. EXECUTION OF PROPOSAL: Proposal must contain a manual original signature of authorized representative in the space provided above. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by Proposer must be initialed.

2. NO PROPOSAL SUBMITTED: If not submitting a proposal, respond by returning only this Proposal acknowledgment form, marking "NO PROPOSAL" and explaining the reason in the space provided above. Failure to respond three times in succession without justification may be cause for removal of the supplier's name from the Proposal mailing list. NOTE: To qualify as a respondent, Proposer must submit a "NO PROPOSAL" and it must be received no later than the stated Proposal opening date and hour.

3. PROPOSAL OPENING: Shall be public on the date, location and the time specified on the proposal form. It is the Proposer's responsibility to assure that the Proposal is delivered at the proper time and place of the Proposal opening. Proposals which for any reason are not so delivered will not be considered. Offers by telephone or facsimile are not acceptable. NOTE: Proposal tabulations will be available after the notice of intended decision or thirty days after the Proposal opening, whichever is earlier. Proposal tabulations will not be provided by telephone.

4. DISQUALIFICATION OF PROPOSAL: More than one proposal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that an offer is involved in more than one proposal for the same work will be cause for rejection of all proposals in which such offers are believed to be involved. Any or all proposals will be rejected if there is reason to believe that collusion exists between offerers. Proposals in which prices obviously are unbalanced will be subject to rejection.

5. PRICES, TERMS AND PAYMENT: Firm prices shall be proposed and will include all packing, handling, shipping charges, and delivery to the destination shown herein.

(a) TAXES: The University of North Florida does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. The Florida Tax Exempt Number is 66-8012708201C-2. This exemption does not apply to purchases of tangible personal property in the performance of contracts for the improvement of state-owned real property.

(b) DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes. However, every effort will be made to take the discount in the time offered.

(c) MISTAKES: Bidders are expected to examine the specifications, delivery schedule, proposed prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. Unit prices proposed will govern in award.

(d) INVOICING AND PAYMENT: The University's obligation is payable only and solely from funds appropriated for the purpose of this agreement. The University shall mail the Successful Vendor's payment within 40 days after receipt of an acceptable invoice and receipt, inspection and acceptance of the goods and/or services provided in accordance with the terms and conditions of this Agreement. Failure to mail payment within 40 days shall result in the University paying interest at the rate established pursuant to Florida Statutes §55.03(1), Fla. Stat. These provisions apply only to any undeposited amounts for which payment has been authorized.

(e) CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this Proposal shall be a new, current standard production model available at the time of this Proposal. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.

(f) SAFETY STANDARDS: Unless otherwise stipulated in the Proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.

6. CONFLICT OF INTEREST: In accordance with the Code of Ethics for Public Officers and Employees, §112, Fla. Stat. (Part III), the Agency shall not hire, and shall not permit any subcontractor or other person, firm or business entity with whom the proposer/bidder is engaged in a combined effort to perform this agreement to hire any person who is a...
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. If the proposer/bidder is an employee of any agency or entity of the State of Florida, the proposer/bidder must attached a completed dual compensation form evidencing approval by the proposer/bidder's primary employer.

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 RFO's received. Proposers are cautioned to make no assumption unless their RFO has been evaluated as being responsible.

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 affected adversely 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 proposal 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 notice of protest or failure to file a formal written protest within the time prescribed in §119, Fla. St., will result in the loss of the right to protest the decision to the proposer/bidder and any 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, workmanship or performance of the items offered in this Proposal prior to their delivery, it 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, commission, 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, awards, costs and expenses, including attorney's fees, and also all liabilities and expenses, time or otherwise, arising out of, or in connection with, this RFO proposal and which are the result of the proposer's 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 WARRANTIES: Unless otherwise specified, the Proposer shall define any warranty or representation 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 destination 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 losses or damage are due to the fault of the University, in which case the University shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expedient 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 its 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 COPYRIGHTS: 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 appropriate testing facilities. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with §119, Fla. St. 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 proposer being found in default in which event any and all 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 remedy or penalty available under law. Proposer/bidder has indemnified 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 be consequent upon, any public records with 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 after the final payment or termination of this Agreement/purchase order, whichever is later. The University of North Florida, Board of Trustees and State of Florida, their officers, employees and agents, shall have the right to inspect, audit and take such action as necessary to verify compliance with this Agreement/purchase order, and such action 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 on behalf of, an 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 lawsuits between the parties arising from or incident to the resulting Agreement. The venue for any legal proceedings will be in Jacksonville, Duval County, Florida. ORIGINALLY DRAFTED IN FLORIDA, THIS SOLICITATION WILL BE GOVERNED BY THE PROVISIONS CONTAINED IN UNF REGULATIONS 13.0010R, 13.0020R and 13.0030R.
1. **Project Description**

The University of North Florida Board of Trustees, a public body corporate, announces that Construction Management Services are required for the repurposing of the existing Aquatic Center at the University of North Florida, 1 UNF Drive, Jacksonville, FL 32224.

