

## **PROJECT FACT SHEET**

### **Minor Project Construction Management Continuing Services Selection for FY 2012-13 New College of Florida**

#### I. PROJECT DESCRIPTION

The construction manager will be a single point of responsibility for the performance of minor project construction contracts, functioning as an independent contractor and publicly bidding trade contracts. The construction manager may be required to perform a project utilizing the Design/Build method of delivery. A minor project is defined as a project with a construction budget estimated to be less than \$2,000,000 or studies for which the fee for professional services is \$200,000 or less.

The selected firm(s) will be required to bond multiple concurrent projects and demonstrate bonding capacity based on individual project budgets. Applicants must be a licensed general contractor in the State of Florida at the time of application. Further, if a corporation, the applicant must be registered by the Department of State, Division of Corporations, to operate in the State of Florida at the time of application.

Work may include all aspects of construction for new facilities, additions, repairs and renovations of existing buildings. Work may also include permitting, roof work, code compliance modifications, reconfiguration of spaces, replacement of finishes and restoration work. Work may also include the preparation of cost estimates, scheduling and critical path documents and GMP proposals.

The College intends to award multiple contracts for the upcoming fiscal year through June 30, 2013 with an option to renew for additional one-year periods at the discretion of the College. The construction manager(s) receiving the award will not have an exclusive contract to perform all services for these projects. New College may have additional construction managers under contract during the same time period. Depending on development of projects and funding, the possibility exists that the contract may expire with no projects being assigned.

All work located on the New College of Florida campus is subject to the provisions of Chapter 1013, Part III, Florida Statutes. The campus is not subject to local zoning requirements. New College will, however, coordinate and cooperate with the local governmental agencies whenever possible. Building permitting will be administered by Florida State University and site development permitting will be regulated by the Southwest Florida Water Management District.

With the consent of the Construction Manager, other state universities within the State of Florida may access this Agreement, and may be permitted to contract for services at the terms and conditions contained herein. Non-College projects are independent of the agreement between New College of Florida and Construction Manager, and New College of Florida shall not be a party to any transaction between the Construction Manager and any other entity.

#### II. INSTRUCTIONS

Firms desiring to provide construction management services for the project shall submit six (6) bound copies with a Table of Contents and tabbed sections in the following order:

- A. Letter of Interest detailing the firm's qualification to meet the above referenced selection criteria.
- B. A completed current NCF Construction Manager Qualification Supplement.
- C. Résumés of proposed staff and staff organizations.
- D. Any examples of project reporting manuals, schedules, past experience and examples of similar projects completed by the firm.
- E. References from prior clients received within the last five years.

Applicants are urged to limit their submittal content to fifty (50) pages. However, this is not a mandatory requirement. Pages must be numbered consecutively. All proposal information submitted becomes the property of New College of Florida and will be placed on file not to be returned. A copy of the requested data in "PDF" format on a compact disk (CD) must be provided. Applications that do not comply with the instructions will not be considered. Proposals submitted by qualified firms shall be evaluated in accordance with regulations of the Florida Board of Governors.

Copies the NCF Construction Manager Qualification Supplement can all be reviewed and downloaded from the College's web site at <http://www.ncf.edu/facilities/>

As required by Section 287.133, Florida Statutes, a construction management firm may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected construction management firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor or consultant in excess of \$50,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

### III. EVALUATION CRITERIA

The Evaluation and Selection Committee will review all applications to ensure that the applications are in compliance with the instructions set out herein and that required qualification data are included. The Committee will evaluate all applications found to be in compliance, and assign a score, based upon the criteria set out below.

- A. Experience (Maximum of 40 points): The experience of professional personnel, including the diversity of expertise needed to address the same or similar issues set out in the Project Description above will be considered. Specific items include, but are not limited to, number of years of experience with the firm, number of years of total experience, number of projects worked on with issues similar to those set out in the Project Description and the amount of experience working with others comprising the team proposed by the applicant.
- B. Past Performance/Related Experience of the Firm (Maximum of 40 points): The past performance and experience of the firm in addressing the same or similar issues set out in the Project Description above will be considered including, but not limited to, total number of continuing services clients served 2001 to present, number of continuing services K-20 education clients served 2001 to the present and number/type of projects completed 2001

to the present with budgets equal to or less than \$2 million.

