

Invitation

To Request for Qualification

for a

Continuing Services Contract

to Provide

Minor Construction Management (CM) Services

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PUBLIC NOTICE

RFQ # 073123CMS

LEGAL NOTICE OF REQUEST FOR QUALIFICATION FOR CONTINUING MINOR CONSTRUCTION MANAGEMENT (CM) SERVICES

PUBLIC ANNOUNCEMENT FOLLOWING PROCEDURES OF THE CONSULTANT'S COMPETITIVE NEGOTIATION ACT, CHAPTER 287.055, LAWS OF FLORIDA

The Board of Trustees of New College of Florida (NCF) announces that continuing professional services will be required from Construction Management (CM) firms registered in the State of Florida to provide construction services for small-scale projects and works of maintenance and repair that do not exceed five hundred thousand dollars (\$500,000) in total value.

Construction Management services are required to support the Office of Facilities, Planning and Construction with the maintenance and minor developments or alternations to the campus buildings and associated infrastructure. It is anticipated that this work may sometimes include other trades such as plumbing and / or electrical work. Responders to the RFQ will be required to show State licenses for all trades that are required to have licenses and that are employed as contractors or sub-contractors.

The period of the contract will be for an initial term of one (1) year. This is renewable annually for up to two (2) additional years at the College's discretion.

Interested CM firms must submit the information required by the Request for Qualification (RFQ) application packet. Submissions shall include details of the firm's abilities and previous experience with respect to State funded projects, projects in education institutions and for facilities similar to those found on the campus of New College in Florida. Also required is a synopsis of the firm's qualifications and resumes of key personnel.

Request for Qualification for Minor CM Services, RFQ # 073123CMS may be viewed and downloaded from the College's Facilities Management web page: <https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/>. Interested parties may also receive additional information, or request a copy of the RFQ document via e-mail only to lranker@NCF.edu

Written questions regarding this RFQ must be submitted no later than five (5) days prior to the RFQ due date. All questions and responses will only be posted to the NCF Facilities Web-Page listed above not less than two (2) days prior to the RFQ due date.

Return the printed and completed Statement of Qualification to New College of Florida, Office of Facilities, Planning & Construction, 5800 Bay Shore Road, Sarasota, FL 34243-2109. Deliver to **Attention: Itza Frisco, AVP, Facilities, no later than August 17, 2023 at 3 p.m.** No electronic submittals will be accepted. The College will **not be** responsible for any delays in delivery nor for any costs associated with the preparation.

The Continuing Services Selection Committee will hold a public meeting, via Zoom, on **Monday, August 28, 2023 beginning at 8 a.m** to review and score the received and accepted RFQ responses. The link can be found on the College's Facilities Management web page (<https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/>).

Following a short listing review, a number of firms may be asked to participate in a discussion and interview with the Continuing Services Selection Committee on **Monday, September 11, 2023**, at the NCF Campus in the Jane Bancroft Cook Library room 228.

Firms who submitted a completed Statement of Qualification and who are shortlisted will be notified in writing of any changes to the above discussion and interview date at least five (5) days prior to the discussion and interview date. Any changes will be posted on College's Facilities Management web Page: <https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/>.

Any addenda to the RFQ will be available on the College's Facilities Management web page noted above two (2) days before the noted submission date.

College of Florida is an Equal Access/Equal Opportunity Employer

Schedule of Events

New College of Florida **Continuing Services Schedule of Events**

RFQ for Construction Manager (Small)

<i>Date</i>	<i>Event</i>
July 31, 2023	Public Notice FAW Post RFQ to NCF Facilities Website
August 17, 2023	RFQ responses due by 3.00pm
August 18, 2023	Post names of respondents to NCF Facilities Distribute Documents to Continuing Services Post public meeting notice .
August 28, 2023	RFQ review and shortlisting public meeting
August 29, 2023	Notice to shortlisted firms and presentation
September 11, 2023	Discussion and Interviews of Shortlisted firms
September 15, 2023	President's approval and publish results
September 29, 2023	Contract negotiations complete Award notifications
October 1, 2023	Contract start date

Invitation

The President of New College of Florida (NCF) on behalf of The Board of Trustees of New College of Florida invites firms who believe that they are suitably qualified to provide Construction Management services for small scale project work and works of maintenance and repair that do not exceed five hundred thousand dollars (\$500,000) in total value to submit a Statement of Qualification for consideration.

All submissions, and the subsequent consideration thereof, shall be strictly in accordance with the instructions contained in this Request for Qualification document.

