

**PROJECT FACT SHEET**  
**LANDSCAPE CONTRACTOR**  
**(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 Landscape Construction and Maintenance for renovation and construction projects with construction budgets of \$2,000,000 or less.

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 three 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.

Typical projects may include:

- Mowing, trimming, and blowing
- Pruning of trees and shrubs
- Weeding and bed maintenance
- Mulching
- Pesticide and Herbicide use in landscape beds, tree, and turf applications
- Fertilizer in landscape beds, tree, and turf applications
- Game Day cleanup or trash removal at large events
- Storm debris cleanup, in compliance with FEMA and UCF requirements
- Installation of trees, shrubs, and turf
- Installation of irrigation
- Paver and concrete repair and installation
- Site furnishing installation
- Other, as requested

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 students, faculty, and staff. Projects may be located on University of Central Florida or UCF-affiliated properties.

For Potential Work, see Exhibit A.

**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](http://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/7077>, 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 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 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.

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

Proposals are to be organized using numerical divisions shown below. Firms will be evaluated on the following:

1. The most recent version of the 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) 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.
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. Construction Team: Describe the composition and experience of the team that the landscape contractor would assign to UCF projects, with a

summary of their qualifications in regards to landscape and hardscape construction and installation.

- b. **Maintenance Team:** Describe the composition and experience of the team that the landscape contractor would assign to UCF projects, with a summary of their qualifications in regards to general landscape maintenance and clean-up services.
  - c. **Subcontractors:** Please identify any subcontractors, if any, that are used regularly by the landscape contractor, and provide a brief summary of their experience and qualifications.
7. **References.** Provide contact information for three professional references, including contact names, phone numbers, and a brief description of the work completed by the landscape contractor.
  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.
  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.**

Provide a summary of the landscape contractor's history, methods, strengths, and experience meeting the needs of its clients. Mention any awards or commendations the landscape contractor has received

## **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.