

Professional Qualifications Supplement (PQS) Instructions

GENERAL INSTRUCTIONS – UF-709 Fixel Institute

A) Provide **two (2) electronic PDFs and one (1) hard copy** of the qualifications package by **Friday March 20, 2026, at 3:00 P.M.**

1. Electronic Copy Instructions:

- Submit two separate PDFs. The first PDF should contain the Letter of Interest and sections 1-3 as described in part B of these instructions, below. Title this file “UF-709 Firm Name.” The second PDF should contain the supplemental information in sections 4-6 described in part B of these instructions, below. Title this file “UF-709 Firm Name – Supplements.”
- Attach these two separate PDFs to an email addressed to the UF Professional Selections Coordinator, Jamie Lindsey (jamielindsey@ufl.edu), the UF Pre-Construction Coordinator, Jim Brown (jb24@ufl.edu), and the University Architect, Cydney McGlothlin (cmcgloth@ufl.edu). Do not deliver on a CD or flash drive to UF.
- Write “UF-709 Fixel Institute—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 Professional 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 1-3. Do not print the supplemental information in sections 4-6.
- 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 the sections as follows, attaching additional pages for each section as necessary:

1st PDF 24 pages max Titled: “UF-709 Firm Name”	1. Letter of Interest
	2. Company Information and Certification (PQS 0)
	3. Services to be Provided (PQS 1)
	4. Personnel (PQS 2), Resumes and, if necessary, an organization chart.
	5. Relevant Experience & Associated Project Questions
2nd PDF No page limit Titled: “UF-709 Firm Name – Supplements”	6. Contract Acknowledgement - NOT INCLUDED IN PAGE COUNT
	7. Attachments / Supplements – including licenses, proof of corporate status, and proof of professional liability insurance coverage. NOT INCLUDED IN PAGE COUNT

Professional Qualifications Supplement (PQS) Instructions

- C) 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.
- D) The qualifications package shall be limited to 24 8½" X 11" pages. Number each page consecutively, including the Letter of Interest and sections 1-3, above. Sections 4-6, above, will not count as pages. Covers, Table of Contents, and divider tabs will 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.
- L) Applicants should take care in preparing the qualifications packages, as professionalism and attention to detail are among the intangible qualities the Selection Committee will consider.
- M) **Incomplete qualifications packages will be disqualified**. This includes, but is not limited to:
- Failure to submit qualifications package by the stated time and date - automatic disqualification.
 - Failure to sign the PQS 0 certification form - automatic disqualification. Must be a signature, not typed name.
 - Missing, invalid, or expired licenses
 - Missing, invalid, or expired proof of corporate status in the State of Florida
 - Insufficient proof of insurance coverage
- N) See the UF-709 Fixel Institute page of the Planning Design & Construction website (www.pdc.ufl.edu) for more information on this project and the A/E selection process.

SUBMITTAL INSTRUCTIONS – UF-709: 1st PDF (24 pages maximum) & Hard Copy

- 1 LETTER OF INTEREST:** The letter of interest should concisely outline both your understanding of the UF-709 project and the characteristics of your firm that make you uniquely qualified. Address the letter to the attention of the selection committee.
- 2 COMPANY INFORMATION AND CERTIFICATION (PQS 0):** Use the PQS 0 form to provide general company information and to formally certify the qualifications package. PQS 0 must be signed. A digital signature is acceptable, but a typed name is not acceptable.
- 3 SERVICES TO BE PROVIDED (PQS 1):** Using the form provided (which can be modified if all of the information is included), list all disciplines to be provided as part of Basic Services, along with the firm providing each service. Enter the number of previous projects on which the Applicant has worked with each consultant. If the Applicant feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate.

BICSI Registered Communications Distribution Designer (RCDD): An RCDD is an industry-recognized designation earned by individuals who have attained a level of expertise in the telecommunication field. RCDD designation requires demonstration of expertise in the design, integration, and implementation of telecommunications (voice, data, video, audio, and other low-voltage control) transport systems and their related infrastructure components. An RCDD is responsible for the detailed design of new systems and/or the integration of a design into an existing system. These systems can include combinations of voice, data, video, audio, and low-voltage control. The formats can be digital and/or analog transmissions, as well as conversions of all formats into digital. The designs can include the use of telecommunications copper cabling, optical fiber cabling, and wireless (radio or optical). This designation is intended for those professionals who are actively involved in network infrastructure design and are working directly with architects, engineers,

network managers, or other designers/Information Systems (IS) professionals. Although it is not precluded, the RCDD designation is not generally intended for those individuals working in direct sales, procurement, telephone support or with responsibility for the installation of the project materials.

- 4 APPLICANT’S PERSONNEL (PQS 2):** Using the form provided (which can be modified if all of the information is included), list by name and role the Applicant’s and Consultants’ key staff and major discipline heads for the proposed team. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are registered, their license number, and their city of residence. Enclose résumés for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.

Provide an organization chart, if necessary, to clearly explain lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy, etc. Identify other non-essential positions planned for this project that are not, as yet, filled or named.

The team proposed in the PQS must be available to provide the services for the project, throughout the project. If the Applicant discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the PM immediately and the PM would share the information with the selection committee prior to the interview date. The selection committee will determine whether the change in the team would have affected the Applicant's shortlist score. If the change would lower the score, the Applicant may be removed from the shortlist. Once awarded the contract, the Applicant will not be permitted to alter its team without the Owner's approval.

