

July, 2003

MEMORANDUM UCF-05.01-07/03

TO: Members, Council of Presidents

FROM:

SUBJECT: Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid

AUTHORITY: Sections 240.209(3)(p), 255.0525, F. S. Rule 6C-14.004, F.A.C

POLICY/PURPOSE: To describe procedures for advertising for Architect/Engineer and Construction Manager Services and for Calls for Bids

***Florida Administrative Weekly (FAW)***. Advertisements for architect/engineer (A/E) services, construction manager services, and Calls for Bids must be placed in the *FAW*. The *FAW* is published every Friday by the Department of State. The address is: *Florida Administrative Weekly*, Department of State, Bureau of Administrative Code, 401 South Monroe Street, Elliott Building, Tallahassee, FL 32399-0250, telephone (850) 488-8427, Suncom 278-8427. The *FAW* has developed guidelines for submittal of advertisements. The university must coordinate with the *FAW* staff to ensure that they are following the most current guidelines.

**Advertisement for A/E Services.** Prior to placing the advertisement, the university shall ensure the following:

- that the project Capital Outlay Implementation Plan (COIP) is current and approved,
- that an encumbrance authorization for professional fees has been requested, as provided in CM-D-38, Capital Outlay Implementation Plans and Budget Releases,

- that the facilities program has been approved by the Board of Trustees, University of Central Florida, staff, that the users are satisfied with the facilities program, and no changes to the program or site are anticipated,
- that the approved program is consistent with the current campus master plan.

**A/E Advertisement Format.** The format for an A/E advertisement, a “Notice to Professional Consultants,” is included as Attachment 1, and the format for a Campus Service A/E advertisement is included as Attachment 2.

- **Project Title.** The project title shown in the advertisement must be consistent with the title on the COIP.
- **“Design Ability.”** For projects for which “Design Ability” is not applicable as a selection category, the advertisement should so state.
- **Professional Liability Insurance.** The advertisement should include a requirement for professional liability insurance, as follows:
  - Projects < \$1,000,000                      no coverage required
  - \$1,000,000 to \$4,999,999                      \$250,000 required
  - \$5,000,000 to \$9,999,999                      \$500,000 required
  - Projects \$10,000,000 and up \$1,000,000
  - Projects > \$15,000,000 and special risk projects, limits set individually
- **Date Set for Submittals.** The date set for submittals must be at least 28 days after the publication date of the *FAW*.

**Distribution of Advertisements for A/E Services.** The advertisement for A/E services is submitted to the *FAW*, with a copy to members of the Selection Committee, all Small Business Development Centers statewide, the Minority Business Advocacy and Assistance Office, and other interested parties.

**Placement of Calls for Bids for General Contractors.** Prior to placing a Call for Bids for general contractors, the university shall ensure the following:

- that the current, approved project COIP provides for the maximum pre-bid construction budget,
- that an encumbrance authorization for construction has been requested, as provided in CM-D-38, Capital Outlay Implementation Plans and Budget Releases,

- that the 100% construction documents have been submitted to the State Fire Marshal for approval (if time permits, it is recommended that this approval be secured prior to placement of the Call for Bids), and
- that the university has approved the 100% construction documents.

**Call for Bids Format.** The format for a Call for Bids is included as Attachment 3.

- **Project Title.** The project title shown in the advertisement must be consistent with the title on the COIP.
- **Advertisement Language.** The language in the advertisement must be consistent with the advertisement published in the project specifications.
- **Bid Date.** In accordance with Section 255.0525, F.S., for projects projected to cost more than \$200,000, an advertisement must be placed in the *FAW* at least 21 days prior to the established bid opening date. For projects projected to cost more than \$500,000, an advertisement must be placed in the *FAW* at least 30 days prior to the established bid opening date and at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference.

**Distribution of Call for Bids.** The Call for Bids is submitted to the *FAW*, the project A/E, all Small Business Development Centers statewide, the Minority Business Advocacy and Assistance Office, and other interested parties.

