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**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES**

DATE ISSUED: _____

THE UNIVERSITY OF NEBRASKA BOARD OF REGENTS

for and on behalf of

UNIVERSITY OF NEBRASKA – _____

REQUEST QUALIFICATIONS FOR:

(PROJECT/CONTRACT NUMBER)

(PROJECT TITLE)

**REQUEST FOR QUALIFICATIONS (RFQs)
FOR
ARCHITECT / ENGINEER DESIGN & CONSTRUCTION ADMINISTRATION SERVICES**

(PROJECT TITLE)

INFORMATION AND INSTRUCTIONS TO ARCHITECT / ENGINEERS

1 GENERAL INFORMATION

- 1.1 The University of Nebraska intends to procure a qualified Architect / Engineer (A/E) to provide [[programming, planning,]] design, preliminary cost estimating, permitting approvals, and construction administration services for the _____ (Project). The estimated construction cost is \$ _____.
- 1.2 The Statement of Qualifications (SOQ) must be submitted as outlined in Section 4 at the date and time described therein.
- 1.3 Questions and inquiries pertaining to the selection process should be directed to ___(Name)_____ at ___(e-mail address)_____ by the date indicated in Section 5.
- 1.4 The University of Nebraska shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be posted on the website ___(web site address)_____.
- 1.5 The University of Nebraska reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 A pre-submittal conference for the Project will be held on the date indicated in Section 5 at the time and location specified therein. University staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Because staff will not be available to respond to individual inquires regarding the project scope outside of this pre-submittal conference, attendance at this pre-submittal conference is highly recommended.
- 1.7 The Project description is:
- 1.8 The A/E will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter the University will negotiate a contract for the design and construction administration services at a fair and reasonable fee with the best qualified firm, within the Board of Regents approved amount of \$ _____ .
- 1.9 The A/E will be an integral member of the Project Team, consisting of the A/E, Contractor, representatives from the University, and other consultants as required.

2 - ANTICIPATED SCOPE OF WORK

After being selected, the A/E will execute a contract with the University to provide design and construction administration services of the project. The scope of services may include the following disciplines: architectural, structural, civil (onsite and offsite), mechanical, electrical, plumbing, environmental, landscape, landscape irrigation, geotechnical analysis, signage/graphics, cost estimating, acoustical, audio/visual, telecommunications systems (data and phone), security systems, and interiors.

3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

3.1 The A/E will be selected through a qualification-based selection process. Firms interested in providing design and construction administration services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

3.2 Cover Letter (1-page) containing at a minimum:

Company name, contact name, address, fax number, and email address

3.3 **SOQ Submission Verification**

THIS PAGE **MUST** BE INCLUDED AS THE LAST PAGE OF YOUR SUBMISSION

By signature below I verify that I have read and understand this request for qualifications, including:

- SECTION 1.8 – willingness to perform all work within the Board of Regents approved fee
- SECTION 3.4.6 –willingness to sign the University’s standard form agreement
- SECTION 5.6 –timely execution of the contract
- Confirmed number of Addendum issued: _____

I hereby submit these qualification for consideration.

SUBMITTING FIRM:

FIRM NAME: _____

SIGNATURE OF PRINCIPAL: _____

PRINTED NAME: _____

DATE: _____

3.4 Qualifications Criteria

3.4.1 General Information

Description of firm/team
Legal company organization; organization chart with names
List of applicable Nebraska licenses

3.4.2 Relevant Firm Experience (___ points)

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address.
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.

3.4.3 Team Experience & Qualifications (___ points)

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A. List professional continuing education.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed subconsultants
- e. Explain your understanding of, and experience with, the Construction Manager at Risk Delivery Method *[if CMR is being used]*.

3.4.4 Project Understanding and Approach (___ points)

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.

3.4.5 Approach to Project Management (___ points)

- a. Describe your firm's project management approach and team organization during programming, design and construction phases.