5 RELEVANT EXPERIENCE and ASSOCIATED PROJECT QUESTIONS:

Submit five relevant projects for which the Applicant – or its composing firms – provided (or is providing) programming, design, and construction administration services. Use the attached forms (which can be modified if all the information is included) and provide all requested information. In determining which projects are “most relevant” to the UF-709 Fixel Institute project, consider the unique aspects of this project, including project type, the delivery method, the demands of constructing on an active campus, and other project-specific issues as conveyed in the selection criteria outlined in the Project Fact Sheet. Also consider the Owner and location, relative size and cost, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).

The projects may include those accomplished by one or more of the proposed consultants. **Applicants should note that the University is more interested in the staff proposed for this project than the corporate resumes of their respective firms.**

Pair each project experience with one of the following project questions, using the relevant project experience to answer the question:

1. The available funding for this project may be used for site development, renovation of existing facilities, and new construction, and therefore must be maximized. With your above relevant project, provide specific strategies and examples of how you worked with the client and project stakeholders to refine the programmatic needs against the available budget while achieving client expectations for new facilities.
2. The Fixel Institute integrates multiple UF colleges to provide a vibrant, interdisciplinary ecosystem. Master Plans for similarly dynamic sites often require phased implementation to minimize disruption to existing clinical services, patient care, and research. Using a relevant project example, explain your Master Planning process and your approach to creating a phased implementation strategy for a Master Plan. How do you ensure that projects are prioritized effectively based on their impact, feasibility, and available resources?

3. Under the guiding principle “the patient is the sun,” the Fixel Institute aims to increase the percentage of patients who benefit from quality care per visit through advancing various campus improvements such as walking paths, respite areas, building accessibility, and dining. Using the above relevant project, describe how you have improved quality care for patients through architectural, environmental, and campus design.
4. “Learning-by-doing” is a core feature of the curriculum at the Fixel Institute. Using a relevant project, describe your experience designing simulation areas, live-teaching studios, and wet and/or dry lab units in an academic medical facility, and how these spaces have supported cross-disciplinary research.
5. Neuroscientific research and clinical care models are constantly evolving. The new Master Plan and facility must serve the current Fixel needs, as well as accommodate future growth and technological advancements. What is your experience with designing facilities to support scalable operations, changing technology or care models, or future growth without compromising the patient’s experience.

For questions 6-8 retype the question prior to giving your response:

6. Describe your process for internal quality control for systems coordination, constructability, UF Standard Compliance, code compliance and UF review comments.
7. We have experienced schedule impacts during design due to the design coming in over budget. How do you conduct internal cost checks during design to keep the project in budget prior to the builder conducting cost estimates. If the estimate comes in over budget, what strategies do you implement to bring the project into budget.
8. To deliver unparalleled interdisciplinary care, this project will require input from a diverse range of stakeholders, including neurologists, researchers, students, and University administration, among others. Describe your method for leading a stakeholder engagement process. How do you synthesize varying priorities and feedback to build consensus and deliver a unified design vision?

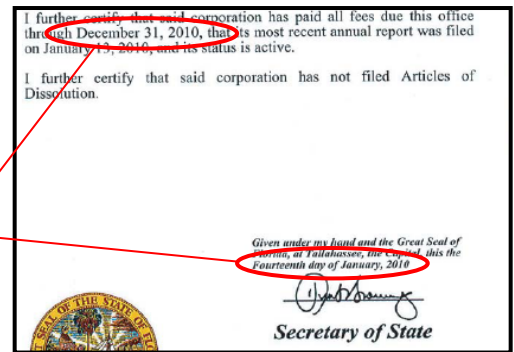
SUBMITTAL INSTRUCTIONS – UF-709: 2nd PDF (not included in the page count)

6 CONTRACT ACKNOWLEDGEMENT: By submitting for this project, all applicants confirm that they have reviewed the A/E Contract template located at UF PDC website and further acknowledge and understand that the content of the contract will not be revised.

7 ATTACHMENTS / SUPPLEMENTS

a) Enclose resumes and other pertinent credentials – such as LEED & GBI Green Globes accreditation, BICSI/RCDD certificates, etc. – for all proposed staff (applicant and consultants).

b) 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 corporate status for the applicant. Such proof shall take the form of a Certificate of Corporate Status from the Florida Department of State. If “paid all fees due this office through” date has passed, ensure certificate print date is within 10 calendar days prior to the qualifications package due date. Use the enclosed forms to attach this document and note the expiration date of the document in the box provided at the top of the form.



c) Enclose copies of current Florida licenses for the applicant and all consultants. For architecture firms this is a valid individual license from the Department of Business and Professional Regulation. For engineering firms this is a valid Certificate of Authorization from the Board of Professional Engineers. Since the State of Florida does not have firm licenses, provide the license for the individual who will be responsible for signing and sealing documents. Use the enclosed forms to attach these documents and note the expiration date of the document in the box provided at the top of the form.

d) Provide proof of the architect’s and its mechanical, electrical, plumbing, fire protection, and structural engineering consultants’ ability to provide Professional liability insurance coverage in the amount of \$5,000,000 each, plus the same for the civil engineering consultant at \$2,000,000. Such proof may take the form of a draft ‘ACORD’ certificate or a letter of intent from the respective carrier or agent. Proof of other insurance coverage is not required at this time.