

PROJECT FACT SHEET

PROJECT DESIGN AND DRAWING REVIEW AND CONSTRUCTION ADMINISTRATION SERVICES, RAYMOND JAMES STADIUM, TAMPA FLORIDA

RFQ# 14-02

Introduction

The Tampa Sports Authority is accepting applications for qualifications from professional architectural/engineering consultants for services associated with the review of design and construction drawings for multiple proposed future capital improvement projects at Raymond James Stadium in Tampa, Florida. These services may be expanded as needed to other miscellaneous services as well as certain designated construction administration services. The stadium is a publically owned football stadium constructed in 1998 with a capacity of 65,890 seats. It is the home of the NFL Tampa Bay Buccaneers and the University of South Florida Bulls. The Tampa Sports Authority office is located at Raymond James Stadium, 4201 North Dale Mabry Highway, Tampa, Florida 33607.

Description of Services

1. Review of Design and Construction Drawings and Specifications

Services required include the review of construction drawings for multiple potential projects that have been prepared by a third party consultant. The purpose of this review is to provide documented comments to the Authority relating but not limited to, design concerns, constructability issues, specified products and materials, schedule and subsequent effect of project on stadium operations, maintenance, utility usage, safety, and current stadium capacities. The consultant shall work closely with Authority staff in providing timely submittals, response, and follow through. Authority staff will be available to offer assistance that may be needed by the consultant in order to have all required relevant information for decision making. The scopes of the various projects vary and the review will require the comprehensive expertise of all architectural and engineering disciplines, including sound, video, multi-media, telecommunications and broadcast. The reviews will also need to recognize that the stadium must remain in operation throughout construction and that certain projects may require coordination with stadium events.

There will be limited time in which to conduct these reviews and the consultant must be prepared to engage in negotiations immediately upon notification of selection. The consultant shall be staffed to commence these services within two weeks of the execution of the Agreement. Proposed projects may have different design and /or construction schedules, therefore these services will be required on a continuing basis as needed over the period of the next two years.

2. Construction Administration Services

Should any of the proposed projects proceed to the construction phase, this consultant may be required to provide certain designated construction administration services. Scope and fee will be negotiated and incorporated by an amendment to the Agreement. The contactor or construction manager of these projects will not enter into an Agreement directly with the Authority. The purpose of these construction administration services will be to look out for the Authority's interests during construction. These services

may include, but will not be limited to, review of shop drawings and submittals, review of change orders or change directives, review of schedules, attendance at progress meetings and walk throughs, and assistance with punch list and closeout. These services may also require monitoring the possible coordination of multiple trades or contractors. The consultant will work closely with Authority staff regarding progress updates, implementing concerns, and follow through. Authority staff will be available to offer assistance that may be needed by the consultant in order to have all required relevant information for decision making. There may be a delay of several months following the review of the design/drawings and the commencement of construction and construction administration services.

3. Other Miscellaneous Services

During the course of this Agreement and/or after Substantial Completion, the Authority may determine the need for other types of services related to the design, construction, coordination and close out of these proposed projects. The scope and fees for those services will be negotiated and incorporated by Amendment.

Professional Liability Insurance

Professional Liability Insurance in the amount of \$1,000,000.00 is required.

Selection Criteria

Firms will be evaluated in the following areas: current workload, location, and experience and ability. Criteria to be considered in "Experience and Ability" include experience providing related services and the expertise of the assigned team. The consultants shall have extensive experience in the design and construction of NFL and collegiate facilities including knowledge and understanding of stadium and event operations, in addition to experience with other similar projects in large public assembly spaces. Such projects presented as examples of related experience shall have been completed within the past five years. As a part of the evaluation process, the Tampa Sports Authority may elect to contact the project owner or reference. Consultants shall submit only examples that the owner's representative has consented to discuss with Tampa Sports Authority if contacted.

