General Information Supplement

RFQ 15-05

Request for Qualifications
And
Evaluation Procedures

Construction Management at Risk Services
For
New Construction: Science Lab Facility

South Lake Center
Clermont, Florida

Negotiated Fee/Guaranteed Maximum Price

This document will serve to provide interested parties with specific information as to the procedures for selecting General Contractors providing Construction Management at Risk services where the method of compensation is a negotiated fee with a guaranteed maximum price. All work will be provided for Lake Sumter State College pursuant to Florida Statutes including, but not limited to 235.211 F.S., 1994 Supplement, the Consultant’s Competitive Negotiation Act, Section 287.055 and State Administration Code, Rule 6A-2.0010 State Requirements for Educational Facilities (SREF).
REQUEST FOR QUALIFICATIONS 15-05
SOUTH LAKE CAMPUS SCIENCE LAB FACILITY
CONSTRUCTION MANAGEMENT SERVICES

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Introduction

Lake Sumter State College (LSSC) is a richly diverse comprehensive two-year institution with a history of achievement since 1962. Lake-Sumter State College’s vision is to be a leader in higher education and the destination of choice for education, training, and cultural activities in Florida. The mission of Lake Sumter State College is to respond to community needs by providing high-quality, accessible programs from enrichment and career training to associate and baccalaureate degrees. The College embraces excellence, diversity, and innovation to maximize student learning and success.

The District Board of Trustees of Lake Sumter State College is seeking Construction Management Services to work with the LSSC Facilities Project team and the selected Project Architect for the new construction of a science building, located on the College’s South Lake Campus in Clermont, Florida. The selected firm shall function as a General Contractor, responsible for publicly bidding trade contracts, all scheduling and coordination and the successful, timely, and economical completion of this Project.

Interested respondents are advised to thoroughly familiarize themselves with all details contained herein. Lake-Sumter State College reserves the right, at its’ discretion, to waive any informality in the selection process and to reject any or all Request for Qualifications. Lake-Sumter State College also reserves the right to award a contract to the next most qualified firm if an acceptable contract cannot be negotiated.

To demonstrate capability for performance of the required services, Applicants must reply with copies of qualifications, past experience and samples of brochures, materials, etc., which support previous efforts of a similar nature. Information must also be furnished indicating the identification of the Construction Management Team, and the Applicant’s proposed minority business enterprise participation. Replies must include current GSA Forms 255 with information on all professional level personnel who would be assigned to this Project.

Lake-Sumter State College reserves the specific right to award this contract based on non-economic factors if, in the opinion of the College, it is in the College’s best interest. The College is not liable for any costs incurred by the applicants prior to the issuance of an executed contract.

Public Entity Crimes: F.S. 287.133 (2) (a) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/RFP/RFPQ on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO ($25,000.00) for a period of 36 months from the date of being placed on the convicted vendor list.

Note: Applicant, by signing the submittal forms attests they have not been placed on the convicted vendor list.
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SECTION A
GENERAL CONDITIONS

1.0 Submittal delivery

Responses must be submitted in the appropriate format and clearly marked with the Request for Qualifications, RFQ 15-05, and the firm’s name and address on the outside of the sealed package. All Submittals must be in writing and delivered by hand, mail, or courier service by 4:00 p.m. (EST), on January 4, 2016.

The response package shall be addressed to:

Bill Ponko, Assistant Director of Purchasing
Lake-Sumter State College
Williams-Johnson Building, Room 133
9501 U.S. Highway 441
Leesburg, Florida 34788
(352) 365-3502
ponkow@LSSC.edu

2.0 Format and Copies

Furnish one (1) marked “original” and six (6) copies complete, individually bound 3-ring binder copies of the response on or before the stipulated submission deadline for distribution to each of the Selection Committee members. The deadline for receipt of responses is on or before the above due date and time at the Lake-Sumter State College Purchasing Office at the address noted above. Work product samples (reports, sample schedules, etc.,) must be submitted separately from the request for qualifications. If submitted, only one (1) copy of the work product is required. No submittal information will be returned.

The “original” marked copy shall contain the manual signature of an authorized representative of the responding firm. The representative shall be a principal or officer of the firm applying for consideration and shall be authorized to make the acknowledgements and certifications for and on behalf of the Applicant. The contents of the submittal of the RFQ response package submitted by successful Applicant will become property of the College become a part of the contractual obligations.

