



## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

<b>Title: Construction Management Selection Process</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For F.S. 1013.45</b>
<b>Date Approved: 09/11/02</b>	<b>Division: Administration and Finance/Facilities</b>

### **Section I – General**

As a state agency, the College administration is required to develop procedures for Construction Manager selection.

### **Section II – Selection Committee and Request for Proposal**

When the Office of Administration and Finance is ready to select a Construction Manager for an individual project, or to provide services under a continuing contract, the President or his designee appoints a selection committee.

The committee discusses the requirements of the project and determines any selection criteria to be used. The Office of Administration and Finance develops a Request for Proposal (See Sample 1). The Office directly solicits Construction Managers from a list. The list is established and updated by adding firms to the list that contact the College with interest in design projects. Construction Management firms are removed from the list if a) the RFP is undeliverable when sent, b) a firm notifies the College that they are no longer interested in design projects, or c) a firm is non-responsive to three RFPs.

The Request for Proposal is mailed to firms on this list, and firms are required to submit six (6) bound copies of the response, including a cover letter requesting consideration for the project. Proposals must be received by the date and time specified in the Request for Proposal.

### **Section III – Review and Development of Shortlist**

After receipt of the submittals, the selection committee convenes, and, based on the selection criteria, develops a shortlist of no less than three firms (See Sample 4).

Each shortlisted firm is notified in writing of the date, time, and procedure to follow for their interview (See Sample 2). Each firm not shortlisted is also notified in writing (See Sample 3).

Following the interview the Committee totals the points for each applicant interviewed and develops the recommended ranking (See Sample 4).

### **Section IV – Committee Recommendation**

The Committee ranks the interviewed applicants and recommends the ranking. In the event of a tie, a majority vote of the Committee to determine the recommended applicant prevails. The Committee shall not divulge its recommendation to anyone prior to the approval of the Committee's recommendation

through the President to the Board of Trustees as an agenda item. Documents related to the selection are “working documents” under the Public Records law until the recommendation has been presented to the District Board of Trustees. The Office of Administration and Finance prepares the agenda item for the next board meeting.

**Section V – Notification of Interviewed Firms**

The Office of Administration and Finance notifies each firm in writing of the selection committee’s recommendation to the District Board of Trustees. A copy of this notification is also sent to the Facilities Office (See Sample 5).

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date

## Sample 1

Date

(“NAME OF PROJECT”)  
(NAME OF CAMPUS)

### REQUEST FOR PROPOSALS — CONSTRUCTION MANAGEMENT

College of Central Florida (CF) is preparing to construct a new facility on the **(name of campus)**. The College will be using a construction management approach for this project.

Attached is CF’s Request for Proposals for Construction Management -Negotiated Fee — Guaranteed Maximum Price (GMP). This document contains information necessary to submit a proposal on behalf of your firm.

If you need additional information about this Request for Proposal, please call the Senior Vice President at (352) 873-5823.

/s/ \_\_\_\_\_

President  
District Board of Trustees  
College of Central Florida

## COLLEGE of CENTRAL FLORIDA

### REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT NEGOTIATED FEE — GUARANTEED MAXIMUM PRICE (GMP)

#### GENERAL INFORMATION

College of Central Florida (CF) is requesting proposals for the services of a firm to act as the **CONSTRUCTION MANAGER — NEGOTIATED FEE — GUARANTEED MAXIMUM PRICE** for a new facility to be built on the (**campus location**). This facility will be named the “(**name**).”

#### PROJECT DESCRIPTION

The project will total approximately (**number**) gross square feet. The component spaces will include (**description**). The anticipated budget for construction is (**number**) million. The target date for completion of the project is (**date**). (**Name of firm**) is the architectural firm heading the design professional team for this project. Once selected, the construction management firm will become part of the team to assist in decision-making along with the design professionals and College representatives.