- b. Describe systems used for planning, scheduling, estimating and managing design and construction services.
- c. Describe the firm's experience on quality assurance and dispute resolution.

3.4.6 Other Factors (____ points)

- a. Current workload and ability to proceed promptly.
- b. Willingness to abide by the University's standard form Agreement.
- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

4 - SUBMITTAL REQUIREMENTS

- 4.1 The SOQ shall include a one (1) page cover letter, a one (1) page table of contents and a maximum of ten (10) pages to address the SOQ criteria specified in Section 3, for a maximum of twelve (12) pages excluding Resumes. Resumes for each key team member shall be limited to no more than one (1) page and shall be attached as Appendix A. The Section 3.3 SOQ Submission Verification page does not count towards the total page count.
- 4.2 One electronic PDF copy of the Statement of Qualifications with Appendix A must be uploaded by the date and in the location indicated in Section 5 below. The name of the firm must be included in the title of the submittal.
- 4.3 Failure to comply with the following criteria may be grounds for disqualifications:
 - Receipt of submittal by the specified cut-off date and time to the specified location/address.
 - Adherence to maximum page requirements.
- 4.4 Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

5 - SELECTION PROCESS AND SCHEDULE

- 5.1 A minimum 5-member Project Evaluation Board will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and select a minimum of three finalists that will be Short Listed for the project. The Short List firms will meet with the Project Evaluation Board for interviews. The purpose of the interview will be to expand on the information provided in the SOQ, not to repeat information already provided. Those firms selected for the Short List will be provided additional instruction by the University. Those firms not selected for further consideration will be notified.
- 5.2 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.

Pre-submittal conference: _____
Deadline for inquiries: _____

Statement of Qualifications due:

Due by 11:59:59 p.m. [day___], [date___], 2017

Upload PDF file to the link provided at:

<https://nebraska.edu/administration/business-and-finance/facilities/facilities-projects.html>

Firms notified for interview: _____

Interviews: _____

- 5.3 Following the interviews the Project Evaluation Board will determine a ranking for each Short List firm based on the published criteria in 3.3 of this RFQ. Consideration will be given to both the written Statement of Qualifications past performance evaluations as applicable and any oral presentations or interviews. No other factors or criteria will be used in the qualification ranking.
- 5.4.1 The highest ranked firm will be recommended to the Vice President, Business and Finance for contract award.
- 5.5 Requests for debriefings or to review Statements of Qualifications submitted, shall be made in writing to the University. All information submitted by firms and related Project Evaluation Board evaluations and rankings shall be considered confidential until after contract execution and award by the Board of Regents.
- 5.6 The University will enter into negotiations with the selected firm using the University's standard form Agreement. If the selected firm is unwilling to execute the University's standard form Agreement and/or the selected firm fails to execute the University's standard form Agreement within two weeks of notification of the highest rated team, the University may then negotiate with the second or third highest ranked team until a contract is executed and approved by the Board of Regents, or the University, in its sole discretion, may decide to terminate the selection process.

6 - ATTACHMENTS

- 6.1 Legal Notice for Architect/Engineer Selection
- 6.2 Program Statement
- 6.3 Board of Regents Policy 6.3.2 – Professional Services of Architects, Engineers, Landscape Architects and Registered Land Surveyors
- 6.4 Professional Services Selection Procedures, UNFP 6.3.2.1
- 6.5 A/E Contract
- 6.6 Additional pertinent information can be found at
- <http://www.nebraska.edu/docs/facilities/ProjectDeliveryMethodProcedures.pdf>
- <http://www.nebraska.edu/docs/facilities/ProjectReviewBoardProcedures.pdf>

University of Nebraska
UNFP 6.3.2.3

<http://www.nebraska.edu/docs/facilities/SchematicDesignProcedures.pdf>

<http://nebraska.edu/docs/policies/SustainableDesignPolicy.pdf>

_____ (Campus Facilities Plan) _____