Applicants who do not comply with the College’s Procedures or deadlines established will not be considered. The College will retain all application information received. Responses received after the stipulated date and time will not be accepted and may be returned unopened to the Applicant. Applications that do not comply with the instructions set forth and/or do not include the qualifying information required may be considered incomplete and may be rejected.
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3.0 **Method of Award**

A selection committee appointed by the Senior Vice President for Business Affairs shall meet to review the responses for compliance with the requirements of the RFQ. The Committee’s evaluation shall be on the basis of the professional services offered by the respondent in accordance with those criteria listed in Section C.

Award will be made to the respondent who submits the overall submittal that is determined to provide the best value and best service to the College.

Recommendation for award will be posted for review by interested parties through the Purchasing Department website prior to submission through the appropriate approval process. The Notice of Intent to Award will be posted for a period not less than 72 hours. Any person who is adversely affected by the College’s decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Rule 13A-1.006(3), Florida Administrative Code. Failure to file a protest within the time prescribed in F.S. 120.53(5) shall constitute a waiver of proceedings. The College reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within fifteen (15) calendar days of acceptance by the District Board of Trustees, or if an acceptable fee cannot be negotiated.

The determination of the criteria and process whereby submittals are evaluated, the decision as to who shall receive a contract award, or whether an award shall ever be made as a result of this RFQ, shall be the sole and absolute discretion of the College. In no event will any successful challenger of these determinations or decisions be automatically entitled to the award of this RFQ. The submittal of a submittal will be considered by the College as constituting an offer by the Firms to provide the services described in this RFQ. The minimum qualifying information outlined in this document is required to be submitted by an Applicant to be eligible for consideration by the Committee and the Board.

4.0 **Selection Process**

4.1 The Selection Committee may include but not be limited to the following:
   - One member of the District Board of Trustees.
   - One representative from Administration and Business Services.
   - One representative from the Purchasing Department.
   - One representative from the Facilities Departments.
   - One representative from the IT Department.

4.2 The Selection Committee will evaluate responsive submittals in a two-step process consisting of

   a. **College Selection Committee Screening 1**: The College Selection Committee will review all submittals and will develop a prioritized “Short List” of not more than six (6) of the highest qualified firms in their opinion based upon the selection scoring criteria established by this RFQ for the project.
b. **Final Oral Presentation Interviews:** Based upon the consensus Short List, the College Selection Committee will conduct oral presentation interviews with the highest qualified firms to establish an order of final selection for recommendation to the College’s governing Boards. Applicants responding to this RFQ must be available for presentations and interviews to the Screening Committee in person at Lake Sumter State College.

c. **Board Ratification:** The College governing Board will consider and approve the order of selection of the firms based upon the recommendation of the College Selection Committee.

4.3 The required submittals will be reviewed by the Selection Committee and this Initial Screening Criteria will be used to determine the three to five (3-5) firms with the highest score using the selection scoring criteria established for the project.

4.4 The Selection Committee will conduct Oral Presentation Interviews from the three to five (3-5) firms with the highest scores, and will establish ratings for each firm in accordance with the scoring criteria established for the project.

4.5 The District Board of Trustees for the College will consider and approve the order of selection of the firms based upon the recommendation of the Selection Committee. Once the Board has ratified the final rankings, the Board shall engage, or authorize one or more persons to engage, the highest ranked finalist, or Designated Finalist as the case may be, in negotiations for the purposes of establishing a percentage fee for overhead and profit for the life of the contract. In doing so, the Board or its designee shall determine and negotiate compensation that is fair, competitive, and reasonable for the services to be provided. The contract for management, overhead and profit fee will be negotiated with the firm ranked highest and approved by the District Board of Trustees.

4.6 Should the Board or its designee be unable to negotiate a satisfactory contract with the highest ranked finalist or designated finalist, as the case may be, at a price that the Board or its designee determines to be fair, competitive and reasonable, the Board or its designee shall formally terminate negotiations with the next highest ranked finalist, or designated finalist as the case may be. Failing accord with the second most qualified firm, the Board or its designee shall formally terminate negotiations with such firm and then undertake negotiations with the next highest ranked finalist.