#### SUBMITTAL PACKAGE

##### General Instructions

1. The response should be submitted in a sealed envelope addressed to:  
Senior Vice President, Administration and Finance  
College of Central Florida  
3001 SW College Road  
Ocala, Florida 34474  
  
NOTE: Physical address — 3001 SW College Road, Ocala, FL 34474
2. The response should be clearly marked “CONSTRUCTION MANAGEMENT PROPOSAL — “(**NAME**) — (**CAMPUS**)”
3. Submit six (6) complete, bound copies of the response on or before the due date.
4. Submittal must include a letter of interest stating the firm’s desire to be considered for the project. An authorized representative of the firm must manually sign the original copy of the letter.
5. The response is due at the address in item 1 no later than (**time**) and (**date**). Responses received after the scheduled receipt time will be marked “TOO LATE” and will be returned unopened to the firm.
6. Any questions concerning the request for qualifications should be directed to the Senior Vice President, Administration and Finance.
7. College of Central Florida is not liable for any costs incurred as part of the submission process by firms submitting proposals.
8. Firms responding to this RFP must be available for interviews with the Selection Committee.
9. The contents of the proposal of the successful firm will become part of the contractual obligations.

10. Proposals should respond to each item noted in paragraphs A – K, in the order noted, under the heading “*Required Submittals Which Will Be Used to Compare and Evaluate Firms.*” Identify responses with same paragraph notation as this RFP.
11. Proposals must be typed or printed. All corrections made by the proposer prior to the opening must be initialed and dated by the proposer. No changes or corrections will be allowed after proposals are opened.

**Required Submittals Which Will Be Used To Compare and Evaluate Firms**

The firm should respond to each item in this section. The responses should be clear and complete to assist the Selection Committee in selecting a short list for interviews. Label each section of the response with the letter or number of the item to which the response speaks.

**A. Business Structure**

Is the response submitted by a Corporation, Joint Venture, Partnership or other arrangement? Include documentation of incorporation by the Secretary of State and current Florida Professional Registration Certificate for general contractor certification.

**B. Financial Statement and Related Information**

This statement will be an audited report with comments and not older than one (1) year. If the most current report has not yet been audited, the previous audited report with comment shall accompany the most recent financial statement. Only one copy of the financial statement is required in the submittal. The financial statement should be submitted in a separate sealed envelope, clearly labeled with the firm name, the statement “Financial Statement” and the name of the project.

The financial statement should be accompanied by a summary prepared by the firm. The summary should indicate that sufficient resources and necessary working capital are available to assure financial stability through to the completion of the project. The statement of financial capability should also include the bonding capacity of the firm. (The firm will be required to bond on GMP.)

The financial statements and audits will be returned to the firms not selected to provide the services described in this RFP.

**C. Firm Stability**

Number of years in business under the current name and former names used by this firm with the length of time the company was known by each of those names.

Names of principals or, in the case of publicly held firms, the names of the CEO, COO and CFO and length of service for each named principal or officer.

**D. Legal Information**

Describe and explain any litigation, major disputes leading to arbitration, and/or contract defaults or liens placed against the firm (or its legal predecessors) in the past 10 years. In the case of a joint venture, provide the same information for each firm.

**E. Total Staff and Experience Profile**

Show the total number of staff in each of the various skill areas assigned to the office that will have direct responsibility for this project. Also, show a composite list showing the same information for all offices in Florida and/or the United States. This item is used to compare the relative sizes of firms, including management, technical, and support staff. This item expresses the general and specific project related capability of the in-house staff and indicates the depth and abilities of the organization which it can draw upon as needed.

Give brief resume of key persons to be assigned to the project including, but not limited to:

- 1) Name and title
- 2) Job assignment for other projects
- 3) Percentage of time to be assigned full time to this project
- 4) Number of years with this firm
- 5) Number of years with other firms
- 6) Experience
  - a) Types of projects
  - b) Size of projects (dollar value & SF of project)
  - c) Specific individual involvement with the project
- 7) Education
- 8) Active registration
- 9) Other experience and qualifications that are relevant to this project
- 10) Note which projects were fast tracked

In addition to listing the firm's staff and providing resumes for key employees, describe in narrative form the capabilities of the firm's staff to provide the following technical services and indicate whether those services will be provided by employees or contracted to others:

- 11) Options analysis
- 12) Design review
- 13) Budget estimating
- 14) Value Engineering
- 15) Life cycle cost analysis
- 16) Construction scheduling
- 17) Quality control (Design & Construction)
- 18) Constructability analysis
- 19) Cost control
- 20) Change Order negotiation
- 21) Claims management
- 22) Project closeout
- 23) Transition planning
- 24) Security systems

**F. Total Technical Staff**

Show the total number of technical staff in each of the various skill areas assigned to the office that will have direct responsibility for this project. Also, show a composite list showing the same information for all offices in Florida and/or the United States. This will allow comparison of the technical capability of the applicants. Technical staff shall be those persons proposed to be associated with the implementation of this project: project managers, engineers, supervisors, estimators, etc.