Exempt Consultants

The following consultants will be exempt from applying or participating as a team member with another applicant:

Walter P. Moore – Structural Engineers
WJHW – A/V Engineers
ME Engineering – Mechanical and Electrical Engineers
Campo Engineering – Civil Engineering
S02 - Food Service Design

Anticipated schedule

Mandatory pre-submittal meeting @ TSA office	Monday, December 1, 2014 1:00 PM
Submittals due @ TSA office	Monday, December 8, 2014, 3:00 PM
Shortlist meeting, TSA staff	December 12, 2014
Personal interviews @ TSA office	December 19, 2014

Proposed Selection committee

Mickey Farrell, Sr. Vice President of Stadium Operations, Tampa Sports Authority

Judy Baker, Capital Projects Manager, Tampa Sports Authority

Chris Jaquot, Facilities Manager, Tampa Sports Authority

TBD, Hillsborough County BOCC

(TSA reserves the right to change or alter the committee as it may see fit)

General Information

All applicants will be notified in writing of the results of the shortlist ranking. The results will also be posted at the Tampa Sports Authority website @ www.tampasportsauthority.com.

After the interviews, Tampa Sports Authority will make a recommendation to the Chairman of the Tampa Sports Authority Board. Upon approval by the full Board, TSA will negotiate the fee with the selected firm in accordance with Section 287.055 Florida Statutes

Procurement Procedure

The Tampa Sports Authority is a public agency of the State of Florida and the evaluation, interview and selection process shall comply with the "Consultants' Competitive Negotiations Act", Section 287.055 of the Florida Statutes.

TAMPA SPORTS AUTHORITY
PROFESSIONAL QUALIFICATIONS STATEMENT

GENERAL INSTRUCTIONS

1. Please type. The entire proposal must be limited to 40 single sided 8 ½" x 11" pages (or 20 8 ½" x 11" pages printed front and back), including the PQS form pages 4 through 8, the letter of interest and any other information, excluding cover sheets and divider pages.
2. This instruction portion (pages 1 – 3) shall not be submitted.
3. The PQS form may be retyped and sections increased in size to accommodate additional information or pictures provided all requested information is included and in the order requested.

SPECIFIC INSTRUCTIONS

(Note: the numbers in the specific instructions below correspond to the numbered items on the PQS form (pages 4 through 8) Use additional sheets when necessary, following the format on the PQS form)

1. **PROJECT INFORMATION:** Enter the project name and RFQ number as it appears in the public advertisement.
2. **APPLICANT IDENTIFICATION:** Enter the legal name of the applicant, the address, the telephone number and other requested information. If the firm applying has multiple office locations, the applicant is considered to be the only office location where work will be done and whose address is provided in this section and shall be hereafter referred to as "applicant". Consider only the specific office branch listed in response to this section when completing all other sections of the PQS. Other branch offices are not to be considered when completing the other questions. Attach a copy of the applicant's current Professional License. If a corporation, include a copy of the corporate charter certificate from the Florida Department of State. If the applicant is an out of state corporation, enter the foreign qualification number and provide a copy of the Department of State certificate.
3. **SERVICES TO BE PROVIDED:** For the disciplines listed, note which are being provided as a part of Basic Services by entering the name of the firm providing the services. If services are to be provided by the applicant, so indicate. If a consultant is to provide the service, list the consultant's name and professional license number from the appropriate Florida Licensing Board in the space provided. Use names and license numbers of the firms as a whole rather than individuals in the firm. Enter the number of previous projects on which the applicant has worked with each listed consultant.
4. **MINORITY PARTICIPATION:** Participation of certified MBE's (WMBE/DM/DWBE) is encouraged. If 10% or more of the fee is to be spent with a minority business enterprise, complete the information on 4c noting the fee percentage. Only Minority Business Enterprises certified either directly by Hillsborough County or by reciprocity will receive consideration for additional credit in rating the applications. Provisional Reciprocal Certification shall be granted for one (1) six (6) month period to firms which are principally domiciled in the State of Florida and certified by other jurisdictions within the State. When requesting bonus points, firms shall include with the PQS a copy of the certifying governmental agency certification letter issued to the WMBE/DM/DWBE being utilized. Applicant shall also include a signed letter of commitment on company letterhead certifying that a minimum of 10% of its ultimate fees will be subcontracted to WMBE/DM/DWBE(s), as identified in the letter. The letter must also include the RFQ number and project name.

