



# FLORIDA STATE UNIVERSITY

## PROFESSIONAL QUALIFICATION SUPPLEMENT (PQS)



### GENERAL INSTRUCTIONS

1. Please type. The entire proposal must be limited to 40 single-sided 8½x11 pages (or 20 pages front and back), including the PQS form, the letter of interest and any additional information, but excluding cover sheets and divider pages (as long as such pages do not include any promotional material, such as proposal language, pictures of past projects, etc.) Number each page consecutively. **Any proposal exceeding 40 pages will be penalized.**
2. A portion of the score will be based on the applicant's design ability. This item may be addressed in a separate section or throughout the proposal.
3. The Instructions portion of the PQS form (pages 1-3) need not be submitted.
4. This form may be retyped and sections increased in size to provide additional information or pictures, provided that the requested information is provided and in the order requested.
5. Where provisions of the Owner's "Notice to Professional Consultants" are in conflict with these instructions, the notice shall prevail. Failure to follow these instructions will result in point deduction or disqualification as described in the "PQS Irregularities" checklist.

### SPECIFIC INSTRUCTIONS

**(Note: The numbers on these instructions correspond to the numbered items on the Florida State University Professional Qualifications Supplement form (pages 4 through 8). Use additional sheets when necessary, following the format on the Professional Qualifications Supplement.)**

1. **PROJECT INFORMATION:** Enter the project number and project name as it appears in the public announcement for professional services in the "Florida Administrative Weekly".
2. **APPLICANT IDENTIFICATION:** Enter the legal name of the applicant, the address, telephone number and other requested information. If the applying firm has multiple office locations, the applicant is considered to be only the office location where the work is to be done and whose address is provided in this section and shall be hereafter referred to as "applicant". Consider only the specific office listed in response to this question as the "applicant" when completing all other sections of the Professional Qualifications Supplement. Other branch offices are not to be considered when completing the PQS form. Attach a copy of the applicant's current professional license.

If the applicant is 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 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 of individuals in the firms. Enter the number of previous projects on which the applicant has worked with each listed consultant.

**Do not list specialty consultants by name anywhere throughout the proposal.** Specialty consultants are considered to be any consultant providing services other than those listed on the standard PQS form. **Applicants who add disciplines to this form and list specialty consultants by name or who name specialty consultants anywhere in their proposals will be disqualified.** If the applicant feels that its team will require the services of a specialty consultant, it should indicate for which disciplines it will require specialty consultant(s) at the end of section 3. If the applicant firm has specialty expertise in-house, it may be indicated.

- 4a. **WORK IN PROGRESS:** List each project currently under contract, including contracts as a consultant to another firm. If the applicant office is providing services for a contract held by another office location of the same firm, include a representative proportion of fee based on man-hour records. NOTE: For projects for which the fee is \$20,000 or less, the entry may be combined onto one line. (Ex.: 3 studies, 4 small projects Fee Remaining = \$84,200.)

- **For all projects**, enter the total amount of fee remaining (unearned), including fees for additional service authorizations, but excluding fees payable to consultants in the "Fees Remaining" column. **Failure to list all work in progress will be penalized.**
- For projects under contract, but on hold for a long or indefinite period of time, enter the amount of fee remaining as described above 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 temporary funding issues or projects simply awaiting approvals to proceed into the next phase are not considered to be on hold. If a letter from the owner is not provided, then that project will be considered to be active, and will be factored into the total Work in Progress amount. Also include projects awarded to the applicant firm, but not yet under contract in this column with an estimated fee amount.

**4b. 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 members whose technical duties comprise less than 70% of their responsibilities. Only employees assigned to the office location identified in response to Question 2 shall be included. If an employee works part-time, or divides his/her work between the applicant office and another office location, use an 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.

**4c. FEE PER PERSON:** Conduct the required calculation.

**5a. VOLUME OF FLORIDA STATE UNIVERSITY WORK:** In this section, conduct the requested calculations for all FSU work over the listed time periods using the entire contract fee amount, including additional service authorizations, but excluding fees payable to consultants. Do not include work done as a consultant to another firm. Calculations are made depending on the date the contract was signed. Include only projects performed for Florida State University.