NCF does not bind itself to accept any response to this solicitation and will not accept any costs incurred by any firm submitting a Statement of Qualification.

General Instructions

At the time of the submission, firms submitting must be a licensed general contractor in the State of Florida and, if a corporation, they must be registered by the Department of State, Division of Corporations, to operate in the State of Florida.

A construction management firm may not submit a proposal for consideration if it is on the convicted vendor list for a public entity crime. Applicants shall complete and submit the sworn statement at Appendix 1 in this regard. Further, any firm submitting an application shall warrant that it will neither use the services of, nor contract with, any supplier, sub-contractor or consultant in connection with any work in excess of \$50,000 at New College of Florida (NCF) for a period of thirty six (36) months from the date of their being placed on the convicted vendor list.

The appointed firm will be the single point of responsibility for the performance of the minor works projects. The appointed firm shall function as an independent contractor and shall publically bid sub trade contracts in accordance with the requirements of NCF.

The appointed firm shall be required to supply NCF with 100% performance and 100% materials & labor bonds acceptable to NCF for any work over one hundred thousand dollars (\$100,000). As the appointment may involve a number of projects over this threshold the appointed contractor will be required to bond multiple concurrent projects and demonstrate bonding capacity based upon individual project budgets.

The appointment for continuing construction management services will be for an initial period of one (1) year. This is renewable annually for up to two (2) additional years at the discretion of NCF.

NCF is dependent on a number of sources for funding. It also reserves the right to contract a number of construction managers concurrently. These factors will influence the available workload for applicants. Applicants will note that it is possible for a successful and appointed contractor to receive no work during the life of the contract.

Submittal instructions

- A. The submitted Statement of Qualification shall be limited to 30 pages including the Experience Questionnaire.

The Experience Questionnaire and all forms, reports or statements included in this application shall be typed or printed. Any corrections made to the Experience Questionnaire, forms, reports or statements, by the firm prior to the designated deadline, shall be initialed and dated by the same person signing the Experience Questionnaire.

Qualification requests shall be submitted to New College of Florida (NCF) in accordance with the instructions in the Public Notice.

Deadline: Statements of Qualification must be received no later than 3.00 p.m. on Monday, August 17, 2023.

Statements of Qualification received after the designated deadline will not be considered. NCF reserves the right to reject any Statements of Qualification deemed by NCF not to comply with these instructions. NCF also reserves the right to waive minor technicalities.

- B. Submit six (6) complete and bound original Statements of Qualification, including the Experience Questionnaire.

The document shall contain

- a table of contents
- a letter of interest that summarizes firms qualification and experience
- a completed experience questionnaire
- résumés of all staff likely to be involved with the award
- examples of project reporting, schedule management tools and techniques
- examples of previous relevant experience under construction or completed within the last five (5) years
- references from past clients of the project examples

- C. The Experience Questionnaires must contain an original signature of an authorized representative of the responding Firm. If the Firm is a Corporation, furnish proof of good standing by Secretary of State, Division of Corporations and one (1) copy of the current Florida License.

- D. Submit with the Request for Qualification in a sealed envelope a financial statement for the last two years. The envelope shall be clearly marked "Private & Confidential – Financial Statements".

Failure to submit the required financial statements as required here will disqualify requesters for qualification.

- E. The firm shall respond completely to each of the items on the Experience Questionnaire.

- F. Firms responding to this Request for Qualification must be available for presentations / interviews to the Professional Services Selection Committee at the date and time listed in the RFQ.

- G. Questions concerning this Request for Qualification should be directed to Linda Ranker at lranker@NCF.edu. Questions regarding this RFQ must be submitted in writing or by email only no later than five (5) days prior to the RFQ due date.

All questions and responses will be posted on the NCF Facilities Management web site:

<https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/> at least two (2) days prior to the RFQ due date

- H. NCF is not liable for any cost incurred by the firms prior to the issuance of an executed contract.

Evaluation Procedure

Selection Process

- A. New College of Florida will form The Continuing Services Services Selection Committee of New College of Florida (The Selection Committee) to review all validated submissions. The Selection Committee will consist of at least three (3) members of the College staff.
- B. The Selection Committee shall meet to review all Statements of Qualification received and validated and shall, through the process outlined in this Request for Qualification (RFQ) invitation, identify and short list a number of firms deemed most qualified and who demonstrate success on State funded projects, and / or projects for education and higher education institutions.
- C. The Selection Committee shall invite to individual public presentations with questions the highest rated firms in order to further distinguish their qualifications.
- D. The Selection Committee shall recommend and list in priority order the highest-ranking firms to the President of New College of Florida.
- E. Upon approval from the President, all interviewed firms will be notified and the successful firm(s) will be invited to proceed into contract negotiation.