For each member of the technical staff to be assigned to on-site supervision or direct responsibility for this project, provide a resume that includes the following information:

- 1) Name and title
- 2) Job assignment for other projects
- 3) Percentage of time to be assigned full time to this project
- 4) Number of years with this firm
- 5) Number of years with other firms
- 6) Experience
  - a) Types of projects
  - b) Size of projects (dollar value and SF of project)
  - c) Individual's specific involvement with the projects
- 7) Education
- 8) Active registration (P.E., G.C., etc)
- 9) Other experience and qualifications that are relevant to this project
- 10) Note which projects were fast tracked

**G. Project Organization**

Show the organizational chart as it relates to the project indicating key personnel and their relationship to the project. It should be understood that it is the intent of the College of Central Florida to insist that those indicated as the project team in this RFP response actually execute the project.

Show in chart format the specific staff members to be assigned responsibilities and the appropriate number of days to be provided by each staff member.

If a joint venture or prime/subcontractor arrangement of two firms, indicate how the work will be distributed between the partners.

Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.

**H. Distance from the Site**

The location, in miles, of the proposed operating office to the project site.

## **I. Related Building Experience**

Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity to this project.

From the applicant's response to the RFP, the Selection Committee will objectively evaluate the firm's abilities in accordance with those criteria shown in the list below. Firms should list no more than five (5) projects, and the list should not include projects that were completed five (5) or more years ago. The list should reflect those projects which best illustrate the experience of the firm and the experience of current staff which would be assigned to this project.

- 1) Name and location of the project
- 2) The nature of the firm's responsibility on this project
- 3) Project owner's representative name, address and phone number
- 4) Date project was completed or anticipated completion date
- 5) Size of project (gross SF of construction)
- 6) Cost of project (construction cost)
- 7) Length of time required for completion of project
- 8) Firm's adherence to time deadlines and budget restrictions
- 9) Work for which the staff of the firm responding to the RFP was directly responsible
- 10) Present status of this project
- 11) Project Manager and other key professionals involved on listed project and members of that staff that would be assigned to this project

## **J. Scheduling and Cost Control**

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

- 1) Indicate whether the firm uses and provides computer-generated schedules for management of construction.
- 2) Indicate the level of detail necessary to define a construction schedule. Describe process used to schedule the submittal and approval of shop drawings.
- 3) Describe how subcontractors' schedule information is coordinated in the master schedule.
- 4) Describe processes used for handling crew loading and coordinated construction scheduling.
- 5) Describe the firm's experience in cost loading schedules.  
Attach a sample schedule which best illustrates the firm's overall scheduling capabilities.

## **K. Information System**

Describe the functions and capability of your computer-based project management and information system.



## **INITIAL SCREENING OF RESPONSES (100 POINTS TOTAL)**

The responses to the Request for Proposals will be evaluated according to the following point scale. Points listed for each item are the maximum that will be given for that item.

- General business information including the structure, stability, and legal information (10 points);
- Related building experience (20 points);
- Financial capability (15 points);
- Scheduling and cost control (10 points);
- Office and support staff (10 points);
- On-site staff (20 points);
- Project organization (10 points);
- Information system (3 points); and
- Distance to site (2 points).

## **INTERVIEWS (100 POINTS TOTAL)**

After the firms have been evaluated based on their written applications, the three (3) firms with the highest scores will be more closely considered through a formal presentation of their approach to perform this particular project. Time will be allowed for questions and answers after the presentation. During the interview phase, the selected firms will be rated on the following:

### **A. References (10 points):**

The recommendations of owners and design professionals on previous projects

### **B. Knowledge of the Site and Local Conditions (10 points):**

The firms should demonstrate their knowledge of the site, local codes and ordinances, local subcontractors and suppliers as an indication of their ability to deliver quality workmanship in an effective and timely manner.