**Example:** Today's date is May 1, 2005. The applicant firm entered a contract with a University on August 3, 2002. The Basic Services Fee was \$230,000; additional services have been issued for \$92,000; and \$112,000 was payable to consultants. Enter \$210,000 (which is \$230,000 + 92,000 - 112,000) under "Total Fee" for "Third Year Past" and conduct the required calculation. **Failure to list all FSU work will be penalized.**

**5b. FLORIDA STATE UNIVERSITY FEE PER PERSON:** Conduct the required calculation.

**6. RELATED EXPERIENCE:** List up to ten projects of comparable type, size and complexity which were accomplished by the applicant as identified in Question 2. Do not list more than ten (10) projects. **DO NOT LIST PROJECTS ACCOMPLISHED BY ANOTHER BRANCH OFFICE, UNLESS AN INDIVIDUAL ON THIS PROJECT TEAM WAS INVOLVED IN THE PROJECT**, in which case the project is listed as "Individual Experience". Provide the requested information about each project: public or private client; completion date (actual or anticipated); project location; and construction cost (or fee amount if the project was a study). 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 that project. A brief description may be provided to demonstrate the components of the project which are comparable to this project. Provide the information in the format provided on this PQS form: do not attach a project list on any other agency's form. Do not provide detailed project information anywhere else throughout the proposal for any other than the ten (10) projects listed in this section.

For the column headed "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 different office location, refer to "IE" below);
- **"Consultant"** if the project was accomplished by the firm as a consultant to another firm; and
- **"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 firm (in such cases, identify the individual by name and indicate what role the individual played in the project, e.g., project manager, principal-in-charge, project architect, etc.).

Related experience of the applicant's consultants may be provided as information on a separate sheet and clearly marked as "Experience of (Name of Consultant)." **No more than ten (10) 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 roles inside the parentheses. For all individuals listed, note whether or not they are registered, the disciplines of registration/training and cities of residence and attach resumés.

**Note to architectural applicants:** Architectural consultants may not be listed if the applicant is an architectural firm. Florida State University will not accept teams with "design consultants". If the applicant's team requires additional architectural support, so note under Question No. 3, "Services to be Provided," in accordance with the instructions for specialty consultants.

**Note to engineering applicants:** Engineering consultants in the applicant's same discipline may not be listed if the applicant is an engineering firm providing services in that engineering discipline. If the applicant's team requires additional engineering support, so note under Question No. 3, "Services to be Provided," in accordance with the instructions for specialty consultants.

The team proposed on the PQS must be available to provide the services for the project. If the applicant discovers prior to the interview that any part of the team listed on the PQS (either individual key staff or consultants) will not be available, it must notify the selection committee immediately. 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 substantially, it may result in the applicant's removal from the shortlist. Once awarded the contract, the applicant will not be permitted to alter its team without the owner's approval.

8. **REFERENCES:** For the projects listed in response to Question No. 6, provide the project name, the owner and the name and telephone number of the owner's representative. Provide the estimated or actual information for the "Completion Date" and "Construction Cost" columns. 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's profession that it has not been disqualified from applying for state work under suspension resulting from conviction of any public entity crime as described in Section 287.133, F.S. Information submitted is subject to the Laws of Perjury as stated in Chapter 837, Florida Statutes. 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 Florida State University work for up to three (3) years.)**

**Requests for clarifications regarding the FSU PQS form should be directed to the  
Florida State University Facilities Design & Construction Office, (850) 644-3591.**

#### **SPECIFIC INSTRUCTIONS FOR JOINT VENTURE APPLICANTS**

**(Note: When firms are applying jointly for a project, they must have formed a joint venture. Firms applying as "Associations" without a joint venture agreement will not be considered.)**

- A. If the applicant is a joint venture, a copy of the **joint venture agreement** which states specifically the percentage of fee to be earned by each party and each party's role in the project, must be supplied with the PQS. The fee percentages must total 100%.
- B. Submit only one PQS form with combined responses to each question, except for the following questions, which must be submitted individually for each of the parties of the joint venture:
- |                        |                                      |                    |
|------------------------|--------------------------------------|--------------------|
| 4a. Work in Progress   | 4b. Professional and Technical Staff | 4c. Fee per Person |
| 5a. Volume of FSU Work | 5b. FSU Fee Per Person               |                    |
- C. Location will be scored based on the location score of the party to the joint venture which is farthest from the project.
- D. The lesser of the joint venture partners' past performance scores will be assigned to the joint venture.
- E. Provide responses to the following:
- 1) Why does the applicant feel that a joint venture will best serve the needs of this project?
  - 2) How many projects has the joint venture performed together?
  - 3) Which of the key personnel have worked together before?
- F. Duplicate the signature block and have a principal of each firm sign the PQS form, as described in Paragraph 9, above.



