

**PROJECT FACT SHEET**  
**TREE CARE CONTINUING SERVICES CONTRACT**  
**University of Central Florida (All Campuses)**

**PROJECT DESCRIPTION**

The University of Central Florida has a need for several firms to provide **Tree Care** continuing services on an ongoing basis for the main campus and associated campuses that have a construction budget of less than \$2,000,000.

Typical projects may include tree removal, installation and pruning; Campus Service contracts for these projects provide that the consultant will be available on an as-needed basis. ALL projects will, need to ensure the safety of faculty, staff, and students. Projects may be located on University of Central Florida or UCF-affiliated properties. These services will include working with the University's Facilities Planning & Construction and Landscape & Natural Resources Departments on various projects.

**INSTRUCTIONS:**

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.

Carefully review the Professional Services Contract posted on our website with this advertisement. Submitting a proposal for this project constitutes complete agreement with, and acceptance of, the terms and conditions contained within these documents. These documents can be found with the advertisement on our website at [www.fp.ucf.edu](http://www.fp.ucf.edu).

Tree Care firms desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/16552> comprising:

1. a letter of interest;
2. a copy of the firm's current Contractor License from the appropriate governing board;
3. provide details on the number of continuing service accounts, projects, including types of venues, and length of service contract;
4. a completed Contractors form; and
5. narratives to address items listed in the Selection Criteria, as shown 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.

The plans and specifications for the Florida Board of Education projects are subject to reuse, in accordance with the provisions of Section 287.055, Florida Statutes.

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**

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

1. Information provided on the Contractors Form and responses to the Notice to Tree Care Services.
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, final budget, and reasons for any differences;
  - e. owner's contact information;
  - f. dates 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
  - 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 and application of UCF standards, local codes, UCF tree standard operations and procedure, and compliance requirements;
  - d) cost estimating and control;
  - e) installing landscape projects on time and within budget; and
  - f) in hazard tree removals, stump grinding or removal, palm pruning and structural pruning.
5. **Personnel.** Provide bios for the following:
  - a) project executive/principal
  - b) International Society of Arboriculture (ISA) certified arborists
  - c) staff
  - d) any other personnel that you believe are critical to the success of the work to be performed
6. **Construction Ability.** Describe your team's approach to understanding 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 or letters of recommendation for previous contract holders
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, 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 sub-contractors. Picture ID cards will be worn at all times workers are on the job.
  - a. provide descriptions of approved uniforms with clearly visible vendor identification badges with photos
  - b. describe safety vests and uniform procedures when working in parking areas and roadways.
  - c. include description of vehicles markings with vendor name and contact number.
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.
13. **Job-specific Qualifications.** Describe the composition and experience of the tree care and arborist team that the contractor would assign to UCF projects with a summary of their qualifications.
  - a. include credential of all International Society of Arboriculture Certified Arborists on staff who may work on UCF projects.
  - b. designate supervisory staff who will be primary point of contact for UCF projects.
14. General Procedures for hazard tree removals, stump grinding or removal of soft and hardwood trees, palm pruning and structural pruning.
  - a. describe plans for securing areas for traffic and public safety for each of the above actions.
  - b. describe decontamination procedures to be used on equipment between pruning actions on individual trees.
15. Previous experience in hazard tree removals, stump grinding or removal, palm pruning and structural pruning.
  - a. explain experience with these types of tree services.
  - b. provide details on number of accounts, projects, including types of venues, and length of service contract.

## **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. Selection Committee Team Members have elected to not meet with firms prior to interviews.