5.0 **Owner Direct Purchases**

It is the intention of Lake-Sumter State College to take advantage of the tax savings program available to them through Owner Direct Purchase of materials for this project. It is desirable that the CM selected is familiar with this process.
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6.0 Interpretations

All Applicants shall carefully examine the RFQ documents. Applicants are expected to examine the terms and conditions, specifications and all instructions pertaining to supplies and services. FAILURE TO DO SO WILL BE AT APPLICANT’S RISK. Any ambiguities or inconsistencies shall be brought to the attention of LSSC in writing prior to the opening of RFQs; failure to do so, on the part of the Applicant, will constitute an acceptance by the Applicant of any subsequent decision.

Any questions concerning the intent, meaning and interpretations of the RFQ documents shall be requested in writing, and received by LSSC’s Assistant Purchasing Director at least seven (7) calendar days prior to the RFQ Opening. No person is authorized to give oral interpretations of or make oral changes to the RFQ documents. Therefore, oral statements given before the RFQ opening will not be binding. Any interpretation of or changes to the RFQ will be made in the form of a written Addendum to the RFQ and will be furnished to all Applicants.

7.0 Questions and Inquiries

All technical and contractual questions concerning this Request for Qualification shall be submitted via e-mail to the Assistant Director of Purchasing at the address listed above in Section A, (1.0). The College will answer any questions that arise in the form of a written addendum issued not less than 48 hours prior to the submission deadline. Only the interpretations or corrections so given by the Assistant Director of Purchasing for Lake-Sumter State College, in writing, shall be binding. Applicants are advised that no other source is authorized to give information concerning or to explain or interpret the RFQ documents.

CONES OF SILENCE: Contacting the College’s personnel or members of the College’s District Board of Trustees, either directly or indirectly, regarding this RFQ, the selection process or any attempt to further an Applicant’s interest in being selected, will result in the Applicant being disqualified.

It is expected that personnel and team members from firms that have applied for his selection refrain from posting opinions, provide commentary or engage in any discussion regarding the selection by the use of electronic media such as Twitter, Facebook, Myspace and the like. Violation of these guidelines may result in disqualification of the applicant. The latter applies to employees of the Applicant, retained consultants or any other representative or individual promoting on behalf of the Applicant. Violation of these guidelines may constitute ground for disqualification.

8.0 Conflicts of Interests and Collusion

The College’s Conflict of Interest guidelines apply to this contract. Contractors shall be aware, if awarded that no person having a conflict of interest with College shall be employed without full disclosure and approval of the District Board of Trustees of Lake-Sumter State College. All Applicants must disclose with their submittal the name of any officer, director, or agent who is also an employee of LSSC. All Applicants must disclose the name of any LSSC employee who owns, directly or indirectly,
an interest of five percent (5%) or more in the Applicant’s firm or any of its branches. By submitting a response, the firm attests that its response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same RFQ, and is in all respects fair and without collusion or fraud.

9.0 Perjury

All information submitted by Applicants is subject to the Laws of Perjury as set forth in Chapter 837, Florida Statutes. In the event an Applicant is found to have committed perjury, such Applicant shall be ineligible for consideration for future projects.

10.0 RFQ Opening

Shall be open to the public and will be held on the date and time specified on page 19, section D. Sealed Submittals must be submitted either by mail or personal delivery so that they are in receipt of the College’s Assistant Director of Purchasing on or before the time specified. RFQs will be clocked in and stamped with the date and time of receipt by an employee of the College. Only those RFQs stamped on or before the submittal submission deadline will be opened, reviewed and considered. Oral, telephonic, telegraphic, or faxed submittals will not be accepted. Persons with disabilities needing assistance to participate in the Public RFQ Opening should call the Assistant Purchasing Director at least 48 hours in advance of the RFQ opening.

11.0 Late Submittals

The RFQ opening time shall be scrupulously observed. Under no circumstances shall RFQs delivered after the time specified be considered; such RFQs will be returned unopened. LSSC will not be responsible for late deliveries or delayed mail. The time clock located in the Purchasing Department shall serve as the official authority to determine lateness of any submittal. The College’s Mailroom or Logistical Services Department shall not be held responsible if a submittal is late.

12.0 Withdrawal of Submittal

A submittal may be withdrawn prior to the date and hour of the RFQ Opening. The request to withdraw a Submittal must be in writing. Any Submittal not so withdrawn shall, upon opening, constitute an irrevocable offer, for the period of ninety (90) days after the date of the RFQ Opening, to provide the proposed services.

The College may, at its sole and absolute discretion, reject any or all Submittals, re-advertise this RFQ, postpone or cancel this RFQ process at any time, or waive any irregularities in this RFQ or in the Submittals received as a result of this RFQ
13.0 **Change of Submittal**

Any respondent, who desires to change his/her Submittal shall do so in writing. Any request for changes shall be received prior to the date and hour of the RFQ Opening. The respondent name and the RFQ number shall appear on the envelope.