**Advertisements for Construction Manager Services.** Prior to placing the advertisement, the university shall ensure the following:

- that the current, approved project COIP includes a line for construction manager fees,
- that an encumbrance authorization for construction manager fees has been requested, as provided in CM-D-38, Capital Outlay Implementation Plans and Budget Releases,

**Construction Manager Advertisement Format.** The format for a construction manager advertisement, a “Notice to Construction Managers,” is included as Attachment 4. The format for a Campus Service Construction Management advertisement is included as Attachment 5.

- **Project Title.** The project title shown in the advertisement must be consistent with the title on the COIP.

- **Date Set for Submittals.** The date set for submittals must be at least 28 days after the publication date of the *FAW*.

**Distribution of Advertisements for Construction Manager Services.** The advertisement for construction manager services is submitted to the *FAW*, with a copy to members of the Selection Committee, all Small Business Development Centers statewide, the Minority Business Advocacy and Assistance Office, and other interested parties.

**World Trade Organization Government Procurement Agreement Compliance.** For A/E advertisements for which the A/E fee is anticipated to exceed \$519,000, and for Call for Bids and CM advertisements for which the total construction cost is anticipated to exceed \$7,311,000, advertisements must be placed in accordance with the World Trade Organization Government Procurement Agreement. The advertisements for these projects must run for at least 40 days.

In addition to the longer advertisement period, the awards for all projects for which the Government Procurement Agreement applies must also be published in the *FAW* within 72 days after award. The notice should state: "This notice is being published in accordance with the guidelines set forth in the World Trade Organization Government Procurement Agreement. (Name of university), on behalf of the State of Florida, Board of Trustees hereby notifies all interested parties that the contract for the following project has been awarded within the past 72 days: (project no., project name, type of service -- A/E, construction manager, general contractor -- date of award, name and address of successful firm)."

Contact: Gina Seabrook  
Office of Facilities Planning  
(407) 823-2166  
Internet Address: [gseabroo@mail.ucf.edu](mailto:gseabroo@mail.ucf.edu)

Attachments

## ATTACHMENT 1

### NOTICE TO PROFESSIONAL CONSULTANTS

(Name of university) announces that Professional Services in the discipline of architecture or engineering (must be specified in advertisement) will be required for the project listed below:

Project No. BR-\_\_\_\_\_

Project and Location: \_\_\_\_\_

The project consists of (description of project). The selected firm will provide design, construction documents and administration for the referenced project. Blanket professional liability insurance will be required for this project in the amount of \$ \_\_\_\_\_, and will be provided as a part of Basic Services.

#### INSTRUCTIONS:

Firms desiring to apply for consideration must submit a letter of application.

The letter of application should have attached:

1. The most recent version of the University of Central Florida "Professional Qualifications Supplement" completed by the applicant.
2. A copy of the applicant's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered at the time of application to practice its profession in the State of Florida. If the applicant is a corporation, it must be chartered by the Florida Department of State to operate in Florida.

Submit   #   copies of the above requested data bound in the order listed above. Applications which do not comply with the above instructions may be disqualified. Application materials will not be returned.

The plans and specifications for the University of Central Florida projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes. As required by Section 287.133, Florida Statutes, a consultant 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 36 months. The selected consultant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of placement on the convicted vendor list.

Professional Qualifications Supplement forms, descriptive project information, and selection criteria may be obtained by contacting:

(name, university, address, telephone and fax number)

Submittals must be received in the (name and address of university office), by \_\_\_\_\_ local time, on   (date)  . Submittals received after \_\_\_\_\_ local time will not be accepted. Facsimile (FAX) submittals are not acceptable and will not be considered.

## ATTACHMENT 2

*(for use on campus service advertisements)*

### NOTICE TO PROFESSIONAL CONSULTANTS

*(Name of university)* announces that continuing professional services for certain projects are required in the following discipline(s): \_\_\_\_\_

Projects included in the scope of this agreement will be specific projects for renovations, alterations, and additions that have a basic construction budget estimated to be \$1,000,000 or less, or studies for which the fee for professional services is \$25,000 or less. Campus Service contracts for these projects provide that the consultant will be available on an as-needed basis for the upcoming fiscal year, July 1 - June 30. The consultant receiving the award will not have an exclusive contract to perform services for these projects. The university may have additional campus service professionals under contract during the same time period.