If for any reason a contract cannot be negotiated with a firm in a timely manner, NCF reserves the right to terminate negotiations with that firm at any time.

Review and Scoring

The Selection Committee will review and score all accepted RFQs based upon the information provided on the forms and provided in the Experience Questionnaire. Up to 100 points will be available with the following breakdown

- A. General Information - Up to 10 points
- B. Ability to work to time and budget constraints - Up to 25 points
- C. Relevant Experience - Up to 25 points
- D. Experience of Professional Staff - Up to 25 points
- E. Health & Safety Awareness and Management – Up to 15 points

A. General Information. – 10 Points

Complete this section of the questionnaire completely and accurately. It is an essential part of the RFQ to allow the Selection Committee to understand the nature of the firm submitting the offer.

B. Ability to Work to Time and Budget Constraints. - 25 Points

The Selection Committee will consider a firm's previous experience meeting owners' budgets and time schedules. Experience in completing construction for State funded projects, projects in education institutions and for facilities similar to those found on the campus of New College in Florida will be taken into account.

Details of the firm's construction management experience and office organization to support work in the field, on site administration and the tools used for estimating, scheduling, supply chain management and cost control will also be evaluated.

C. Relevant Experience. - 25 Points

NCF is looking for smaller sized construction management firms who specialize in work up to about five hundred thousand dollars (\$500,000).

Provide details of relevant experience using the form provided for each project detailed. No less than three (3) and up to ten (10) projects in total with varying values from ten thousand dollars (\$10,000) to five hundred thousand dollars (\$500,000) may be listed that are under construction and substantially complete or completed within the last five (5) years.

Firms should also note projects they have or expect to be awarded in the next six (6) months in order that the Selection Committee may understand anticipated future workload.

Firms are recommended to showcase their relevant completed project experience and provide references that will confirm their involvement, experience and demonstrate their interest in work up to the upper limit of the RFP.

D. Experience of Managing Staff. – 25 Points

In this section, the Selection Committee will consider the quality of the individuals the firm has available to support NCF and how they are organized for best advantage.

The Selection Committee will consider how the firm's office is structured to support projects based on the skills of the individuals' and if the firm has enough qualified staff to support NCF considering their existing work load as identified in the Relevant Experience section.

Provide an organization chart showing office and site staff with their qualification. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability. Also, provide the resumes for all staff (including any third party personnel) that are intended to support this award should be included in the RFQ response.

E. Health and Safety Awareness and Management. – 15 Points

Construction safety is everyone's responsibility. Injury accidents and other incidents leading to potentially dangerous situations have consequences beyond the initial impact. NCF looks to all of its firms to perform work in a safe manner and to be diligent in ensuring all others do so. NCF expects firms to stop any unsafe acts, report them and to assist in a review and take lessons learned into their operations.

Firms should detail their commitment to health and safety and note if any individual in the organization has any specific health and safety related training.

Discussion and Interview

The top ranked firms from the RFQ response scorecard will be invited to a discussion and interview meeting with the Selection Committee at the day, time and place noted in the public notice. The discussion and interview meeting will allow the Selection Committee to request and/or clarify any additional information from the Statement of Qualifications submitted by shortlisted firms. The Selection Committee will take 10 minutes for discussion between telephone discussion and interview.

Experience Questionnaire

General Information

Submitted by: _____

Address: _____

Telephone: () Fax: () Email: _____

CM's License #: _____

Expiration Date: _____

Check One: A Corporation ☐ A Partnership ☐ An Individual ☐ A Joint Venture ☐

The Firm acknowledges that information provided in this Experience Questionnaire is for the express purpose of inducing New College of Florida to whom it is submitted to award a contract to the Firm and further the Firm acknowledges that New College of Florida, may at its discretion, by means which it may choose, determine the truth and accuracy of all statements made by the Firm.

ORGANIZATION

Current firm name: _____

How many years has this firm been in business? _____

Previous firm name: _____

How many years had the previous firm been in business? _____

Indicate firm history (chronology), attach additional sheets as needed.