14.0 **Contracts; Public Records 119.0701 F.S.**

The firm is hereby notified that any part of their qualification or any other material marked as confidential, proprietary, or trade secret, is protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law). The contractor agrees to comply with section 119.0701 of Florida Statutes regarding public records retention and availability. The contents of the proposal of the RFQ response package submitted by successful Applicant will become part of the contractual obligations.

15.0 **Immigration and Nationality Act**

All contractors and subcontractors must provide a letter acknowledging compliance to Section 274A of the Immigration and Nationality Act at the time the contract is awarded.

16.0 **Finalist Interviews**

Interview with 3-5 short-listed finalists will be held during the week of January 11-15, 2016. Applicants responding to this RFQ must be available for presentations and interviews to the Selection Committee in person at Lake-Sumter State College. Calls inquiring of status before posting should not be necessary. The results of the initial screening process will be posted at the College website at: [http://www.lssc.edu/staff/Pages/Departments/Purchasing/BidRFQInfo.aspx](http://www.lssc.edu/staff/Pages/Departments/Purchasing/BidRFQInfo.aspx).

17.0 **Delays**

LSSC, at its sole discretion, may delay the scheduled due dates if it is to the advantage of LSSC to do so. LSSC will notify applicants of all changes in scheduled due dates by written addendum.

18.0 **Equal Opportunity Statement**

LSSC is committed to assuring equal opportunity in the award of contracts, and therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin, or gender. By signing this Submittal, the vendor certifies to the District Board of Trustees of Lake Sumter State College that they are an Equal Opportunity Employer and are in compliance with the Terms and Conditions of Lake Sumter State College’s corresponding mission and will, if required, file a Contractor’s “Equity Plan.” The successful firm shall not discriminate against any person in accordance with Federal, State or local law.
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SECTION B
SCOPE OF WORK

1.0 Work

Work to be accomplished under this contract will be located on the LSSC South Lake Campus. Full scope construction services may be required including value engineering analysis of and new construction. The selected firm will be required to work closely with the LSSC Department of Facilities/Facilities Planning Department, this Campus’s Physical Plant team and the selected Architectural/Engineering firm.

The anticipated scope of work for this Project shall be for the New Construction of the Science Lab Facility to be located at 1250 Hancock Road, Clermont, Florida. This building, encompassing approximately 53,000 GSF on 2 floors will provide facilities for Physics, Chemistry, Biology, and Computer lab spaces, Lecture Halls and Nursing Simulation labs, Lab prep areas, offices and common area spaces.

Complete building services which may include Structural Engineering, Electrical power, HVAC, Plumbing, Audio/Visual/Data, Telephone services, Security and Fire Alarm, and Energy Management will be required as well as considerations for the Americans with Disabilities Act (ADA) accessibility and energy conservation. The estimated construction cost is approximately $12,000,000 and construction start is projected for March 2016.

Each firm will be under contract for services thru Final Completion and Owner occupancy of the Project. At this time, it is anticipated that work may initiate within 30 days of approval by the District Board of Trustees.

2.0 Federal, State and Local Laws

Applicants are required to comply with all provisions of Federal, State, county and local laws and ordinances, rules and regulations, that are applicable to the items being proposed. Lack of knowledge by the Applicant shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.

It is possible that Lake-Sumter State College will utilize opportunities to apply for some Federal Grant money which could be used to pay for a portion of the construction costs associated with this project. It is desirable that the CM selected have some familiarity with supplemental funding sources and the requirements of such sources under provisions of the: Davis-Bacon Act (40 U.S.C. 276a-a7), the Copeland “Anti-Kick Back” Act (18 U.S.C. 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330), the Clean Air Act of 1970 (42 U.S.C. 1857 et. seq.) and the Federal Water Pollution Act (33 U.S.C. 1251 et. seq.)
SECTION C
PART I
REQUIRED SUBMITTAL CONTENT AND FORMAT

1.0 Required Submittals and Initial Screening Criteria (100 total points)

Required submittals will be used by the Selection Committee to compare and evaluate each of the firms applying. Submittals shall include all of the following categories, individually tabbed and identified. Initial screening criteria will evaluate specific categories with a point system for individual selection committee member scoring.