5. a **WORK IN PROGRESS:** List each project currently under contract, including contracts as a consultant to other firms. If the applicant office is providing services for a contract held by a branch office include a representative proportion of the fee based on man-hour records. NOTE: for projects for which the fee is less than \$20,000.00, the entry may be consolidated onto one line (Example: 3 studies, 4 small projects Fee Remaining = \$84,000.00)
- For all projects, enter the total amount of fee remaining (unearned) including fees for additional services but excluding fees payable to consultants, in the “fees remaining” column.
- For projects under contract but on hold for a long or indefinite period of time, enter the amount of fee remaining as described in the ON HOLD column and provide a letter from the Owner verifying that the project is on hold. Typically projects on hold due to funding issues or projects awaiting approvals to proceed into the next phase are not considered to be on hold. Also include projects awarded to the applicant firm, but not yet under contract in this column with an estimated fee amount.
5. b **PROFESSIONAL AND TECHNICAL STAFF, excluding consultants:** Provide the number of permanent staff in each category and calculate the total. Exclude secretarial and marketing staff and any staff whose technical duties comprise less than 70% of their responsibilities. Only staff assigned to the office location identified in question 2 shall be included. If a staff member works part time or divides time worked between the applicant office and another branch, use the appropriate fraction. Provide the name, title, length of time with firm, and city of residence for each individual included in the Total Professional and Technical Staff on an attachment in the format provided.
5. c **FEE PER PERSON:** Complete the required calculation.
6. **RELATED EXPERIENCE:** List up to ten projects of comparable type, size and complexity which were accomplished by the applicant identified in question 2. Do not list more than ten. Do not list any projects accomplished by another branch office unless an individual on the proposed team was involved in the project. Provide the requested information about each project. In the shaded areas, list the individual members of the team proposed for this project, including consultants who were involved on the listed project and their role in the project. A brief description may be provided to demonstrate the components of this project which are comparable to the proposed project.

For the column titled “Role in Project”, enter the following:

- **“Principal”** if the project was accomplished by the applicant firm office location identified in response to question 2 (if the project was done by a branch office, refer to IE below)
- **“Consultant”** If the project was accomplished as a consultant to another firm
- **“IE”** (individual experience) if the project represents experience of an individual on the project team while working for another firm or another branch of the applicant’s office. In such cases identify the individual by name and indicate what role was played in the project, i.e. project manager, principal-in-charge, project architect, etc)

Related experience of the applicant’s consultant’s may be provided as information on a separate sheet and clearly marked as “Experience of (name of consultant)”. **No more than ten projects may be listed for all consultants combined.**

7. **PROPOSED PROJECT TEAM:** List by name the key members of the proposed team to be assigned to the project for both the applicant and the consultants. If categories are not applicable, so note. For “Other Key Members”, insert their titles inside the parentheses. For all individuals listed, note whether or not they are registered, the discipline of the registration/certification/training and cities of residence. Attach resumes.

The team proposed on the PQS must be available to provide the services for the project. If the applicant discovers prior to an interview that any part of the team listed on the PQS (either individual, staff or

consultants) will not be available, it must notify the selection committee immediately. The selection committee will determine if the change in team status affects their shortlist score and will advise accordingly. Once awarded a contract, the applicant will not be permitted to alter its team without the Owner's approval.

8. **REFERENCES:** For projects listed in response to question 6, provide the project name, the Owner and the name and telephone number of the Owner's representative. Provide the estimated or actual completion date and construction cost. References for consultants may be requested at the option of the selection committee.
9. **SIGNATURE:** Sign and date the form. Type the name and title of the officer or principal of the firm who signs the form. **Forms must be signed. (NOTE: signature indicates that the information provided on the PQS form is accurate and in accordance with the PQS instructions (pages 1-3) Signature also indicates applicant profession that it has not been disqualified from applying for state work under suspension resulting from the conviction of any public entity crime as described in Section 287.133 FS. Information submitted is subject to the laws of crime as stated in Chapter 837, FS. Signature further denotes the applicant's agreement that if information contained in the PQS is found to be false, the applicant may be disqualified from applying for Tampa Sports Authority work for up to three years.)**

Requests for clarifications regarding the PQS form should be directed to Tampa Sports Authority to the attention of Judy Baker, Project Manager, at 813-350-6519 or Jabaker@tampasportsauthority.com .

