

PROJECT FACT SHEET
FEMA Program 404 and 406 Consultant
University of Central Florida (Arecibo Observatory, Puerto Rico)

PROJECT DESCRIPTION

The University of Central Florida has a need for a professional engineering firm to provide engineering and consulting services on an ongoing basis, for FEMA Grant Projects related to the Arecibo Observatory, that have a construction budget of less than \$4,000,000, or studies for which the fee for professional services is less than \$500,000. The Arecibo Observatory is a facility of the National Science Foundation, operated by the University of Central Florida.

The University of Central Florida wishes to enter into a contract with the selected firm 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. Blanket professional liability insurance will be required for this project in the amount of \$2,000,000 and will be provided as a part of Basic Services.

The selected firm must have experience in FEMA Programs 404 and 406, be licensed to do business within the Commonwealth of Puerto Rico, and at approved FEMA rates. The selected firm will develop Letters of Intent (LOI) for the Hazard Mitigation/Resiliency Project, to be submitted to Puerto Rico Authorities for consideration and approval. The LOI must include a project description, benefits to the community and a rough order of magnitude cost. If the Project is selected by said Authorities, a full proposal package must then be completed and submitted for review and approval, including a basic engineering study, cost and schedule.

The following FEMA Grant Program allows for the firm selected hereunder to be reimbursed for its services up to the limits set forth at: <https://www.fema.gov/hazard-mitigation-grant-program>. The cost of the firm's services can be added to the total cost of the proposal, such that the award does not encumber Project funds. The consultant will only be reimbursed if the Project is selected for implementation.

Projects being implemented may border or be within occupied areas. ALL projects will need to ensure the safety of faculty and staff. Projects will be located in Puerto Rico.

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. 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.**

Engineering firms desiring to apply shall submit **electronic submissions only** to:
<https://ucf.bonfirehub.com/opportunities/29463> as follows:

1. a letter of interest;
2. a copy of the firm's current Professional Registration Certificates from the appropriate governing board; (An applicant must be properly registered at the time of application to practice its profession in the Commonwealth of Puerto Rico.);
3. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
4. a completed Professional Qualifications Supplement (PQS);
5. narratives to address items listed in the Selection Criteria, as shown 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 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

Companies will be evaluated on the following:

1. Information provided on the Professional Qualifications Supplement (PQS).
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 design completion dates and actual design completion dates;
 - d) original structural fee and final structural fee;
 - 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:
 - a) performing work similar to that to be performed for UCF;
 - b) working with public, higher education clients and their Standards and processes;
 - c) understanding building codes;
 - d) managing and performing numerous projects at the same time;
 - e) completing projects on time and within budget;
 - f) developing proposals for FEMA Programs 404 and 406 at approved FEMA rates; and
 - g) conducting business and performing engineering studies in Puerto Rico
5. **Personnel.** Provide bios for the principal engineer, licensed civil engineers, senior engineer, any consultants, and any other personnel that you believe are critical to the success of the work to be performed. Firm's engineers working on the project must be licensed in Puerto Rico.

6. **References.** Provide contact information for professional references for 10 direct clients.
7. **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.
8. **Safety and Security.** Describe your policies, planning, and practices related to safety and security. **Note:** Criminal background checks, E-verification, and drug-free workplace verification must be provided for all employees and consultants.
9. **QA/QC.** Describe your firm's approach to Quality Assurance and Quality Control.
10. **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.
11. **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.

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.