

PROJECT FACT SHEET
ELECTRICAL CONTRACTORS
Renovation and Construction Continuing Services
University of Central Florida (All Campuses)

The University of Central Florida (UCF) announces the solicitation of continuing contractor services in the discipline of electrical contractor on projects that have a construction budget of less than \$7,500,000. These limits are subject to periodic revision and will be updated over time to match the most current version of the Board of Governors' Regulations. Prospective applicants should verify applicable thresholds at the time of submission.

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 firm's minimum bonding capacity shall be \$4,000,000 with a maximum of \$7,500,000.

Work under this contract is assigned through individual purchase orders, frequently on compressed schedules and within occupied, operational campus facilities. Selected firms should be prepared to mobilize promptly, plan and coordinate shutdowns and phasing around active building use, maintain the safety of building occupants throughout construction, and manage more than one project at a time.

Typical projects may include, but not limited to:

Power Distribution and Service:

- Medium-Voltage Work, NFPA 70E
- Low-Voltage Work, AC (24V/120V), DC (24V, 125), 0-20mA
- Low-Voltage Electrical Transmission: Low-Voltage Electrical Service Entrances, Low-Voltage Transformers and Switchgear, Low-Voltage Distribution Equipment, Low-Voltage Circuit Protective Devices, Low-Voltage Controllers
- Low-Voltage Electrical Power Conductors and Cables
- Cables and Conductors
- Switchboards and Panel Boards
- Enclosed Bus Assemblies
- Power Distribution Units
- Service Meter Installations for 480VAC, 4160VAC

Raceways, Conduit, and Supports

- Grounding and Bonding for Electrical Systems
- Hangers and Supports for Electrical Systems
- Raceways and Boxes for Electrical Systems
- Conduit and Boxes for Electrical Systems
- Surface Raceways for Electrical Systems
- Cable Trays for Electrical Systems
- Underfloor Raceways for Electrical Systems
- Underground Ducts and Raceways for Electrical Systems

- Utility Poles for Electrical Systems
- Vibration and Seismic Controls for Electrical Systems
- Identification for Electrical Systems

Power Generation, Storage, and Conditioning

- Facility Electrical Power Generating and Storing Equipment
- Photovoltaic Collectors
- Packaged Generator Assemblies
- Battery Equipment
- Power Filters and Conditioners
- Transfer Switches

Protection

- Electrical Protection
- Facility Lightning Protection
- Surge Protective Devices
- Overcurrent Protective Device Coordination Services

Lighting

- Exterior Lighting
- Interior Lighting
- Emergency Lighting
- Exit Signs
- Classified Location Lighting
- Special Purpose Lighting

Controls, Connections, and Instrumentation

- Wiring Connections
- Instrumentation and Controls for Electrical Systems
- VFDs, Parameter Settings

Testing and Commissioning

- CHP, 5.5 Mega Watt Generator Megger and Shaft Dye Penetration Testing
- 13kV, Switchgear and Conductor Testing

Other

- 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. Projects may include minor amounts of adjacent finish work, which can be subcontracted to separate general contractors. 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.

It is at UCF's discretion to choose among its selected Contractors the individual projects that Contractors will have the opportunity on which to propose. Contractor is required to provide quotes for all such projects requested by UCF. If Contractor does not intend to submit a quote on a certain project,

justification must be provided to UCF. UCF shall take non-responsiveness into consideration when awarding future work and determining whether contract options will be exercised.

A not-to-exceed percentage fee for overhead and profit will be established in the agreement. This fee will be effective for the life of the contract. 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 the agreed upon percentage fee for overhead and profit. The Contractor will be required to seek competitive bids for all subcontracted work with a value over \$5,000 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.

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 <https://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/247037>, comprising:

- A. a letter of interest;
- B. a copy of the firm's current contractor license from the appropriate governing board and, if applicable, a copy of the corporation's registration;
- C. a completed contractor form;
- D. the firm's experience modification rate (EMR) for safety performance (this is also addressed under the safety selection criterion below);
- E. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
- F. References. Provide up to three (3) professional reference letters from the five (5) completed projects listed in Section 1. Reference letters should describe your performance on the projects. References may not be from UCF projects or personnel; and
- G. narratives to address items listed in the Selection Criteria, as listed below.

