

PROJECT FACT SHEET
BUILDING ENVELOPE WATERPROOFING AND SEALANT CONTRACTOR
(Renovation and Construction Continuing Services)
University of Central Florida (All Campuses)

The University of Central Florida has a need for several firms to provide contractor continuing services in the field of Building Envelope Waterproofing and Sealant for renovation and construction projects with construction budgets of \$4,000,000 or less.

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 firms' minimum bonding capacity shall be up to \$4,000,000.

Typical projects may include:

- Window systems
- Control joints
- Masonry wall systems
- Metal wall systems and penetrations
- 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. 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.

For Potential Scope of Work, see Exhibit A.

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/resources/contract-documents/>. 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/75502>, 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 list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
- D. a list of systems your firm is currently qualified and certified to apply;
- E. a completed Contractor Form; and
- F. narratives to address items listed in the Selection Criteria, as listed below.

Pages must be numbered consecutively. Proposals must not exceed 40 pages single-sided. Points may 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. The most recent version of the General Contractor Form. Do not alter the form.
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 scope;
 - b) initially scheduled completion dates and actual completion dates;
 - c) original construction cost and final construction cost (including change orders); indicate if change orders were owner added scope
 - d) owner's contact information;
 - e) 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.**
Describe your current workload and staffing. Describe how this project will be staffed to ensure its expedited design, thorough quality control of contract documents, compliance with UCF Standards, and successful construction administration.
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) completing projects on time and within budget, using specific project examples;
 - e) managing and performing numerous projects at the same time;
 - f) completing projects on time and within budget.
5. **Knowledge.** Describe your firm's knowledge of product applications.
6. **Approach.** Describe your firm's scheduling practices and tools used.
7. **Bonding Capacity.** Provide a letter from your bonding company, reflecting your current bonding capacity and rating.
8. **Personnel.** Provide bios for the following team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials:
 - a) Project Executive;

- b) Superintendent; and
- c) Project Manager

9. **References.** Provide contact information for three professional references.
10. **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.
11. **Safety and Security.** Describe your policies, planning, and practices related to jobsite safety and security. Note: Criminal background checks, and E-verification must be provided by the professional for all employees and consultants. Picture ID cards will be worn at all times workers are on the jobsite.
12. **QA/QC.**
13. **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.
14. **Conflict Avoidance and Resolution.**
 - a) Describe your firm's practices to avoid and resolve conflict.
 - b) Describe three (3) occasions when conflict occurred on a project related to your project scope that was caused by your firm, how the issue was resolved, if you took financial accountability for the issue, and what policies/procedures you put in place to avoid future similar issues.

15. **Job Specific Questions**

GENERAL INFORMATION

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of interview dates and times, and will be provided with additional information, if applicable.
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.