

ADT Building Research Remodel A&E Services

UNF is seeking a Florida Registered Architect to begin the design phase of a 53,000 sq. ft. remodel for current and future University research needs.

Open	7/18/2024 12:00 PM EDT	Type	Request for Qualifications
Close	8/20/2024 2:00 PM EDT	Number	RFQ-25-01
		Currency	US Dollar

Sealed Until 8/20/2024 2:00 PM EDT

Contacts

Joseph Sank

joseph.sank@unf.edu

Phone +1 904-260-1411

Commodity Codes

Commodity Code	Description
81100000	Professional Engineering Services
72000000	Facility Construction and Maintenance Services
72120000	Non-Residential Building Construction Services
72150000	Specialized Trade Construction & Maintenance

Description

The University's [Terms and Conditions](#) and [Information for Bidders](#) apply to this Solicitation and shall become a part of any contract issued hereunder.

Purpose of the Solicitation/Event

The University of North Florida Board of Trustees, a public body corporate, announces that professional services are required in the discipline of architecture for the design and construction oversight of the remodel of a 53,000 sqft. building. This building is currently being used as an ADT call center and will be repurposed to teaching and research spaces supporting undefined future research needs of the university. The building is located at 4926 Kernan Blvd. South, Jacksonville, FL 32224.

Project Information/Scope of Work

The scope of work includes providing complete architectural design and construction oversight for the remodel of the existing building to teaching and research spaces. The estimated construction budget for this project is \$38.1M.

Term of Agreement

This contract will commence upon UNF's issuance of a Notice to Proceed or Purchase Order and shall be effective until the contract is completed or terminated.

Calendar of Events

The proposed schedule for selection, award and negotiation will be as follows:

Event	Date & Time	Location
		Zoom Meeting:
Pre-Proposal Meeting	Wednesday, July 31, 2024 at 2:00 PM	https://unf.zoom.us/j/94448376077
		Meeting ID: 944 4837 6077
Questions Deadline	Monday, August 5, 2024 at 12:00 PM	UNF Bid Portal, Q&A Board
Response to Questions	Friday, August 9, 2024	UNF Bid Portal, Q&A Board
Proposals Due	Tuesday, August 20, 2024 at 2:00 PM	UNF Bid Portal
Interviews (if required)	TBD	TBD

All times are Eastern Standard Time, unless otherwise noted.

Minimum Requirements

In accordance with State University System of Florida Board of Governors Regulation 14.021 Proposers must, at the time of receipt of proposals:

- Be qualified under chapter 481,Florida Statutes to practice architecture, or a firm who holds a current certificate as a registered engineer under chapter 471 to practice engineering and who is employed by or under contract to the agency for the providing of professional architect services, or engineering services;
- If the firm/bidder is a Florida corporation or Florida limited liability company, it must be in current and active status with the Florida Division of Corporations. If the firm/bidder is a non-Florida corporation or non-Florida limited liability company, it must be qualified to do business in Florida with the Florida Division of Corporations and in current and active status. Website: [Division of Corporations - Florida Department of State \(myflorida.com\)](#);
- Not be disqualified at the time of submittal through disqualification procedures described in Board of Governors Regulation 14.022;
- Meet any special prequalification requirements set forth in the documents; and,
- Not have been convicted of a public entity crime within 36 months prior to the date for receipt of proposals.

Selection Criteria

- Qualifications, relevant experience, and design capabilities of the firm and specifically the team members with similar types of projects and budgets. **(25 points)**
- Understanding of a renovation of this type, as well as the Owner's goals and objectives for the project. **(25 points)**
- Design budget control, building code knowledge, construction administration and project management abilities. **(15 points)**
- Firm's location and the design team's commitment and ability to be at UNF for design and construction meetings. Current workload indicating the design team's availability and confirming their dedication to this project. **(15 points)**
- Past performance and experience with UNF, public universities or similar public agencies. **(20 points)**

Selection Process and Basis of Award

UNF's Selection Committee will evaluate and score Proposals using the selection criteria set forth above. Proposers who achieve the highest scores in the initial evaluation process may be recommended for further consideration. If interviews are conducted, the Selection Committee may either re-score one or more of the sections of the Proposals above or issue a separate list of Award Criteria prior to the scheduled interviews. Scores will be assigned to each Proposer based upon how well the Proposer fulfills the criteria.

It is the sole responsibility of the Proposers to check the UNF Procurement Services Bid Portal for the posting of shortlisted firms and/ or the Statement of Intent to Award. Proposers selected for interviews, if any, will be informed of the interview/presentation dates and times, and the associated evaluation or award criteria. 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.

The University reserves the right to make multiple awards or to reject any or all proposals. 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 proposal.