Please note that only ONE (1) file can be uploaded for the entire project submission.

Pages must be numbered consecutively. Proposals must not exceed 20 double-sided pages. Fonts must be a minimum 10-point font when printed full size. Points may be deducted from proposals exceeding the 20-page limit.

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 Section 287.133, Florida Statutes, 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 36 months. The selected contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

SELECTION CRITERIA

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

1. **Past Performance.** Provide information on five (5) projects that are similar in project type, size, and scope to what may be performed under this contract with UCF, with an emphasis on projects at or below the construction budget threshold and projects completed within occupied operational facilities. Projects that are not relevant in project type, size, and scope will receive no points. Clearly articulate for each of the five projects:
 - a. similarity in project type, size, cost, and scope;
 - b. the owner's contact information (name, title, email, phone);
 - c. names of proposed team members who worked on each project who will also be assigned to this contract;
 - d. representative pictures of the project;
 - e. construction duration (month/year of construction start, month/year of owner occupancy, and month/year of final completion), and whether the project was completed ahead of schedule, on schedule, or behind schedule;
 - f. the owner's original construction cost and the final construction cost at final completion, with an explanation of any discrepancies due to owner-added scope, unforeseen conditions, errors and omissions, or other causes.
2. **Experience and Ability.** Describe your firm's experience and ability:
 - a. performing electrical work similar to that to be performed for UCF, including the specialized testing and commissioning work listed under Typical Projects (for example, medium-voltage and switchgear testing, generator testing, and coordination studies); state which of these you self-perform and which you subcontract;
 - b. working in occupied, operational facilities, including your approach to planning and coordinating electrical shutdowns, temporary power, and phasing to maintain continuity of building operations;
 - c. working with public, higher education clients and their standards and processes;
 - d. understanding and applying applicable building and electrical codes;
 - e. ; and
 - f. providing accurate cost estimates and pricing for individual projects.
3. **Capacity and Responsiveness.** Because this is a continuing contract, describe:
 - a. your typical time to mobilize on a new project after a notice to proceed;
 - b. your ability to perform multiple UCF projects concurrently, and how you would staff and prioritize them;

- c. the depth of your licensed and qualified workforce available to UCF (for example, the number of master electricians, journeymen, and apprentices you can assign); and
 - d. your capability and typical response time for after-hours and emergency electrical work.
4. **Safety.** Describe your safety program and performance:
- a. provide your experience modification rate (EMR) for the most recent three (3) years;
 - b. provide your OSHA recordable incident rate (TRIR) and Days Away, Restricted, or Transferred (DART) rate for the most recent three (3) years;
 - c. describe your electrical-specific safety practices, including your arc-flash and NFPA 70E program, lockout/tagout procedures, and qualified-worker training and verification;
 - d. disclose any OSHA citations or serious safety incidents in the most recent three (3) years and the corrective actions taken; and
 - e. confirm your ability to meet UCF's site requirements. Note: criminal background checks and E-Verify verification must be provided for all employees and subcontractors, and picture ID cards must be worn at all times workers are on the jobsite.
5. **Bonding Capacity.** Provide a letter from your bonding company reflecting your current bonding capacity and rating.
6. **Personnel.** Provide bios for the following team members, clearly indicating their relevant experience, education, and licenses, certifications, and credentials, and describe each member's availability to support this contract:
- a. executive/principal;
 - b. project manager;
 - c. superintendent/general foreman; and
 - d. electricians.
7. **Location and Coverage.** Provide the address of your main office and any regional or local offices. Provide details of the services and personnel you have at each location and describe how your locations support timely response across all UCF campuses.
8. **Pricing and Cost Transparency.** Describe your approach to pricing projects, including how you price lump-sum work, your standard markups on subcontractors, materials, and equipment, and how you provide cost transparency and supporting documentation to the owner. Do not submit specific rates unless requested; describe your approach and methodology.
9. **Conclusion.** Describe what differentiates your team from your competition and what uniquely qualifies your company for this continuing electrical work.

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.

3. At least one week prior to final interviews, shortlisted firms may be required to provide their fees to UCF. This fee may be considered in the final selection of the design team.
4. UCF Team Members may not discuss the project with interested firms during the entire selection process.