If a **Corporation**, complete the following:

Date of incorporation _____

State of incorporation _____

President's name: _____

Vice President's name: _____

Secretary's name: _____

Treasurer's name: _____

If a **Partnership**, complete the following:

Date of organization: _____

State whether it is a general or limited partnership: _____

Name and address of partners: _____

If an **Individual** Proprietorship complete the following:

Date of organization: _____

Name of owner: _____

SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

Name and address of subsidiary or affiliated companies: _____

Explain in detail the Principal's interest in this company and nature of business

1. Is your firm currently pre-qualified with any government agency?

Yes ☐ No ☐

If yes, please list agency/agencies: _____

2. Within the previous seven (7) fiscal years, has your Firm been denied a contract award on which you submitted the low bid, or been refused pre-qualification?

Yes ☐ No ☐

If yes, please explain: _____

3. Within the previous seven (7) fiscal years, has your firm failed to complete a project?

Yes ☐ No ☐

If yes, state the name of the project, the Firm responsible, and the reason for failure to complete.

4. Within the previous seven (7) fiscal years, has your firm been involved in litigation?

Yes ☐ No ☐

If yes, state the name of the project, the firm responsible, and explain the nature and current status.

Within the previous seven (7) fiscal years have there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your firm?

Yes ☐ No ☐

5. If yes, state the name of the project, the firm responsible, and explain the nature and current status.

6. Within the previous seven (7) fiscal years, has your firm declared bankruptcy?

Yes ☐ No ☐

If yes, please explain:

7. Provide letters of reference and recommendations from previous Clients and Owners and attach to this questionnaire.

8. Provide information on the firm's Professional and General Liability Limits & Coverage. Provide Certificate of Insurance on Standard Accord Form.

9. Confirm the location of all other offices occupied by the firm and the number of staff employed at that location.

10. List the names of all staff intended to support Continuing Services and their permanent office base location.

11. Complete the below Public Entity Crime Sworn Statement. This is to be returned with the firm's proposal.

12. Is your firm a registered women or minority-owned business?

Yes ☐ No ☐

Use the following forms to help illustrate relevant experience. Photographic material, if provided, should be incorporated with the project descriptions.

COMPLETED PROJECTS

Major consideration will be given to the successful completion of previous projects comparable to the work anticipated at New College of Florida

List the most recently completed projects that best illustrate the experience of the firm and the current staff being assigned this project. List no less than three (3) nor more than ten (10) projects in total in this section and Current Projects. Projects completed more than five (5) years ago shall not be included.

Duplicate this page as necessary to list projects

Project Description

Project Name: _____

Project Location: _____

Project Scope: _____

Project Size: _____

(gross square feet) _____

Original Contract Amount: \$ _____

Final Contract Amount: \$ _____

Explain Differences in Contract Amounts _____

Firm's Role in the Project

Firm's Responsibility: _____

(CM, Project Manager, _____

Design/Build, etc.) _____

Project Staff: _____

Principal in Charge: _____

Project Manager: _____

Other: _____

Project Duration

Completion Dates: _____

Original: _____

Revised: _____

Actual: _____

Explain Differences in Completion Dates _____

Owner Information

Owner: _____

Contact Person & Title: _____

Address: _____

Telephone: () _____ Fax: () _____ email _____

CURRENT PROJECTS

List and indicate the status of current projects under contract as of the date of this Application. Indicate whether the project is in progress or awarded and not yet begun.

(Duplicate this page as necessary to list projects)

Project Description

Project Name: _____

Project Location: _____

Project Scope: _____

Project Size: _____

(gross square feet) _____

Total Amount of Your Contract: _____

\$ _____

Uncompleted Amount of Contract: _____

\$ _____

Firm's Role in the Project

Firm's Responsibility: _____

(CM, Project Manager, Design/Build, etc.) _____

Project Staff: _____

Principal in Charge: _____

Project Manager: _____

Other: _____

Contact Information

Contract Status: _____

(Awarded & Not Yet Begun, In Progress, In Progress & Stopped, etc.)

Explanation: _____

Is the Project on schedule? Yes ☐ No ☐

If no, please explain: _____

Other: _____

Owner Information

Owner: _____

Contact Person & Title: _____

Address: _____

Telephone: () Fax: () email

Appendix 1.

Public Entity Crimes SWORN STATEMENT UNDER SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____.
2. This sworn statement is submitted by _____ (name of
entity submitting sworn statement)

whose business address is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____.)
3. My name is _____ and my relationship to the entity named
above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which

otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____

_____ who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, _____

NOTARY PUBLIC

My commission expires: _____

Confirmation of Contents of this Statement of Qualification

This page must be completed and appended to the submission

The name of the firm making this submission is

For and on behalf of the firm

(SIGNATURE)

(TYPED NAME)

(TITLE)