**TAMPA SPORTS AUTHORITY
PROFESSIONAL QUALIFICATIONS STATEMENT**

1. PROJECT NUMBER _____ PROJECT NAME _____
2. APPLICANT NAME _____
- ADDRESS _____
- ZIP _____ EMAIL _____ PHONE _____ FAX _____
- FEDERAL ID NUMBER _____ PROFESSIONAL LICENSE NUMBER _____ FLA CORP CHARTER NUMBER _____

3. SERVICES TO BE PROVIDED	CONSULTANT NAME/REGISTRATION NUMBER, IF APPLICABLE	# OF PROJECTS W/ CONSULTANT
Architecture		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
Audio Visual Consultant		
Cost Estimating		
(list additional disciplines if applicable)		

4. MINORITY PARTICIPATION –ONLY AS CERTIFIED BY HILLSBOROUGH COUNTY, DIRECTLY OR BY RECIPROCITY

- a) Is the Applicant a certified minority? _____ YES _____ NO
- b) Are any of the proposed consultants certified minorities? _____ YES _____ NO
- c) If the response to 4b was “yes” and the fee will be 5% or greater, complete the following:

Consultant's Name	% of Fee

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PROFESSIONAL QUALIFICATIONS STATEMENT

5a. WORK IN PROGRESS		
PROJECTS	WORK on Hold (remaining fee)	Remaining Fee
TOTAL		

5b. PROFESSIONAL AND TECHNICAL STAFF, EXCLUDING CONSULTANTS	
NUMBER	CATEGORY
	Registered Engineers/Architects
	Other Professional Staff
	Technical Staff
	CADD Operators
	TOTAL PROFESSIONAL AND TECHNICAL STAFF

5c. FEE PER PERSON
Total fee (5a) divided by Total Staff (5b)
_____ / _____ = _____

(Attach a listing of all permanent employees included in total in 5b using the following format)

Name	Title	Years w/Company	City of Residence

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6. RELATED EXPERIENCE (No more than 10 projects of comparable type, size, and complexity)					
In shaded areas for each listed project, list members of the proposed team who worked on that project and describe the extent of their involvement					
PROJECT	PUBLIC/PRIVATE CLIENT	COMPLETION DATE	LOCATION	CONSTRUCTION COST	ROLE IN PROJECT
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

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PROFESSIONAL QUALIFICATIONS STATEMENT

7. KEY MEMBERS OF PROPOSED TEAM BY NAME				
7A. APPLICANT				
ROLE	NAME	REGISTERED?	DISC OF REG/TRAINING	CITY OF RESIDENCE
Principal-in-Charge				
Project Manager				
Project Engineer or Architect				
Project Construction Administrator				
Other Key Member				
Other Key Member				
7b. CONSULTANTS				
ROLE	NAME	REGISTERED?	DISC OF REG/TRAINING	CITY OF RESIDENCE
Architecture*				
Mechanical Engineering				
Electrical Engineering				
Structural Engineering				
Other				
Other				

*only for use when applicant is not an architectural firm

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8. REFERENCES -for each project listed in response to question 6, provide the following information				
PROJECT	OWNER	OWNER'S REP (name and phone number)	COMPLETION DATE	CONSTRUCTION COST
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

9. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS PQS IS ACCURATE IN ACCORDANCE WITH THE PQS INSTRUCTIONS WHICH MAKE UP THE FIRST THREE PAGES OF THIS FORM. (Subject to Perjury Laws, Chapter 837, Florida Statutes) I understand that the provision of false information could be cause for my firm's disqualification from applying for other Tampa Sports Authority work for a period of up to three years.

Signature	Type Name and Title of Signer	Date
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