Firms desiring to provide professional services shall apply by letter specifying the discipline for which they are applying. Proximity of location will be a prime factor in the selection of the firm.

Attach to each letter of application:

1. The most recent version of the University of Central Florida "Professional Qualifications Supplement" completed by the applicant.
2. A copy of the applicant's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered at the time of application to practice its profession in the State of Florida. If the applicant is a corporation, it must be properly chartered by the Florida Department of State to operate in Florida.

Submit   (#   copies of the above requested data bound in the order listed above. Applications which do not comply with the above instructions will not be considered. Application material will not be returned.

The plans and specifications for A/E projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes. As required by Section 287.133, Florida Statutes, a consultant 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 36 months. The selected consultant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of placement on the convicted vendor list.

Professional Qualification Supplements, descriptive project information, and selection criteria may be obtained by contacting: *(contact person, address, phone and fax number)*

Submittals must be received in the (*name and address of university office*), by \_\_\_\_\_ local time, on \_\_\_\_\_ (*date*). Submittals received after \_\_\_\_\_ local time will not be accepted. Facsimile (FAX) submittals are not acceptable and will not be considered.

## ATTACHMENT 3

### CALL FOR BIDS

made by the *(university name)* for

PROJECT NAME, NUMBER & LOCATION: \_\_\_\_\_

QUALIFICATION: All Bidders must be qualified at the time of bid opening in accordance with the Instructions to Bidders, Article B-2. Sealed bids will be received on:

DATE AND TIME: \_\_\_\_\_ *(date)* \_\_\_\_\_, until \_\_\_\_\_ *(time)* \_\_\_\_\_, local time.

PLACE: \_\_\_\_\_ *(address)* \_\_\_\_\_, at which time and place they will be publicly opened and read aloud.

PROPOSAL: Bids must be submitted in full and in accordance with the requirements of the drawings and Project Manual, which may be obtained or examined at the office of the Architect/Engineer at \_\_\_\_\_ *(name, address and telephone no.)* \_\_\_\_\_.

MINORITY PROGRAM: Bidders are encouraged to utilize Minority Business Enterprises certified by the Minority Business Advocacy and Assistance Office, Department of Labor and Employment Security. Consideration will be given to the percentage of participation, as described in the Instructions to Bidders, in the award of the contract.

PRE-SOLICITATION/PRE-BID MEETING: The Bidder is encouraged to attend the pre-solicitation/pre-bid meeting. Minority Business Enterprise firms are invited to attend to become familiar with the project specifications and to become acquainted with contractors interested in bidding the project. The meeting has been scheduled for:

DATE AND TIME: \_\_\_\_\_ *(date)* \_\_\_\_\_, at \_\_\_\_\_ *(time)* \_\_\_\_\_, local time.

PLACE: \_\_\_\_\_ *(address)* \_\_\_\_\_

DEPOSIT: \$ \_\_\_\_\_ per set of drawings and Project Manual is required with a limit of three (3) sets per general contractor or prime bidder; and two (2) sets of drawings and Project Manuals for plumbing, heating/ventilating/air conditioning and electrical contractors acting as subcontractors.

REFUND: The deposit shall only be refunded to those general contractors, prime bidders, or plumbing, heating/ventilating/ air conditioning and electrical contractors acting as either prime or subcontractors, who after having examined the drawings and specifications:

- a. submit a bona fide bid, or
- b. provide written evidence that they have submitted bids as subcontractors for plumbing, heating/ventilating/air conditioning, or electrical work,

and who return the drawings and Project Manual in good condition within fifteen (15) days after receipt of bids.

PURCHASE: Full sets of bidding documents may be examined at the Architect/ Engineer's office and local plan rooms. Full sets may be purchased through the Architect/Engineer for \$ \_\_\_\_\_ per set for the printing and handling cost. Partial sets may be purchased at \$ \_\_\_\_\_ per sheet of the drawings and \$ \_\_\_\_\_ per copy of the Project Manual, and are sold subject to the provisions of Article B-27 of the Instructions to Bidders.