### **C. Proposed Project Staff and Functions (20 points):**

The firms should name the actual staff to be assigned to this project, describe their ability and experience and portray the function of each within their organization and their proposed role on this project. The key staff members should be present at the interview.

### **D. Minority Business Utilization Plan (2 points):**

The firms should demonstrate their approach in obtaining participation of the College of Central Florida Certified Minority Business Enterprises on this project.

**E. Bond Capacity (3 points):**

The firms should provide information with regard to their capacity to bond the project. The firms should include a letter of intent from their bonding company which outlines their bonding capacity.

**F. Insurance Program (5 points):**

The firms should provide information about the following insurance coverages: Worker's Compensation, Comprehensive General Liability, Comprehensive Automobile Liability, Excess Liability, Protective Liability, XCU (Explosion, Collapse, Underground Damage), Broad Form Property Damage, Products and Completed Operations, Contractual Liability, and Builder's Risk.

**G. Overall Approach and Methodology (20 points):**

The firms should demonstrate verbally and/or graphically their plan for performing this project, documenting the services to be provided, and showing the interrelationship of all parties.

**H. Cost Control/Value Engineering (10 points):**

As part of its services, the firms should indicate knowledge and experience in the evaluation of building systems, construction techniques, and the recommendations of materials to create an optimum value in meeting the design requirements.

**I. Scheduling this Project (20 points):**

As a part of the project approach, the applicants should propose a scheduling methodology for effectively managing and executing the work in the optimum time. The firms should indicate their procedure for scheduling and for compliance controls. The firms should describe any representative current projects and the projected, versus the actual, schedule of each.

**COLLEGE OF CENTRAL FLORIDA MBE POLICY:**

College of Central Florida has an established Minority Business Enterprise (MBE) participation policy for all procurement activity and contracts for goods and services. This policy insures that certified or certifiable Minority Business Enterprises shall be afforded the opportunity to participate in all contracting activities to the greatest extent feasible.

The firm that is selected to provide these construction services must assure CF that it has adhered to this policy and will be required to document efforts made to enlist qualified and certified Minority Business Enterprises participation.

Any questions regarding compliance to this policy should be directed to CF's Purchasing Department at (352) 854-2322, extension 1227.

**GENERAL TERMS AND CONDITIONS:**

College of Central Florida reserves the right to accept or reject any proposal in the best interest of the College.

College of Central Florida reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed fifteen (15) days or if an acceptable fee cannot be negotiated.

**SELECTION PROCESS:**

- A. A selection committee, appointed by the President, will review all proposals received on time, and determine the three (3) firms with the highest score using the selection criteria established for the project.
- B. The selection committee will interview the three (3) highest scoring firms and will establish ratings for each firm in accordance with the scoring criteria established for the project.
- C. The Senior Vice President, Administration and Finance will coordinate the process and will forward the recommendation of the selection committee to the District Board of Trustees for approval.
- D. The contract for the management, overhead, and profit fee will be negotiated with the firm ranked highest by CF and approved by the District Board of Trustees.

## SAMPLE 2

(Date)

«TITLE» «FIRSTNAME» «LastNAME»  
«POSITION»  
«COMPANY»  
«CITY\_», «State» «ZIP»

Dear «TITLE» «LastNAME»:

On behalf of the College of Central Florida, thank you for submitting your proposal for construction management services for the **(name of campus)** Campus "**(name of project)**" Project. As you were informed by phone, your firm was one of those selected for interview. The interview for your firm is at «TIME» on **(date)**, in the boardroom of the Founders Hall Building. Due to time constraints, the committee suggests you consider limiting the number of representatives attending the presentation for your firm.

The following format will be used in conducting the interview. Interviews will be limited to a maximum of 50 minutes. The first thirty minutes of the interview will be available to you for introductions and a formal presentation. The formal presentation may include audio-visual materials (charts, slides, video, or similar material). Please furnish all devices and equipment needed in your presentation. (Setup time is limited to two or three minutes before the beginning of the interview as we are scheduling interviews on an hourly basis, back to back.)

Fifteen minutes of the interview period is reserved for questions by the College's interview team. The last five minutes of each interview is available to you and your team for closing statements, final presentations, and wrap-up.