- C. Location of the Firm in Relation to New College (Maximum of 40 points): For the applicant with multiple offices, the office from which the work will be performed will be rated. Prospective firms are advised to consider that the College will not reimburse firms selected for continuing services contracts for travel/per diem expenses. Points will be assigned as follows:
- |            |  |
|------------|--|
| 40 points: | Sarasota & Manatee Counties  |
| 30 points: | Pinellas, Hillsborough, Polk, Hardee, Desoto and Charlotte Counties  |
| 20 points: | Pasco, Hernando, Citrus, Sumter, Lake, Seminole, Orange, Osceola, Highlands, Okeechobee, Glades, Hendry, Lee, and Collier Counties |
| 10 points: | Remaining Florida Counties   |
| 0 points:  | Outside Florida  |
- D. Cost estimating and critical path scheduling expertise (Maximum of 15 points): This will be based on information provided on how the firm works to control costs, keep projects on schedule and control quality and project safety.
- E. Volume of Agency Work (maximum of 15 points): These points will be awarded to applicant firms based on the following scale of total construction phase fees paid by New College of Florida to the applicant firms. Report figures in Section 4b. of the Construction Manager Qualifications Supplement (CMQS).
- |                          |           |
|--------------------------|-----------|
| No fees:                 | 15 points |
| Up to \$250,000          | 12 points |
| \$250,000 to \$500,000   | 9 points  |
| \$500,000 to \$750,000   | 6 points  |
| \$750,000 to \$1,000,000 | 3 points  |
| Over \$1,000,000         | 0 points  |

The volume of work previously awarded to the applicant from New College of Florida will be used with the objective of effecting an equitable distribution of contracts among qualified applicants, provided that such distribution does not violate the principle of selection of the most qualified applicant.

- F. The Committee will score the applications based upon this criteria, and, based upon the scores will rank them. At the discretion of the Committee, the three, four, or five highest ranked applicants shall be invited to make a final presentation to the Committee.

#### IV. FINALISTS' PRESENTATIONS

The finalists will be provided an opportunity to make presentations to the Evaluation and Selection Committee. Forty-five minutes will set aside for each presentation. This is inclusive of presentation and questions from members of the Committee.

After presentations have been completed, the Committee will rank the finalists based upon the finalists' understanding of the project requirements, knowledge of the site and local conditions, experience of the proposed project staff, approach and methodology for cost control, value engineering, scheduling and references.

Scores from the short-list will not be added to the scores from the interview phase, but the



for submittal to the President of New College for final consideration.

Contract Negotiations

Week of July 2, 2012 (approximate)

#### VIII. GENERAL INFORMATION

- A. Applicants are required to provide an email address that will serve as the address for posting and delivering all notices related to this selection process. Progress information will also be posted at [www.ncf.edu/facilities](http://www.ncf.edu/facilities).
- B. All applicants will be notified of the shortlist results by electronic mail communication at the electronic address provided by the applicants.
- C. Following the interview phase, the Evaluation & Selection Committee will make a recommendation to the College President regarding the final ranking of firms. All finalists will be notified of the President's approved ranking by electronic mail communication at the electronic address provided by the finalists. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055 Florida Statutes.
- D. The New College of Florida Office Manager may be contacted with specific inquiries regarding the project or submittal requirements.
- E. The applicants who are not selected as finalists may not contact members of the Evaluation and Selection Committee for the purpose of discussing the process or its results. When requested, the NCF Project Manager will provide a post interview debriefing.
- F. If there are inconsistencies between this Project Fact Sheet and the Notice to Professional Consultants published in the Florida Administrative weekly, the terms of this Project Fact Sheet shall control.
- G. New College of Florida reserves the right at any time to terminate this process at any time and/or to reject all applications submitted in response to this Notice of Minor Project Construction Management if New College of Florida determines that it is not in the best interests of the College to proceed with negotiations.
- H. The construction manager shall have no ownership, entrepreneurial or financial affiliation with the architect/engineers under contract with the College to provide services on minor projects.
- I. Applicants shall direct all questions regarding the process or for additional information to the Facilities Management & Construction Office Manager.

Ms. Margaret Stewart, Office Manager  
Facilities Planning and Construction  
New College of Florida  
5800 Bay Shore Road  
Physical Plant Building, Room 120  
Sarasota, FL 34243-2109

## STATEMENT OF RIGHTS

If you wish to protest any provisions of the Notice to Architectural and Engineering Firms and/or the Project Fact Sheet, including the project description, the selection criteria, the composition of the evaluation and selection committee, or the authority of New College of Florida to enter into a contract based upon the Notice to Professional Consultants and the Project Fact Sheet, you must file a notice of protest with Ms. Margaret Stewart, Facilities Planning and Construction, New College of Florida, 5800 Bay Shore Rd., PHS 120, Sarasota, Florida 34243. The notice of protest must be received by New College within 72 hours of your receipt of this notice. If you wish to pursue a protest, a formal written protest must be filed within ten (10) days of the filing of the notice of protest.

Failure to file a protest within 72 hours of your receipt of this notice, or failure to file a formal written protest within ten (10) days of the filing of a notice of protest shall constitute a waiver of rights to protest the Notice to Professional Consultants and/or the Project Fact Sheet