1.1 Proposal Contact Person Information (See page 19)

Include this sheet as the very first sheet of your proposal. This sheet shall be signed by the person authorized to offer the proposal.

1.1.1 Business Structure (corporation, joint venture, partnership, etc.)

Accurately describe your firm’s legal business structure. Provide complete ownership identification for all individuals involved in the business structure as applicable to this Project. Submit a copy of the State of Florida Department of State records indicating when a corporation was organized, corporation number and initiation date, and status of the most recent annual report. Applicants responding as joint ventures shall submit a copy of their joint venture agreement, including complete information on each firm. Limited Liability companies shall provide copies of organization filed with the State, including complete information on the company. Each individual firm shall state the number of years in business including previous name changes.

1.1.2 Licenses and Certificates

Submit copies of current State of Florida professional registration license renewal for the Applicant (Corporate and all key professional personnel) to be used on the project including a certificate of Corporate Authorization showing (1) license number, (2) Certificate of Authorization date and (3) designation of professional(s) qualifying the corporation to practice as a Construction Manager. An Applicant shall be properly registered to practice in the State of Florida with the appropriate State board governing the services offered at the time of application. The Committee may verify the current status with the Department of Professional Regulation Licensing Board.

1.1.3 Disputes, Litigation, Defaults

Applicant shall disclose the results and amounts of settlement of any prior litigation, arbitration, mediation or other claims involving the Applicant or its principals or any consultants for a period of five years prior to the submission of this Submittal.
1.2 **Financial Statement and Capability** (10 points)

If short-listed, a financial statement and related documents will be required in conformance with the following criteria:

a. Submit a certified annual financial statement for the most recent fiscal year.
b. Submit a quarterly financial statement update for the most recent fiscal quarter.
c. Submit a sample Insurance Certificate completely filled out listing the insurance company for Professional Liability Insurance and the dollar amount of the coverage.
d. Companies, joint ventures and firms which are not publicly held and do not wish to disclose private financial information may schedule a meeting with the Senior Vice President of Administrative Services to review financial capabilities.

1.2.1 **References**

Provide a minimum of four (4) references for previous clients for whom services have been performed over the last (5) five years. Provide the reference’s current contact name and telephone number.

1.3 **Related Building Experience** (30 points)

Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity. List the projects, which best illustrate the experience of the firm and current staff which is being assigned to this Project. **List no more than 10 projects**; list no projects, which were completed more than ten years ago. Include the following information for each project:

- Name and location of project.
- Function/Project use and occupancy type
- The nature of the firm’s responsibility on the project.
- Project Owner’s representative name, address and telephone number.
- Project user’s representative name, address and telephone number.
- Date project was completed or anticipated to be complete.
- Size of project (construction gross square feet).
- Cost of the project (construction cost)
- Project type (new, remodeling/renovation).
- Work for which the firm’s staff was responsible.
- Present status of the project.
- Firm’s project manager and other key professionals involved on the project and who of that staff would be assigned to the project covered by this RFQ.
- Color photographs of completed project.
1.4 Total Staff and Firm’s Experience Profile (25 points total including Office and Field Staff)

This criterion identifies the relative size of the firm, including management, technical and support staff. If applicable, provide an organizational chart as it relates to the project indicating key personnel noted in items (a) and (b) below and their relationship. It shall be understood that it is the intent of the College to insist that those key personnel indicated as the project team in this RFQ response actually execute the project. Upon submission of the Applicant’s “Project Key Personnel” organizational chart, staffing variance will be allowed only with written application and permission of the College. The College reserves the right to accept or reject any replacement personnel.

1.4.1 Office Staff (5 points)

This criterion expresses the general and specific project related capability of the in-house staff and indicates the adequate depth and abilities of the organization, which it can draw upon as needed. Give brief resumes of key persons to be assigned to the project including, but not limited to, the following:

- Name and title.
- Job assignment for other projects.
- Percentage of time to be assigned full-time to this project.
- How many years with this firm?
- How many years with other firms?
- Experience – including types of projects, size of projects (dollar value and gross square footage), and specific project involvement.
- Education.
- Active registration(s) if any.
- Other experience and qualifications that are relevant to this project.
- Note any project experience that was fast-tracked.