Questions & Answers

Questions should be submitted on the UNF Bid Portal on the Q&A Board specific to this solicitation prior to the Deadline for Questions provided on the Calendar of Events. Questions may be answered at the discretion of the University and posted on the UNF Bid Portal.

No interpretation of the meaning of any part of this solicitation, nor corrections of any apparent ambiguity, inconsistency, or error herein, will be made to any Proposer orally. All requests for written interpretation or corrections must be submitted in writing.

It is the responsibility of the Proposer, before submitting its proposal, to check the UNF Procurement Services website to obtain any updates.

Proposal Submission

Proposals must be uploaded to the UNF Bid Portal by the date and time identified in the solicitation. It is strongly recommended that you give yourself sufficient time and at least ONE (1) day prior to closing time to begin the uploading process and to finalize your submission. Late submissions will not be accepted and the UNF Bid Portal will not accept submissions past the date and time of opening. It is the sole responsibility of the Proposer to ensure the submission is finalized prior to the deadline. Proposals delivered in-person, by mail, by fax or by email will be deemed non-responsive. Each item of requested information is sealed upon submission by the Proposer. Proposals will not be visible to anyone at UNF until after the published Closing Time. You may edit your submission as needed up to Closing Time.

Proposers may elect to utilize the import/export feature to export questions into Excel and import responses to those questions into the system upon completion.

When answering questions within the provided text boxes (if applicable) be aware that there is a limit to the number of

characters available for your response. The dynamic character limit counter at the bottom of each text box will display the remaining characters available.

Uploading large documents may take a significant amount of time, depending on the size of the file(s) and your internet connection speed. The maximum upload file size is 50 MB.

Do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

It is the responsibility of the Proposer to carefully review the requirements of this RFQ and submit all information requested. If Proposer fails to submit with its sealed proposal all items requested by this solicitation, the proposal may be deemed non-responsive.

When in doubt of the requirements of this solicitation, send an email to [the](#) appropriate Supplier Contact provided with this RFQ.

Acceptance or Rejection of Proposals

The Contract, if any, may be awarded to that responsible firm(s) who financially and professionally can provide the requested services conforming to the solicitation 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 proposals and to waive information and minor irregularities in proposals received. The right is reserved to accept a proposal which, after review by the University committee, is considered most advantageous to the University.

Subconsultants

If the execution of work to be performed by the Proposers firm requires the hiring of subconsultants, a rationale for utilizing subconsultants, including relevant experience of partnering with stated subconsultants should be included in the proposal.

- All subcontractors must comply with the Public Entity Crimes section of this document and all other applicable laws and regulations.
- The University of North Florida reserves the right to accept or deny any subcontractor for the work described in this document.

Organization and Content of Proposal

1. One (1) copy of the proposal in its entirety must be submitted on the UNF Bid Portal under Group 1: Proposal of the Questions tab.
2. The entire proposal should not exceed 40 single-sided, 8.5" x 11" size pages, excluding cover sheets, divider pages (as long as such pages do not include promotional material), and required copies of resumes, forms, licenses, and certifications.
3. Pages should be numbered consecutively.
4. The proposal should be organized to include:
 - a. Letter of Interest.
 - b. Evidence of Minimum Requirements, including a copy of applicable licenses, certifications, etc.
 - c. Completed copy of the Professional Qualifications Supplement (PQS) Form, found in Buyer Attachments.
 - d. Information regarding the firm's qualifications and experience as it relates to the project and the Selection Criteria.
5. A portion of the score will be based on the Proposers design ability. This may be addressed in a separate section or throughout the proposal.

Prerequisites

- ★ 1. Certify the proposal.
- ★ 2. Confirm debarment status.
- ★ 3. Read and agree to UNF s Conflict of Interest statement.
- ★ 4. Agree to Truth-in-Negotiation Certification.
- ★ 5. Upload and certify copy of licenses and certifications required to perform professional services as required by the RFQ.
- ★ 6. Upload a copy of Florida Sunbiz Division of Corporation Registration.

Buyer Attachments

1. [Professional Qualifications Supplement.docx](#)

Questions

★ Required Questions

Group 1: Proposal

Instructions:

- 1.1 Upload one complete copy of your Proposal organized as stated in the "Organization and Content of Proposal" section of the solicitation. ★

Group 2: Professional Qualifications Supplement (PQS) Form

Instructions:

- 2.1 Upload a completed copy of the Professional Qualifications Statement (PQS) Form. Do not modify its original content or layout. Additional sheets may be used when necessary. This form is intended to be a supplement to, not a basis for, your proposal. ★

Group 3: Organization & Management

Instructions:

- 3.1 Attach an organizational chart beginning with your account management team through CEO of your company. ★
- 3.2 List the email address, phone number, name and title of person(s) authorized to negotiate in good faith on behalf of your company for purpose of this proposal. ★

There are no Items added to this event.

There are no Items added to this event.