

PROJECT FACT SHEET
BUILDING ENVELOPE CONTINUING SERVICES CONTRACT
University of Central Florida (All Campuses)

PROJECT DESCRIPTION

The University of Central Florida has a need for several Professional firms to provide Building Envelope services to include: design of re-roof projects, design of building envelope projects, analysis and inspection of roofs, exterior walls, windows and doors on an ongoing basis for campus renovations, alterations, new construction, and additions that have a professional services fee less than \$500,000. These projects may include subcontracting of civil engineers, mechanical engineers, electrical engineers, plumbing engineers, fire protection engineers, interior designers, landscape architects, or other specialty subconsultants to complete these projects.

Projects assigned under this contract may include new construction, renovation, remodeling, re-roofing and other building maintenance, equipment installation, pre-engineered metal buildings, greenhouses, pole barns, asbestos abatement, and fire code corrections. 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, modular and pre-engineered buildings, apartments, dormitories, and athletic facilities. Projects could be located on the University of Central Florida main campus or off site campus.

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.

The selected consultant will provide services related to building envelope review, which may include construction document review to ensure watertight detailing of building envelope and roof details, specification review to ensure the appropriate products are specified for long-term performance, site mock-up review for conformance with construction documents, construction submittal review to ensure the specified products are being provided on projects, construction administration field inspections to ensure that projects are being constructed in accordance with the construction documents and in a water-tight manner, water testing of existing or new building envelope, and review of existing building water intrusion issues with recommendations for correction. 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.

Carefully review the Professional Services Contract posted on our website with this advertisement, and the Facilities and Safety policies and procedures which can be found at the Facilities Planning and Construction Website (under Resources / Policies and Procedures). 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.

Building Envelope Consultants desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/31295> comprising:

- A. a letter of interest; limit 1 page
- B. a copy of the firm's current Professional Registration Certificates from the appropriate governing board; Applicants 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);
- C. a list of completed jobs over the last three (3) years, with design contract value, contact name, and telephone number of the client; and
- D. 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 note that only ONE (1) file can be uploaded for each Requested Document above.

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 this Project Fact Sheet (PFS). Interpretation of the wording of this PFS 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 Notices 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 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

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

1. Information provided on the Professional Qualifications Supplement (PQS) and responses to the Notice to Consultants.
2. **Past Performance.** Provide information on five (5) completed projects (not continuing contracts) that are similar in size, complexity, and scope to what may be performed under this contract with UCF.
 - a. similarity in size and complexity;
 - b. initially scheduled design completion dates and actual design completion dates;
 - c. original design budget, final design budget, and reasons for any differences;
 - d. owner's contact information; name, email, phone
 - e. names of proposed team members for this contract who worked on each completed project, and roles that these team members played; and
 - f. representative images of the project.
3. **Ability to Take on Additional Work.**
 - a. reflect your current and projected workload for the proposed team members for this contract; and
 - b. describe how UCF's workload for this contract will be fulfilled.
4. **Experience and Ability.** Describe your firm's experience and ability with the following:
 - a. designing and inspecting roofing and building envelope projects similar to that to be performed for UCF
 - b. working with public, higher education clients and their standards and processes
 - c. knowledge of building codes, related to roofing and building envelope projects
 - d. experience with cost estimating, related to roofing and building envelope projects; provide examples of three completed projects that you have provided accurate cost estimates during design
5. **Personnel.** Provide bios for the following design team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials (do not include consultants such as MEP or Civil engineers – prime only):
 - a. Principal in charge; *
 - b. project manager; *
 - c. quality control reviewer; *
 - d. construction administrator. *

**clearly indicate who will be the point person for UCF projects, who will be creating the drawings/specifications, who will be quality control reviewing the drawings, and who will be signing/sealing drawings/specifications. One person can do multiple duties, but the quality control reviewer cannot be the point person or drafter.*
6. **References.** Provide up to three (3) professional reference letters from the five (5) completed projects listed in section 2. Reference letters should describe your performance on the projects. References may not be from UCF.
7. **Location.** Provide the address of the office from which you will perform work related to this contract, and provide details of what services and personnel you have at this location.

8. **Safety and Security.** Describe your policies, planning, and practices related to safety and security. **Note:** Criminal background checks, E-verification, drug free workplace, and drug and alcohol testing verification must be provided for all employees and sub-consultants. Picture ID cards will be worn at all times workers are on the campus.
9. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control:
 - a. Describe all procedures that you have in place to ensure that design drawings and specifications fully document and comply with all code requirements on all review submittals.
 - b. Describe your process for incorporating the UCF Standards (especially the Critical Needs List) into your Quality Control process.
 - c. Describe your process for ensuring that all UCF drawing review comments for the Architect and the Architect's subconsultants are incorporated into the drawings and thoroughly communicated to UCF for backcheck.
10. **SDVOSB and MWBE.** Describe how your firm employs and uses Service Disabled Veteran-Owned Small Business (SDVOSB) or Minority and Women-Owned Business Enterprise (MWBE), and whether your firm is certified and by what agency.
11. **Conflict Avoidance and Resolution.**
 - a. Describe your firm's practices to avoid and resolve project related conflicts.
 - b. Describe two (2) occasions when a project conflict was caused by your firm (not another party's problem that you solved), discuss how it was resolved, discuss if you took financial responsibility for any errors/omissions, and discuss what changes were made in internal processes to avoid similar future conflicts.
12. **Job-specific Qualifications.**
 - a. Describe your expertise in documenting as-built conditions to be incorporated into accurate construction documents.
 - b. Describe your experience and challenges you have seen diagnosing water intrusion in a hot and humid environment.

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.