Describe the capabilities of your staff to provide the technical services required for the following:

- Options analysis.
- Design review.
- Budget estimating.
- Value Analysis.
- Life cycle cost analysis.
- Construction scheduling.
- Quality control (design and construction).
- Constructability analysis.
- Cost control.
- Change order negotiation.
- Claims management.
- Project closeout.
- Transition planning.
- Security systems.
1.4.2 On-site Staff (20 points)

The ability and experience of the field staff will be evaluated with specific attention to project related experience. Provide a brief resume of the on-site staff to be assigned to the project including, but not limited to, the following:

- Name and title.
- Job assignment for other projects.
- Percentage of time to be assigned “full-time” to this project.
- How many years with this firm.
- How many years with other firms.
- Experience including types of projects, size of projects (dollar value and square footage) and specific project involvement.
- Education.
- Active registration(s) (if any).
- Other experience and qualifications that is relevant to this project.
- Note any project experience that was fast-tracked.

1.5 Scheduling and Cost Control (10 points)

The firm’s scheduling system and cost control system shall be described. Methods for assuring subcontractors’ adherence to schedule shall be highlighted. A comparison of the firm’s project profile shall indicate their ability to hold to original schedules and budgets.

The following questions should be addressed:

- Do you use or provide computer-generated schedules for the management of construction?
- To what level of detail should a construction schedule be defined? How do you schedule the processing of shop drawings and other submittals?
- How do you coordinate the development of schedule information from subcontractors?
- State experience in handling crew loading and coordinated construction scheduling.
- State your experience in cost loading of schedules.
- Attach a sample schedule which best illustrates your overall scheduling capabilities.

1.6 Distance from Project Site (5 points)

The proposed operating office location shall be documented in miles from the South Lake Campus. Based upon distance, this category will be scored by the Facilities Planning Department according to the following distance and estimated travel time. Provide a location when providing this information. Distance is from the South Lake Center, Clermont and not the Leesburg Campus.
1.7 **Supplier Diversity** (10 points)

The college encourages and supports supplier diversity for qualified Certified Minority Business Enterprises (CMBE). The Applicant shall demonstrate their methods and goals for achieving/monitoring and reporting supplier diversity. Consideration will be given in addressing the following criteria:

- Prime CMBE Participation - Applicant is certified by Lake County or other government agency as a CMBE firm.
- Team CMBE Participation.
- Project CMBE Participation

1.8 **Project Compatibility** (10 points)

The College recognizes the size, diversity and complexity of construction projects which may be offered through the competitive selection process. In an effort to encourage and support a variety of business enterprises, as well as to attempt to match a specific project to the most compatible construction consultant, this category will address an opportunity for the “best fit for the job”. Based upon a varying set of parameters applied to each construction project, the Selection Committee may recommend a Construction Manager most ideally suited for a particular application.

1.9 **Required Forms**

Applicants shall respond to each item noted in Part E “Required Submittals” in the numerical order noted. Identify responses with the same paragraph notation as contained in this Construction Manager General Information Supplement (CM-GIS). Submittals must be typed or printed. All corrections made by the Applicant prior to opening must be initialed and dated by the Applicant. No changes or corrections will be allowed after Submittals are opened.

- **Submittal Contact Person Information** (See page 19)
- **Drug-free Workplace Certification** (See page 20)
- **Indemnification Clause** (See page 21)
- **Certified Minority Business Enterprise (CMBE/WBE)** (See page 22)
- **Equal Opportunity Employer Certificate** (See page 23)
- **Assignment of Ant-Trust Claims** (See page 24)
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SECTION C
PART II
SHORT-LISTED INTERVIEW CRITERIA

1.0 Short-listed Interview Criteria (100 total points)

After the firms have been evaluated based upon their written submissions, the three to five firms with the highest scores will be more closely considered through an interview presentation responding to questions regarding their staff, experience and approach to perform on this particular project. The Selection Committee’s questions to the short-listed firms will be designed to address the following issues:

1.1 Proposed Project Staff and Functions (20 points): The firm shall name the staff which may be assigned to project, describe their ability and experience and indicate the function of each within their organization and their proposed role on this project.

1.2 Overall Approach and Methodology (20 points): As a part of its services, the firm shall indicate knowledge and experience in the construction of projects of similar scope and scale, providing direct examples for comparative review.

1.3 Project Scheduling (20 points): As part of the project approach, the firm shall propose a scheduling methodology for effectively managing and executing the work in the optimum time. The firm shall indicate its procedure for scheduling and for compliance controls. The firm shall describe any representative current projects and the projected versus actual schedule for each.

