

## PROJECT FACT SHEET

The University of Central Florida, Board of Trustees, announces that services for Plumbing Contractor continuing services on an ongoing basis for the main campus and associated campuses that have a construction budget of less than \$500,000.

Plumbing Contractor will provide plumbing repairs, maintenance, and installation of plumbing systems for University facilities, and will work with University-contracted Consultants, Architects, and University Facilities & Safety employees to ensure quality systems are installed in University buildings. Projects assigned under this contract may include new construction, renovation, remodeling, and other building maintenance, equipment installation. Areas requiring renovation or remodeling may include research laboratories, classrooms, library and media centers, historic buildings, offices and related functions, outpatient clinics, reception and waiting areas, lobbies and corridors, atriums, courtyards and plazas, modular and pre-engineered buildings, apartments, dormitories, athletic facilities, and sitework. Projects could be located on the University of Central Florida main campus or off site campus. The University may have additional Campus Service contractors under contract during the same time period. The Selection Committee may reject all proposals and stop the selection process at any time.

### 1. Potential Scope of Work

- a. For Plumbing 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](http://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 \$500,000.

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/2754>

1. a letter of interest
2. a copy of the firm's current license from the appropriate governing board. All applicants must be licensed and insured to practice as 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
3. a list of completed jobs over the last three (3) years, with contract value, contact name, and telephone number of the client
4. a letter from the contractor's bonding company showing bonding capacity not already obligated and bond rating
5. 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 over 40 pages.

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 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 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 roles that the proposed team members.
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 projects to that to be performed for UCF;
  - b. working with public clients and their Standards and processes;
  - c. knowledge and application of codes and compliance requirements;
  - d. cost estimating and control;
  - e. completing projects on time and within budget.
3. **Personnel.** Provide bios for the project executive/principal, designer, 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. It is important that you list the appropriate titles to the corresponding personnel in your proposal.
4. **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.

5. **References.** Provide contact information for three (3) professional references.
6. **Location.** Provide the address of your main office, and any regional/local offices, and provide details of what services and personnel you have at each location.
7. **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.
8. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control.
9. **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.
10. **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 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.