

UF-MP26 Construction Manager Qualifications Supplement (CMQS) Instructions

PROJECT: UF-MP26, Annual Campus Continuing Services for Minor Projects
LOCATION: University of Florida Main Campus and Remote Campus Locations

GENERAL DESCRIPTION:

The University of Florida Board of Trustees has a need for ten (10) continuing services of construction managers to provide renovations and new construction services for Minor Projects on an ongoing basis. The current project budget cannot exceed the state approved minor project threshold, and the value may change in accordance with the Statutes which reference increasing the threshold annually based on the Consumer Price Index. The statutes also reference that this value is the construction cost in 287.055 (2)(g).

Typical projects assigned under this contract may include new construction, renovation, remodeling, reroofing and other building deferred maintenance, equipment installation, pre-engineered metal buildings, greenhouses, pole barns, asbestos abatement, and fire code corrections. Areas requiring renovation or remodeling may include research laboratories, classrooms, library and media centers, offices and related functions, outpatient clinics, reception and waiting areas, lobbies and corridors, atriums, courtyards and plazas, modular and pre-engineered buildings, apartments, dormitories, athletic facilities, and associated roadways, sitework including UG utilities, sidewalks, and landscaping. Projects could be located on the University of Florida main campus or at UF and IFAS facilities throughout the State of Florida.

This is an open-ended contract for a period of two (2) year(s) with an option to renew for two additional two-year periods at owner discretions. The University reserves the right to add additional CM contracts during the 6-year period, if necessary, due to workload increase.

Green building certification may be required for certain renovations and new construction. The Construction Manager shall include consideration of this objective throughout the pre-construction phase and shall incorporate LEED/GG/FGBC/Well and other best practices in the execution of construction and management of the jobsite. The proposed team shall include at least one LEED-accredited field construction professional.

CM TEAM RESPONSIBILITIES:

Responsibility for Budget: The selected team shall be responsible for delivering the best competitive trade costs to meet the scope (quality and quantity) and the program requirements as provided by the A/E of records and the schedule. The bidding and award analysis documents are an audit requirement for all projects.

Responsibility for Owner Direct Purchase Program: The selected CM team shall implement and administer the University of Florida Owner Direct Purchase Program per the PMG Guidelines provided in the PDC web pages.

Responsibility for Schedule: The University of Florida's preliminary schedule will be provided for each project and within the documents. It is the responsibility of the selected CM team to meet the requirements of the schedule and to update the schedule.

Responsibility for Construction: The selected CM team shall be responsible for all cost estimating, construction services, supervision, labor, materials, permitting, quality assurance for all building systems & equipment, other equipment, furnishings (CFCI & OFCI), signage, coordination with UFIT (telecommunications) and Academic Technology (audio visual) installers, Physical Security (PS), inspections, final documents delivery (closeout), etc. required for the complete construction of the project and delivery to meet project requirements.

Responsibility for Project Closeout Deliverables: The selected CM team shall be responsible for all required closeout deliverables as described in the PMG guidelines.

Responsibility for Warranty: The selected Team shall be responsible for the warranty of all materials and equipment in accordance with the UF General Terms and Conditions, UF provided Non-tech Specifications and the Contract for Construction. The CM team shall warrant to the University of Florida that materials and equipment furnished under the CM Agreement will be new, of good quality and free from defect and that the work performance will be free from defects not inherent in the quality required or permitted, and that the work will conform with the requirements of the UF Design & Commissioning Guidelines and the University of Florida Design and Construction Standards.

PREQUALIFICATIONS / SUBMITTAL INSTRUCTIONS

A - Submit two (2) electronic PDFs and one (1) hard copy of the qualifications package. The electronic copy is the official application and shall be received by the date below.

1. Electronic Copy Instructions:
 - Submit two separate PDFs. The first PDF should contain the Letter of Interest and sections 1-4 as described in part B of the instructions below. Title this file “UF-MP26 Firm Name.” The second PDF should contain the supplemental information in section 5 described in part B of the instructions below. Title this file “UF-MP26 Firm Name – Supplements.”
 - Attach these two separate PDFs to an email addressed to the UF Selections Coordinator, Jamie Lindsey jamielindsey@ufl.edu, Francisco Oquendo (foquendo@ufl.edu) and the University Architect, Cydney McGlothlin at cmcglath@ufl.edu. Do not deliver on a CD or flash drive to UF.
 - Write “UF-MP26 - Firm Name” in the email subject line.
 - Each PDF should be searchable, with all pages in the same orientation (i.e. all landscape or portrait format). Do not lock the page display to a two-page view.
 - The email + attachments shall not exceed 30 MB.
 - Late submittals, blank/corrupt files, unsigned submittals, or incomplete submittals are grounds for disqualification.
 - The sender will receive confirmation that the email was received by UF. Contact the UF Selections Coordinator if you do not receive this receipt within a few hours of sending.
2. Hard Copy Instructions:
 - Only provide the first PDF containing the Letter of Interest and sections 1-4 below. Do not print the supplemental information in section 5.
 - Print double-sided.
 - Use a single binder clip (no bound qualifications packages).
 - Hard copies may arrive the next business day from the due date. The electronic copies are the official submittal and shall be received prior to the deadline.

