

PROJECT FACT SHEET
ELECTRICAL CONTRACTORS
University of Central Florida (All Campuses)

The University of Central Florida has a need for several firms to provide **contractor services in the trade of Electrical** on an ongoing basis for campus renovation and construction projects with construction budgets of less than \$2,000,000.

Typical projects may include new construction, renovations, remodeling, equipment installation, fire code corrections, building code corrections, aesthetic enhancements, technology enhancements, communications modifications, air quality, and sustainability modifications. Areas requiring renovation or modifications may include, but are not limited to, animal research or holding areas, research laboratories, classrooms, libraries, media centers, offices, clinics, reception and waiting areas, lobbies, corridors, atriums, courtyards, plazas, student housing, site work, parking areas, and hardscapes. 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. ALL projects will, need to ensure the safety of faculty, staff, and students. Projects may be located on the University of Central Florida main campus or branch campuses.

1. Potential Scope of Work
 - a. For Electrical Contractors, see Exhibit A

INSTRUCTIONS:

Carefully review the Continuing Services Contractor Contract template and General Conditions documents. Submitting a proposal for this project constitutes complete agreement with, and acceptance of, the terms and conditions contained within these documents. **There will be NO changes to these documents.** These documents can be found with the advertisement on our website at www.fp.ucf.edu.

The University of Central Florida wishes to enter into an open-ended contract with multiple companies for a period of one year, with an option to renew for four additional one-year periods. 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 \$2,000,000.

When an individual Project arises, the Contractor will be provided a detailed description of the Project scope (plans and specifications when applicable) and asked to provide to the designated UCF Project Manager a cost proposal for completing the work. The cost

of the work will include all costs related to completing the work plus a proposed percentage fee for overhead and profit, which will be negotiated for each individual Project. The Contractor will be required to seek competitive bids for all subcontracted work, which will be included as part of the cost. Upon approval of the cost, the UCF Project Manager will submit a requisition to the University Purchasing Division, which, in turn, will issue a Purchase Order to the Contractor for the work.

Contractors desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/3308>, comprising:

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

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

Please upload the proposal as one (1) single file.

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

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

No oral communications shall be binding as a change to this Project Fact Sheet (PFS). Interpretation of the wording of this PFS 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 Notices 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

Companies will be evaluated on the following:

1. The most recent version of the General Contractor's 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. similar in size and complexity;
 - b. similar in function;
 - c. initial completion date and actual completion date;
 - d. original budget and final budget;
 - e. owners contact information;
 - f. dates completed; and
 - g. names of proposed team members who worked on each project and their roles.
3. **Ability to Take on Additional Work.**
 - a. Describe your current workload, staffing, and bonding capacity not already obligated.
 - b. 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 projects;
 - b. working with public, higher education clients and their Standards and processes;
 - c. knowledge of building codes;
 - d. cost estimating and control;
 - e. your bonding capacity;
 - f. managing and performing numerous projects at the same time; and
 - g. completing projects on time and within budget.
5. **Personnel.** Provide bios for the following
 - a. project executive/principal;
 - b. superintendent;

- c. project manager,
 - d. cost estimator;
 - e. consultants;
 - f. any other personnel that you believe are critical to the success of the work to be performed; and
 - g. qualifications required of your workforce.
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 references: three direct clients, three general contractors, and three suppliers.
 8. **Location.** Provide the address of your main office, 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, 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/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 how it was resolved, and what changes were made in internal processes to avoid similar conflicts.

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 finalists 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.