Each firm may send a formal brochure with pictures and other support material to supplement the proposal information already submitted or may distribute additional materials at the interview to committee members. There will be at least **(insert number)** committee members at the interview.

Following the interviews, the committee will meet to discuss the ranking of firms. If possible, a recommendation by the committee will be presented to the District Board of Trustees on **(date)**. The ranking will be available after that date. We will also notify each firm, both by phone and in writing, of the final recommendation of the committee and action of the Board. The District Board of Trustees will be asked at that time to authorize negotiations with the ranked firms as provided under Florida Statutes.

Please feel free to call me at 352-873-5823 if you want to discuss the interview. We look forward to seeing you on **(date)**.

Sincerely,

Senior Vice President, Administration and Finance

c: Chair, District Board of Trustees  
President  
Selection Committee Members

### SAMPLE 3

Date

«TITLE» «FIRSTNAME» «LASTNAME»  
«POSITION»  
«COMPANY»  
«CITY», «ST» «ZIP»

Dear «TITLE» «LASTNAME»:

Thank you for submitting your proposal for the College of Central Florida's **(name of project)**. The shortlist for this project includes the following firms **(names of firms provided as necessary)**:

- **(Name of firm)**
- **(Name of firm)**
- **(Name of firm)**

We appreciate your expressed interest in working with the College. Please be assured we will keep your name on file for subsequent projects.

In order for us to maintain a current mailing list of firms interested in future construction management projects for the College, please notify us of any change in your address. We appreciate your assistance with this request.

Sincerely,

Senior Vice President, Administration and Finance

**SAMPLE 4**

**COLLEGE OF CENTRAL FLORIDA  
CONSTRUCTION MANAGEMENT RATING SHEET**

Name of Firm:		
Date:	Start Time:	End Time:
Signature of Rater:		

INSTRUCTIONS: Rate the information in each of the following sections. NOTE: The total number of points that may be awarded are indicated in parentheses.

<b>EVALUATION OF WRITTEN APPLICATION</b>		
<b>Item</b>		<b>Score</b>
1.	General business information including the structure, stability, and legal information <b>(10 points)</b>	
2.	Related building experience <b>(20 points)</b>	
3.	Financial capability <b>(15 points)</b> ( <i>CFO to assign</i> )	
4.	Scheduling and cost control <b>(10 points)</b>	
5.	Office and support staff <b>(10 points)</b>	
6.	On-site staff <b>(20 points)</b>	
7.	Project organization <b>(10 points)</b>	
8.	Information system <b>(3 points)</b>	
9.	Distance from supervising office to site <b>(2 points)</b>	
<b>Total Points for Section 1</b>		

<b>EVALUATION OF FORMAL PRESENTATION</b>		
<b>Item</b>		<b>Score</b>
1.	References <b>(10 points)</b>	
2.	Knowledge of site and local conditions <b>(10 points)</b>	
3.	Proposed project staff and functions <b>(20 points)</b>	
4.	Minority business utilization plan or process <b>(2 points)</b>	
5.	Bond capacity <b>(3 points)</b>	
6.	Insurance program <b>(5 points)</b>	
7.	Overall approach and methodology <b>(20 points)</b>	
8.	Cost control/Value engineering <b>(10 points)</b>	
9.	Scheduling this project <b>(20 points)</b>	
<b>Total Points for Section 2</b>		
<b>TOTAL OVERALL POINTS AWARDED FIRM</b>		

## SAMPLE 5

Date

«Title» «FirstName» «LastName»  
«JobTitle»  
«Company»  
«Address1»  
«City» «State» «PostalCode»

Dear «Title» «LastName»:

On behalf of the selection committee, I would like to thank you for an informative presentation. We are recommending that the District Board of Trustees authorize the committee to negotiate with the construction management team of **(name of firm)** to provide services for the College of Central Florida's **(name of project)**.

Your time and effort involved in submitting your proposal and preparing your presentation for this project is appreciated. If the negotiation process does not result in a contract between the College and **(name of selected firm)**, the committee will consider the next-ranked proposal. Also, please be assured we will keep your name on file for subsequent projects. Again, thank you.

Sincerely,

Senior Vice President, Administration and Finance

c: Facilities Office