

PROJECT FACT SHEET
BUILDING AUTOMATION CONTROLS CONTRACTOR
(Repair, Renovation and Construction Continuing Services)
University of Central Florida (All Campuses)

The University of Central Florida has a need for a continuing services contractor in the field of Building Automation Controls for repair, renovation, and construction projects.

The University of Central Florida wishes to enter into an open-ended contract for a period of one year, with an option to renew for three additional one-year periods. "Best Value" to the University will determine the firm selected. The first step will determine the firms most qualified for the project, and the second step will determine the selected firm, based on best value. The University has the right to amend the terms of the contract at each annual renewal. All firms applying must be licensed as Contractors in the State of Florida by the Florida Department of Business and Professional Regulation at the time of application and, if a Corporation, registered to operate in the State of Florida by the Department of State, Division of Corporations. The selected firms' minimum bonding capacity shall be \$1,000,000.

Typical projects may include:

- Integration into new construction or renovation project scope and schedule
- Programming for Building Automation Systems
- Instrumentation and Controls for Building Automation Systems
- Software and Hardware Maintenance
- Conduit and Boxes for Building Automations Systems
- Low-voltage Electrical Power Conductors and Cables
- Low-voltage Work – AC (24V/120V), DC (24V, 125V), 0-20mA
- Low voltage Wiring Connections
- VFDs – Control Integration / Parameter Settings
- Other, as required

Projects being implemented may border or be within occupied areas, and projects will in many cases need to be phased to allow partial occupancy during construction. Work may be required outside of regular business hours to accommodate building occupants. ALL

projects will need to ensure the safety of students, faculty, and staff. Projects may be located on University of Central Florida or UCF-affiliated properties.

All work must follow UCF Design, Construction, and Renovation Standards, and Building Automation Systems Specifications, as applicable to each project.

NOTE: The Selection Committee may reject all proposals and stop the selection process at any time. The University also reserves the right to cancel the project at any time.

INSTRUCTIONS:

Carefully review the Contract posted with this advertisement at www.fp.ucf.edu. Submitting a proposal for this project constitutes complete agreement with, and acceptance of, the terms and conditions contained within these documents. **NO changes will be accepted.**

Contractors desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/6621>, comprising:

1. a letter of interest;
2. a copy of the firm's current Contractor License from the appropriate governing board and, if applicable, a copy of the corporation's registration;
3. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
4. a completed General Contractor Form; and
5. narratives to address items listed in the Selection Criteria, as listed below.

Pages must be numbered consecutively. Proposals must not exceed 40 pages single-sided, or 20 pages double-sided. Points will be deducted for proposals exceeding the 40-page limit.

Please upload two (2) files: 1) the proposal as a single file, and 2) the pricing as a single file.

Detailed submissions instructions can be downloaded from the link shown above.

Applications that do not comply with all instructions may be disqualified.

Application materials will not be returned.

No oral communications shall be binding as a change to the Advertisement or Project Fact Sheet. Interpretation of the wording of this Project Fact Sheet shall be solely that of UCF and that interpretation shall be final. UCF may respond to questions deemed by the University to be material in nature.

It shall remain the responsibility of the firms participating in this solicitation to check the website regarding any addendums and Notice of Change.

As required by University of Central Florida Regulations 7.102.22, a Contractor may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past thirty six (36) months. The selected Contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or contractor in excess of \$15,000.00 in connection with this project for a period of thirty six (36) months from the date of their being placed on the convicted vendor list.

SELECTION CRITERIA

Firms will be evaluated 75% on the criteria detailed below, and 25%) on their Final Best Price (FBP). FBPs will be sealed and publicly opened by the committee after the qualification evaluation is complete.

Proposals are to be organized using numerical divisions shown below:

1. The most recent version of the General Contractor Form. Do not alter the form.
2. **Past Performance.** Provide information on five (5) projects that are similar in size, complexity, and scope to what may be performed under this contract with UCF. Clearly articulate within each of the 5 projects information regarding:
 - a) similarity in size and complexity;
 - b) similarity in function;
 - c) initially scheduled completion dates and actual completion dates;
 - d) original budget and final budget;
 - e) owner's contact information;
 - f) date completed; and
 - g) names of proposed team members who worked on each project and roles that the proposed team members played.
3. **Ability to Take on Additional Work.**
 - a) Reflect your current workload and staffing including approximate values and anticipated completions.
 - b) Describe how UCF's workload will be fulfilled.
 - c) Describe how adequate staffing will be provided for dynamic schedules and volumes of work, ensuring timely project delivery, given demanding market conditions.

4. **Experience and Ability.** Describe your firm's experience and ability:
 - a) performing work similar to that to be performed for UCF;
 - b) working with public, higher education clients and their Standards and processes;
 - c) applying building codes;
 - d) with cost estimating;
 - e) with cost control, including methods employed;
 - f) managing and performing numerous projects at the same time;
 - g) completing projects on time and within budget.