The project consists of a "conversion" of a pool facility into recreational basketball and volleyball courts. The existing facility is approximately 30,000 gross square feet consisting of a swimming pool, a deck with bleachers, Men's and Women's locker rooms and showers, a mechanical room and a couple of offices. The project will include the back-filling of the pool, adding a slab and basketball courts with wood flooring, renovations to the shower/locker rooms, replacement of the HVAC system and light fixtures, refinishing of the existing roof system and other general miscellaneous renovation work as noted in the solicitation documents.

The successful consultant is 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**: February 7, 2014
- **Non-mandatory pre-submittal meeting**: February 21, 2014 at 10 a.m. in Hicks Hall
- **Questions Due**: February 28, 2014
- **Response to Questions Due**: March 5, 2014
- **Submittals Due**: March 11, 2014 at 2 p.m.
- **Evaluation Meeting(s)**: March/April 2014
- **Interviews/Presentation**: April/May 2014

All times are Eastern Standard Time, unless otherwise noted.

4. **Selection Criteria**

Firms will be evaluated in the following areas:

- Understanding of the project requirements and needs of the project as demonstrated by the project team (10).
- Location of office to handle the project (5).
- Credentials, background and experience of staff proposed to work on the project (10).
- Experience working on a university campus (10).
- Proven experience in applying USGBC-LEED design guidelines to renovations (10).
- Experience in the repurposing of similar facilities within the past five years (10).
- Current workload, technical ability, volume of work, experience and project management ability (10).
- Cost estimating capabilities and methods used to control cost and schedule during design and 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/](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 14-18 titled CM Services- Repurposing of Existing Aquatic Center” on the exterior of the package. Provide one original and four complete copies of the application. Applications are due by 2 p.m., Tuesday March 11, 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 February 21, 2014 at 10 a.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](mailto:dianna.white@unf.edu) AND Sandra Milesevic at [s.milesevic@unf.edu](mailto:s.milesevic@unf.edu).

All requests must be received by February 28, 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/](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 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 Recomence 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, Fl. 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/anf(auxiliarservices/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 four complete copies, in your proposal response:
A) RFQ Acknowledgement: form, completed and signed (pg. 1)
B) Letter of Application (Interest);
C) Most recent version of “Construction Management Qualifications Supplement” (CMQS);
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).

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.
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

________________________________________
Name of Official (type or print)

________________________________________
Company Name

________________________________________
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

________________________________________
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 14-18 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 Construction Manager Qualification Supplement Form

1. PROJECT: RFQ 14-18 CM Services – Repurposing of Existing Aquatic Center

2. FIRM NAME: _____________________________________________________________
ADDRESS OF PROPOSED OFFICE IN CHARGE: ________________________________

________________________________________
TELEPHONE NUMBER: ________________  FFEDERAL FIN: _______________________
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 construction management services
     and under what name?
     __________________

4. EXPERIENCE/REFERENCES (provide this information on a separate sheet):
   a. List the ten projects for which your firm has provided/is providing construction management services
      which are most related to this project. 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 GMP and
      final construction cost), current phase of development, estimated (or past) completion date, type of
      construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low
      bid, negotiated general contract, subcontractor to prime), Owner's contact person and telephone
      number, and the name and telephone number of the project architect.

5. APPLICANT’S PERSONNEL (provide this information on a separate sheet):
   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 (provide this information on a separate sheet):
   Name any consultants – if any - which are included as part of the proposed team. Describe each consultant’s
   proposed role in the project and its related experience. List projects on which your firm has worked with the
   consultant.

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 preconstruction and 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 CM's experience with Construction Management contracts for building additions to existing and occupied buildings on university campuses. What are the challenges and restrictions that were considered and dealt with? Is this an established service area of your firm?

11. Describe CM's capability to respond within a limited timeframe for developing budget estimates and final cost proposals, and for completion of the actual construction work. How the CM efficiently coordinates the various sub-contractors to meet the University's project schedule (i.e., semester break work, after hours work, week end work, etc.). Explain your abilities and internal processes for managing multiple projects (with multiple project managers) simultaneously.

12. Is the applicant a joint venture? _____ yes _____ no

If so, 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. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal. (The joint venture agreement should be numbered within the 80-page submittal.)

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 or the Executive Vice President, 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 Technology Parkway, Suite 2950
Jacksonville, Florida 32224
Attention: Dianna White

by 2 p.m. on March 11, 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)