1.4 Cost Control and Value Analysis (10 points): As part of its services, the firm shall demonstrate its knowledge and experience in the evaluation of building systems, construction techniques and the recommendation of materials to create an optimum value in the design and budget requirements. Provide specific project examples of successful GMP reductions in pre-construction services while maintaining design project integrity.

1.5 Knowledge of the Site and Local Conditions (10 points): The firm shall demonstrate its knowledge of the site, local codes and ordinances, local subcontractors, and suppliers as an indication of its ability to deliver quality workmanship in an effective and timely manner.

1.6 Minority Business Utilization Plan (10 points): The firm shall demonstrate its approach in obtaining participation of State Certified Minority Business Enterprises on this project. The selected firm shall assure the College that it will adhere to the proposed plan for enlisting qualified and Certified Minority Business Enterprises.

1.7 Support of LSSC Mission (10 Points): The firm shall demonstrate and address its knowledge and support of the LSSC mission and the College’s structured internship program.
2.0 **Contracting Process**

2.1 The contract for the management, overhead and profit fee will be negotiated with the firm ranked highest by the Selection Committee and approved by the Board of Trustees. At the time of Contract Negotiations, a percentage fee for overhead and profit will be established. *This fee shall be for the life of the contract.*

2.2 Each professional service contract entered into by the Board shall contain a prohibition against contingent fees as follows: “The Construction Manager/General Contractor warrant that it has not employed or retained any company or person, other than a bona fide employee working solely for the CM/GM to solicit or secure this agreement and that it has not paid or agreed to pay any person, employee working solely for any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.” For the breach or violation of this provision, the Board shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

2.3 The CM will be requested to provide a Guaranteed Maximum Price (GMP) cost Submittal for completing the work. The cost of the work will include all costs related to completion of the work inclusive of percentage fee for overhead and profit.

2.4 The CM will be required to seek bona fide competitive bids for all subcontracted work. A completed Submittal will be submitted to the Facilities Department for approval. The Contractor shall seek bids from qualified minorities.

2.5 The CM’s Basic Services under this agreement for this project may include pre-construction and construction services which will be executed by Construction Management Work Order. The final executed CM Work Order shall set forth the Project Abstract, the GMP and the Contract Time for this project. Should the College and the CM not reach a satisfactory contract agreement (Guaranteed Maximum Price) on the project, the College reserves the right to cease negotiations for and perform the work by other means, including conventional bid or as allowed by law.

2.6 Unless otherwise authorized by the College, all construction for the work shall be performed by licensed Trade Contracts held by the CM or with the CM’s own forces.
SECTION D
SCHEDULE OF EVENTS

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<tr>
<th>TIME</th>
<th>DAY/DATE</th>
<th>DESCRIPTION</th>
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<td>January 4, 2016</td>
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<td>January 15, 2016</td>
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<td>Initial Screening/Short List Selection</td>
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<td>February 1-5, 2016</td>
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<td>Final Oral Presentation Interviews</td>
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<td>February 10, 2016</td>
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<td>February 16, 2016</td>
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<td>Board of Trustees Meeting; Ratification of Finalists</td>
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Preference shall be given to businesses with drug-free work place programs. Whenever two or more Submittals which are equal with respect to quality and service are received by the owner for the procurement of services, a qualification statement received from a business that certifies that it has implemented a drug-free work place program shall be given special preference in the award process. Established procedures for processing tie Submittals statements will be followed if none or more than one of the tied vendors have a drug-free work place program. In order to have a drug free work place program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the work place, the business’ policy of maintaining a drug-free work place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under a RFQ a copy of the statement specified in subsection (1).

4. If the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under RFQ, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state for a violation occurring in the work place no later than five days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee’s community by, any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free work place through implementation of section 287.087 Florida Statutes.

As the person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

______________________________  ___________________
Applicant/Representative’s Signature    Applicant/Company Name
REQUEST FOR QUALIFICATIONS 15-05
SOUTH LAKE CAMPUS SCIENCE LAB FACILITY
CONSTRUCTION MANAGEMENT SERVICES

SECTION E
INDEMNIFICATION CLAUSE

The Contractor shall indemnify, hold harmless, and defend the Owner, governed by the District Board of Trustees for Lake-Sumter State College, and their agents and employees from and against all claims, damages, losses and expenses including attorney’s fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributed to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property other than the work itself, including the loss of use resulting therefrom and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

If any and all claims against the Owner or any of their agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by the Contractor under Worker’s Compensation Acts, disability benefit acts or other employee benefit acts.