B - Include a Letter of Interest and sections as follows:

1st PDF 20 pages max	Letter of Interest + Contract Acknowledgement + Fee Guidelines
	1. Company Information and Certification (CMQS 0 form)
	2. Experience and References and Resumes. Prepare an organizational chart specifically presenting all team members. This chart will be used for the contract exhibits. Make sure it is clear and do not include TBDs
	3. Project Questions, Experience & References (CMQS 1 form). Pair your relevant project with one of the Project Fact Sheet for questions 1-5
2nd PDF No page limit	4. Associated Project Questions. Briefly respond to questions 6-7.
	5. Attachments / Supplements – including licenses, proof of corporate status, proof of insurance coverages, bonding capacity, and sustainability and other certificates. NOT INCLUDED IN PAGE COUNT

Forms may be re-typed or re-sized to provide additional information or pictures, provided that the requested information is provided, and in the order requested. These Instructions need not be submitted.

The qualifications package shall be limited to Twenty (20) 8½” X 11” pages. Number each page consecutively, including the Letter of Interest and sections 1-4, above. Section 5, above, will not count as pages. Covers and Table of Contents do not count as pages, provided no additional information is included on those pages. Any pages over the stated limit will not be considered as part of the application.

1. **THE LETTER OF INTEREST** should concisely outline both your understanding of providing construction management services for annual service minor projects and the characteristics of your company and proposed team that make them uniquely qualified for it. In your opening remarks, discuss your interest and concisely outline both your understanding of Minor Projects (the annual contract) and the characteristics of your firm and that make you uniquely qualified for the contract. Address this to the members of the selection committee. As part of the Letter of Interest, the person signing the contracts will confirm that they have reviewed the CM

Minor Projects Contract template located at UF PDC website and further acknowledge and understand that the content of the main body of the contract will not be revised for any reason or purpose. In addition, please include in the first paragraph if you are pursuing minor contract services for the first time at UF.

Prior to the interviews, UF will publish the 2026 minor project CM Fee Guidelines.

2. **APPLICANT'S PERSONNEL:** As part of the qualifications package, provide resumes of the proposed personnel. The experience of the proposed personnel will be a major factor in shortlisting the CM firm. It is critical that the proposed essential personnel be of the highest caliber and have at least five years' minor/small project experience. Resumes should convey the relevant expertise, experience and qualifications concerning overall categories such as: Professional Construction Management, General Contracting, Planning and Project Control, Value Management, Constructability Analysis and Reporting, Procurement, participation in Owner Direct Purchase Program, Scheduling and Estimating Methods, Autodesk Construction Cloud (ACC), ACC Cost, Accounting or Cost Analysis, Specialized Experience and Knowledge, and other relevant categories.

Evidence that the proposed personnel have previously worked together as a team is preferred.

The team proposed must be available to provide the services for Minor Projects. Once awarded the contract, the Applicant will not be permitted to alter its team without the Owner's written approval.

3. **PROJECT QUESTIONS, EXPERIENCE and REFERENCES:** As part of this package, discuss Five (5) relevant projects for which the Applicant provided (or is providing) construction services. In determining which projects are "most relevant" to the UF-MP26 Annual Campus Continuing Services, consider the unique aspects of the project, including residential, offices, classrooms and labs, student community, architectural features, envelope, roofing, historic characteristic, roadways, schedule, minimal or no Parking/Laydown on site, BIM requirement and the safety of student populations in the surrounding areas, occupants, the delivery method, and the demands of constructing on a bustling campus. Also consider the Owner and location, building/space types, complexity, staffing (how many members of the proposed team worked on the referenced project(s)?), currency (how recently were the listed projects completed?), and performance metrics (schedule, budget, quality).

Using the CMQS 1 form, provide details of the five (5) projects as paired with the below questions. You may reformat the form if all the requested information is provided:

- 1 *Project Fact Sheet 1:* Describe experience in delivering a minor project that challenged you. Why was it challenging and how did you work through the challenge.
 - 2 *Project Fact Sheet 2:* Discuss logistics and management of the site/building interior for a typical project.
 - 3 *Project Fact Sheet 3:* Describe experience with working in a congested City or Campus setting, in occupied facilities, and with limited or no materials laydown or parking areas.
 - 4 *Project Fact Sheet 4:* How can you increase competition among subcontractors when bidding on projects?
 - 5 *Project Fact Sheet 5:* Give an example of a project in which you worked closely with the owner and architect to deliver the project in a very short schedule.
4. **ASSOCIATED PROJECT QUESTIONS:** Briefly respond to the below questions. Please be sure to re-type the question prior to the response.
 6. UF expects our contractors to use our ACC software. Describe your ability to use the UF ACC site and ACC Cost. Who on your team will be responsible for the preparation and uploading of the documents?
 7. Describe ways to provide cost savings at the beginning of a project before Value Analysis is required.