5. **Bonding Capacity.** Provide a letter from your bonding company, reflecting your current bonding capacity and rating.

6. **Personnel.** Provide bios for the project executive/principal, superintendent, project manager, cost estimator, consultants, and any other personnel that you believe are critical to the success of the work to be performed. Also discuss the qualifications required of your workforce.
 - a) List the total number of employees; include job titles and experience of individuals who will be assigned to the UCF project; include resume(s).
 - b) Clearly identify the skill sets and expertise your staff is capable of providing, and clearly indicate if subcontractors or sub-consultants will be used to execute turn-key controls installation, for what trades, and subs used.
 - c) Provide staffing and support metrics, and describe their impact on servicing this solicitation, including:
 - i. Response time.
 - ii. Incident resolution time.
 - iii. Local stock volume
 - iv. Turn-around on orders.

7. **References.** Provide contact information for three professional references.

8. **Location.** Provide the address of your main office, and any regional/local offices you have. Provide details of what services and personnel you have at each location.

9. **Safety and Security.** Describe your policies, planning, and practices related to safety and security. **Note:** Criminal background checks, E-verification, drug-free workplace, and drug and alcohol testing verification must be provided by the continuing service Contractor for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the job.

10. **QA/QC.** Describe your firm's approach to Quality Assurance and Quality Control, adhering to industry standards and best practices, and providing support during building commissioning activities.

11. **SDVOSB and MWBE.** Describe how your firm employs and uses Service Disabled Veteran-Owned Small Business (SDVOSB) and Minority and Women-Owned Business Enterprise (MWBE) and whether your firm is certified and by what agency.

12. **Conflict Avoidance and Resolution.** Describe your firm's practices to avoid and resolve conflict. Describe three (3) occasions when conflict occurred, and discuss how it was resolved.

13. **Job-specific Qualifications.**

- a) Overall Responsiveness of Proposal to Satisfy Scope. Demonstrate an understanding of the services the university requires under this contract. Explain the methodology the proposer will employ to fulfill the contract requirements.
- b) Provide narrative describing integration into construction or major renovation projects.
- c) Describe how work will be coordinated with construction management and trade subcontractors.
- d) Describe development and execution of controls retrofit projects of existing buildings, including working around continuously occupied facilities.

14. **Products Offering.**

- a) Describe controls product offerings.
- b) Provide examples of largest sites utilizing Vendors' front-end software, by number of buildings, devices, points, trends, graphics, etc. (globally).
- c) Reflect on the history and plans for backwards compatibility within the Vendors' product line.
- d) Explain the product beta testing lifecycle and how the university can take advantage of cutting-edge technologies, include the following:
 - i. Volume of beta products
 - ii. Frequency of release of new products
 - iii. Latest products to be released out of a beta testing program
 - iv. Current/next beta products being developed
 - v. Average number of betas-to-product launch/release and, with respect to successful development from beta testing, the average time from beta-to-product launch/release
- e) List whether responder provides directly, through distributor, or does not offer the following: (If through distributor, list distributor and available products.)
 - i. Lab Controls

- ii. Integration Components
- iii. Actuators
- iv. Metering (Electric, Chilled Water, Water, Gas, etc.)
- v. Other

15. Example Project Development. Assuming new construction, provide scope, bill of materials, and cost for the attached controls drawings (Exhibit A), including a description of other variable factors that could drive up cost. Break down costs into these sections:

- a) Materials
- b) Installation
- c) Programming/Configuration
- d) Graphics
- e) Commissioning (Cx) and Testing, Adjusting, and Balancing (TAB) Support

16. Final Best Price – (to be uploaded as a separate file)

- a) Submit list of labor rates, including but not limited to:
 - i. Engineering
 - ii. Programming
 - iii. Project Management
 - iv. Commissioning
 - v. Installation
 - vi. Service/Repair
 - vii. Training
 - viii. Overtime
- b) Describe software price model: first costs (as applicable to UCF), annual service fees, maintenance, cost per point, cost of updates, etc.
- c) Submit list of Respondent's standard products and materials, including model, description, list price, discount rate, and net price.
- d) Submit list of all third party manufacturers' products and materials distributed and discount rates.
- e) Indicate percent markup of products and materials other than those listed above.
- f) Indicate volume discount for projects:
 - i. > \$50,000
 - ii. > \$100,000
 - iii. > \$250,000

GENERAL INFORMATION

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of interview dates and times, and will be provided with additional information, if applicable.
2. The Selection Committee will make a recommendation to the University President. All finalists will be notified in writing of the President's action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
3. Selection Committee Team Members have elected not to meet with firms prior to interviews.