PUBLIC ENTITY CRIMES: As required by Section 287.133, Florida Statutes, a contractor may not submit a bid for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The successful contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of placement on the convicted vendor list.



## ATTACHMENT 4

### NOTICE TO CONSTRUCTION MANAGERS

(Name of university) announces that construction management services will be required for the project listed below:

Project No.: BR-\_\_\_\_\_, Project and Location: (Project Name, University, Campus & City)

(Insert Project description: new/addition/remodeling/phases/square footage/other unique information -- approx. 10 lines). The estimated construction cost is \_\_\_\_\_.

The contract for construction management services will consist of two phases. Phase one is pre-construction services, for which the construction manager will be paid a fixed fee. Phase one services include value engineering, constructability analyses, development of a cost model, estimating, and the development of a Guaranteed Maximum Price (GMP) at 75% Construction Document phase (or other phase, if applicable. If so, change this reference). If the GMP is accepted, phase two, the construction phase, will be implemented. In phase two of the contract, the construction manager becomes the single point of responsibility for performance of the construction of the project and shall publicly bid trade contracts, encouraging the inclusion of Minority Business Enterprises (MBEs). Failure to negotiate an acceptable fixed fee for phase one of the contract, or to arrive at an acceptable GMP within the time provided in the agreement may result in the termination of the construction manager's contract. For this project the University of Central Florida will pay no more than \_\_\_\_\_% for General Conditions (lump sum) and no more than \_\_\_\_\_% for combined overhead and profit.

Selection of finalists for interviews will be made on the basis of construction manager qualifications, including experience and ability; past experience; bonding capacity; record-keeping/administrative ability, critical path scheduling expertise; cost estimating; cost control ability; quality control capability; qualification of the firm's personnel, staff and consultants; and ability to meet the minority business enterprise participation requirements. Finalists will be provided with a copy of the building program and the latest documentation prepared by the project architect/engineer, a description of the final interview requirements and a copy of the standard University of Central construction management agreement. The Selection Committee may reject all proposals and stop the selection process at any time. The construction manager shall have no ownership, entrepreneurial or financial affiliation with the selected architect/engineer involved with this project.

Firms desiring to provide construction management services for the project shall submit a letter of application and a completed University of Central Florida "Construction Manager Qualifications Supplement." Proposals must not exceed 40 pages, including the Construction Manager Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals which do not comply with these requirements or do not include the requested data will not be considered. No submittal material will be returned.

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 Section

287.133, Florida Statutes, a construction management firm 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 36 months. The selected construction management firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of placement on the convicted vendor list.

The University of Central Florida Construction Manager Qualifications Supplement forms and the Project Fact Sheet may be obtained by contacting: (*contact person, university office, address, telephone and fax numbers*).

    (# of copies)     bound copies of the required proposal data shall be submitted to: *contact person, university office, address*).

Submittals must be received by \_\_\_\_\_ local time,     (date)    . Submittals received after \_\_\_\_\_ local time will not be accepted. Facsimile (FAX) submittals are not acceptable and will not be considered.



## ATTACHMENT 5

*(for use on campus service advertisements)*

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Attach to each letter of application:

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2. A copy of the applicant's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered at the time of application to practice its profession in the State of Florida. If the applicant is a corporation, it must be properly chartered by the Florida Department of State to operate in Florida.

Submit     (#)     copies of the above requested data bound in the order listed above. Applications which do not comply with the above instructions will not be considered. Application material will not be returned.

The plans and specifications for A/E projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes. As required by Section 287.133, Florida Statutes, a consultant 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 36 months. The selected consultant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of placement on the convicted vendor list.

Construction Manager Qualifications Supplements, descriptive project information, and selection criteria may be obtained by contacting: *(contact person, address, phone and fax number)*

Submittals must be received in the *(name and address of university office)*, by \_\_\_\_\_ local time, on     (date)    . Facsimile (FAX) submittals are not acceptable and will not be considered.

