

Building Envelope Waterproofing and Sealant Contractor Continuing Services Project Fact Sheet

PROJECT DESCRIPTION

The Building Envelope Waterproofing and Sealant Contractor will provide sealant repairs and maintenance services for University facilities, and will work with University-contracted Consultants, Architects, and University Facilities & Safety employees to ensure quality waterproofing systems are installed on University buildings.

Sealant systems included in the scope of this agreement will be window systems, control joints, masonry wall systems, metal wall systems, and penetrations that are listed in the University's Facilities Construction & Renovation Standards. The Contractors will be under a continuing services contract and available on an as-needed basis for one year. Upon completion of satisfactory performance, the contract may be renewed yearly for up to four (4) additional one year periods. The Contractors receiving the award may not have an exclusive contract to perform services for these projects. The University may have additional Campus Service roofing contractors under contract during the same time period.

INSTRUCTIONS:

Carefully review the General Contractors Contract which can be found, along with the 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.

General Contractors desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/2729>

1. a letter of interest
2. a completed University of Central Florida "Continuing Services Contractor Form"
3. a copy of the applicant's current Professional Contractor's license from the State of Florida. An applicant must be properly licensed to practice at the time of submission of this application. If the applicant is a corporation, it must be chartered by the Florida Department of State to operate in Florida
4. a list of completed jobs over the last three (3) years, with contract value, type of roofing system, contact name, and telephone number
5. a letter from the Contractor's bonding company showing bonding capacity not already obligated and bond rating
6. Provide a list of systems your firm is currently qualified and certified to apply.

7. narratives to address items listed in the Selection Criteria, as shown

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

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 Notice. Interpretation of the wording of this Notice 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.

All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application.

As required by University of Central Florida Regulation 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

Selection Criteria is to be sectioned into the numerical divisions shown below and should be tabbed appropriately. Firms will be evaluated on the following:

1. Information provided on the Continuing Services Contractor Form and responses to the Notice of Building Envelope Waterproofing and Sealant Contractors.
2. **Past Performance.** Provide information on five (5) projects that are similar in size, complexity, and scope to what may be performed under the 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 substantial completion dates and actual substantial completion dates;
 - d. original budget, final budget, and reasons for any differences;
 - e. owner's contact information;
 - f. date completed; and
 - g. names of proposed team members who worked on each project and their roles.

3. **Ability to Take on Additional Work.** Reflect your current workload and staffing. Describe how UCF's workload will be fulfilled.
4. **Experience and Ability.** Describe your firm's experience and ability with the following:
 - a. constructing similar to be performed for UCF;
 - b. public, higher education clients and their Standards and processes;
 - c. your knowledge of product applications;
 - d. your experiences with cost estimating, cost controls, and change order avoidance;
 - e. past performance completing waterproofing applications on time and within budget; and
 - f. scheduling practices and tools used.
5. **Personnel.** Provide bios for the project executive/principal, project manager, superintendent, 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. It is important that you list the appropriate titles to the corresponding personnel in your proposal. If you have multiple LEED-certified members of your team, be sure to indicate who will be the LEED representative for the project.
6. **Construction Ability.** Describe your team's approach to and understanding of the Project's intent, goals, and objectives, and how you will ensure that the Owner's Project Requirements are met.
7. **References.** Provide contact information for three (3) professional references.
8. **Location.** Provide the address of your main office, and any regional/local offices you have, and provide details of what services and personnel you have at those locations.
9. **Safety and Security.** Describe your policies, plans, and practices related to safety and security. Note: Criminal background checks, E-verification, drug free workplace, and drug and alcohol testing verification will be provided for all employees and subcontractors. Picture ID cards will be worn at all times while on the job.
10. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control.
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 how it was resolved.

GENERAL INFORMATION

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of the interview dates and times, and will be provided with additional project information, if available.
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. UCF Team Members have elected not to meet with firms.