## FLORIDA STATE UNIVERSITY PQS IRREGULARITIES



IRREGULARITY	ITEM No.	ACTION
Not numbered	Gen Inst. #2	Deduct 1 pt. from Exp. & Abil.
Over 40 pages	Advertisement & Gen. Inst. #2	Do not consider beyond 40 & deduct 1 pt. from Exp. & Ability
Copy of applicant's professional license or corporate charter not attached	#2	Clarify for short-listed firms
Professional license numbers not included	#3	Clarify for short-listed firms
<b>Specialty consultants listed (includes any consultants not preprinted on the FSU PQS form)</b>	<b>#3</b>	<b>Disqualify</b>
Known work in progress not included	#4a	0 pts. for "Current Wkld."
"Hold" letter from owner not included	#4a	Include project in total calculation
List of names of staff members not included	#4b	Clarify for shortlisted firms
Known FSU work not included	#5a	0 pts. for "FSU Work"
More than 10 related projects listed for applicant or for combined consultants (throughout entire proposal)	#6	Deduct 1 pt. from "Exp. & Abil."
Members of proposed team not listed in shaded area	#6	Deduct 1 pt. from "Exp. & Abil."
"Role in Project" column not completed correctly	#6	Deduct 1 pt. from "Exp. & Abil."
<b>Design consultant listed</b>	<b>#7</b>	<b>Disqualify</b>
Form not signed by officer or principal	#9	Deduct 1 pt. from "Exp. & Abil." & principal must sign prior to finalization of shortlist in order to be considered



**FLORIDA STATE UNIVERSITY**  
**PROFESSIONAL QUALIFICATIONS SUPPLEMENT**

1. PROJECT NO. \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

2. APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

FAX NO. ( ) \_\_\_\_\_ TELEPHONE NO. ( ) \_\_\_\_\_ Email \_\_\_\_\_

FEDERAL I.D. NUMBER \_\_\_\_\_ PROF. LICENSE NO. \_\_\_\_\_ FLA. CORP. CHARTER NUMBER \_\_\_\_\_

3. SERVICES TO BE PROVIDED	CONSULTANT NAME/REGISTRATION NO., if applicable	# OF PROJECTS W/CONSULTANT
Architecture		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
Structural Engineering		
Landscape Architecture		
Cost Estimating		
<i>(list additional disciplines required, but do not list consultants by name)</i>		



5a. VOLUME OF FLORIDA STATE UNIVERSITY WORK			
CONTRACT DATE	TOTAL FEE	FACTOR	ADJUSTED FEE AMOUNT
(1) From July 1 to Current Date	\$	x 1.0	= \$
(2) First Year Past (July 1 - June 30)	\$	x 0.8	= \$
(3) Second Year Past (July 1 - June 30)	\$	x 0.6	= \$
(4) Third Year Past (July 1 - June 30)	\$	x 0.4	= \$
(5) Fourth Year Past (July 1 - June 30)	\$	x 0.2	= \$
TOTAL FEE CONSIDERED			\$

5b. FLORIDA STATE UNIVERSITY FEE PER PERSON	
Total Fee Considered (5a) divided by Total Staff (4b)	\$ _____ / _____ = \$ _____

**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 (see instruct.)
1)					
2)					
3)					
4)					
5)					
6)					
7)					

8)					
9)					
10)					

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 Architect (or Engineer)				
Project Const. 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				
Civil Engineering				
Landscape Architecture				

\*only for use when Applicant is not an architectural firm

8. REFERENCES - for each project listed in response to Question No. 6, provide the following information:				
PROJECT	OWNER	OWNER'S REP. (name & phone no.)	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 FSU work for a period of up to three years.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type Name and Title of Signer

\_\_\_\_\_  
Date