SIGNATURE ______________________________________
Company Name ____________________________________
Address __________________________________________

FAILURE TO EXECUTE & RETURN WITH YOUR APPLICATION WILL RESULT IN REJECTION OF YOUR APPLICATION.
# REQUEST FOR QUALIFICATIONS 15-05

**SOUTH LAKE CAMPUS SCIENCE LAB FACILITY CONSTRUCTION MANAGEMENT SERVICES**

## SECTION E

**CMBE/WBE CERTIFICATIONS**

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<thead>
<tr>
<th>IDENTIFICATION</th>
<th>CMBE/WBE CERTIFICATIONS</th>
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<td>Fax #</td>
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<tr>
<td>Contact Person</td>
<td>Title</td>
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<tr>
<td>Address of Parent Company</td>
<td>City</td>
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Federal Employer Tax Identification No (9-digit) OR (FEIN)

Are you a 1099 recipient? If YES, under what name

### OWNERSHIP

Please check all applicable boxes

- Company is at least 51% owned, controlled, and actively managed by
  - Minority Person(s)
  - Woman/Women
  - Service Disabled American Veteran(s)

If minority owned, check applicable boxes

- Black American
- Hispanic American
- Asian Pacific American (includes oriental)
- Asian Indian American (includes India, Pakistan, and Bangladesh)
- Native American (includes American Indian, American Eskimo, American Aleut, and Native Hawaiian)

**Attach current MBE/WBE Certifications** (Note: Lake-Sumter State College requires certification of MBE’s by the National Minority Supplier Development Council or an affiliate council, or a state or local government agency)

---

Signature

Print name and title

Date

22
SECTION E
EQUAL OPPORTUNITY EMPLOYER CERTIFICATE

To: The District Board of Trustees of Lake Sumter State College of Lake County, Florida

From: The Undersigned applicant:

The undersigned applicant hereby certifies to the District Board of Trustees of Lake Sumter State College that they are an Equal Opportunity Employer and are in compliance with the Terms and Conditions of Lake Sumter State College’s corresponding mission and will, if required, file a Contractor’s “Equity Plan.”

ACCEPTED

By: __________________________
   (Signature)

WITNESS:

Title: _______________________

____________________________
   For the _______________________
   (Bidder’s name)

WITNESS:

Address ________________
   _________________________
   _________________________

CORPORATE SEAL:

Date: _______________________

FAILURE TO EXECUTE & RETURN WITH YOUR APPLICATION WILL RESULT IN REJECTION OF YOUR APPLICATION.
REQUEST FOR QUALIFICATIONS 15-05
SOUTH LAKE CAMPUS SCIENCE LAB FACILITY
CONSTRUCTION MANAGEMENT SERVICES

SECTION E
ASSIGNMENT OF ANTITRUST CLAIMS

For and in recognition of good and valuable consideration, receipt of which is hereby acknowledged,
_______________________________________
(APPLICANT/ COMPANY NAME)

(COMPANY ADDRESS)

Acting herein by and through
(APPLICANT REPRESENTATIVE’S NAME)

Its _____________________________________
(REPRESENTATIVE’S TITLE)

and duly authorized agent, hereby conveys, sells, and assigns and transfers to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida for price fixing, relating to the particular goods or services purchased of acquired by the State of Florida pursuant to RFQ 15-05.

_______________________________________  _____________
NAME AND TITLE DATE

FAILURE TO EXECUTE & RETURN WITH YOUR APPLICATION WILL RESULT IN REJECTION OF YOUR APPLICATION.
If you are not submitting a Request for Qualifications on this service please complete and return this form to:  
Lake-Sumter State College, 9501 U.S. Highway 441, Williams-Johnson Building, Room 133, Leesburg, FL 34788, Attention: Purchasing Department.

COMPANY NAME: ________________________________________
ADDRESS: ________________________________________________

__________________________
_____________________________

TELEPHONE: _____________________________________________
SIGNATURE: ______________________________________________
DATE: ___________________________________________________

I/We have declined to submit Request for Qualifications 15-05 for Construction Management Services because of the following reasons:

____ Our work schedule did not allow for sufficient time to respond to submit a Qualification

____ At this time the Vendor is too understaffed to reply to this qualification

____ The Vendor does not have the experience to be considered for the award of this RFQ

____ Other (specify below)

REMARKS: __________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________