5. **ATTACHMENTS / SUPPLEMENTS** (not included in page count)

Green Building Credential: Enclose other pertinent credentials – such as LEED/GG/FGBC/Well Credentials / accreditation for all proposed staff (applicant and consultants) within the attachment of the submittals.

Proof of Corporate Status: Applicants operating as a corporation, limited liability company, or partnership must be registered to operate in the State of Florida by the Department of State (Division of Corporations) at the time of application. Provide proof of such status (if applicable) for the applicant. Such proof shall take the form of a Certificate of Corporate Status from the Florida Department of State. If “paid fees due this office through” date has passed, ensure certificate print date is within 10 calendar days of the proposal due date or valid through the calendar year.

I further certify that said limited liability company has paid all fees due this office through ~~December 31, 2025~~ that its most recent annual report was filed on April 28, 2025, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-eighth day of April, 2025




Secretary of State

Licensure: Enclose a copy of the applicant firm’s (not individuals’) current general contracting license from the Department of Business and Professional Regulation.

Insurance / Bonding: Provide a letter of intent from a surety company indicating the applicant's bonding capacity for this project. The surety shall acknowledge that the applicant/Builder may be bonded for each phase of the project, with a potential construction cost of up to \$7,725,000. The letter of intent shall confirm that the Surety Company is licensed to do business in the State of Florida, has a Best Rating of at least "A," and has a financial size of "Class XV." In addition, provide proof of the applicant’s ability to provide liability insurance coverage in the amounts of \$1 million per occurrence General Liability, \$1 million Automobile Liability, Workers’ Compensation per requirements of Chapter 440 of the Florida Statutes, and \$5 million Umbrella. Such proof may take the form of a draft ‘ACORD’ certificate or a letter of intent from the respective carrier or agent. In addition, each applicant must provide a coverage letter from the Builder’s Risk Insurance Carrier for potential initial cost of construction of up to \$7,725,000. This will be required for the initial two years and again is required at each extension.

Only individual firms may apply.

Incomplete proposals will be disqualified. This includes, but is not limited to:

- Failure to submit completed submittals by the stated time and date
- Failure to sign the CMQS 0 certification form
- Missing, invalid, or expired firm and individual licenses
- Missing, invalid, or expired proof of corporate status in the State of Florida
- Insufficient proof of bonding capacity, surety rating, or Professional/General Liability insurance coverage and Builder’s Risk coverage.

See the UF-MP26 page of the Planning Design & Construction website <https://pdc.ufl.edu/current-projects/selection-notices/> for more information on this project.

Additional Notes:

Applicants shall direct all questions regarding the process or the results of short-listing and interviews to Francisco Oquendo and not any other Selection Committee members.

CONSTRUCTION MANAGER PREQUALIFICATION & CERTIFICATION COMMITTEE:

Francisco Oquendo, Assistant Director for Minor Projects
Planning, Design, & Construction Division, University of Florida

Cydney McGlothlin, University Architect
Planning, Design, & Construction Division, University of Florida

Ronnie Cooper, IFAS Project Manager, Ag-Fac planning / Operations
Institute of Food & Agricultural Sciences, University of Florida

Steven Vann, Director of Housing for Facilities Management
Division of Housing & Residence Life, University of Florida

Gregg Clarke, Sr. Director Operations
Facilities Services, University of Florida

Bill Smith, Assistant Athletics Director of Facilities
University of Florida Athletic Associations

SELECTION SCHEDULE:

The anticipated schedule for selection, and award is as follows:

Pre-proposal Conference	February 18, 2026 @ 10:30AM at the Phillips Center West Foyer
Last Day for Questions:	Close of Business, Thursday February 20, 2026
Applications Due:	Tuesday March 3, 2026 3:00 PM local time
Shortlist Meeting:	March 25, 2026 @ 3:30
Final Interviews:	April 17 & April 20, 2026

All applicants will be notified of the results of the short-listing in writing. The short-listed applicants will be informed of the results and will be provided with Supplemental package in preparations for the interview. The committee may opt to not interview the top ranked companies and instead to only interview a portion of the shortlisted firms.

Following the interview phase, the committee will make a recommendation to the University Vice-President/BOT for approval. All finalists will be notified in writing of the Vice-President’s action. Upon approval by the Vice-President, contracts will be sent via DocuSign for execution to the firms.

GENERAL INFORMATION:

1. The entity responsible for all aspects of project management is:

UF Planning Design & Construction (PDC)
245 Gale Lemerand Drive / P.O. Box 115050
Gainesville, FL 32611-5050
Phone: (352) 273-4000
Internet: www.facilities.ufl.edu

2. Direct all inquiries to the PDC:

Francisco Oquendo and Cydney McGlothlin
Phone: (352) 273-4000
E-Mail: foquendo@ufl.edu & cmcglath@ufl.edu

Interested applicants should register with PD&C as an applicant for the project in order to be notified of information, changes, updates, etc.

3. Applicants are strongly encouraged to also review the *UF Design and Commissioning Services Guide*, template CM contract, UF Design & Construction Standards, and other forms, all guidelines, standards, and documents that pertain to work at the University of Florida.

END