

**PROJECT FACT SHEET**  
**CIVIL ENGINEERING CONTINUING SERVICES CONTRACT**  
**University of Central Florida (All Campuses)**

**PROJECT DESCRIPTION:**

Building related projects assigned under this contract may include civil services for new construction, additions, renovations, building maintenance, greenhouses, and other building projects. Site projects assigned under this contract may include civil services for sidewalks, site drainage, roadway work, and other exterior improvements. Projects could be located on the University of Central Florida main campus or off site campus. The maximum per-project construction cost is \$4,000,000, or studies for which the fee for professional services is less than \$500,000.

**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 Civil Engineer(s) will provide design, construction documents, and construction administration for the referenced services for the project. Blanket professional liability insurance for the Civil Engineer will be required for this project in the amount of \$2,000,000 and will be provided as a part of Basic Services.

**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.

Carefully review the Contract posted with this advertisement at [www.fp.ucf.edu](http://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.

Civil Engineers desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/39234> comprising:

- A. a letter of interest;
- B. a copy of the Engineer'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

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 (excludes cover page and tabs). 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 Professional Qualifications Supplement (PQS) and responses to the Notice to Consultants.
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) initially scheduled design completion dates and actual design completion dates; provide month/day/year for each date
  - c) original construction budget, final construction budget, and reasons for any differences; do not include direct owner purchase information
  - d) owner's contact information;

- e) names of proposed team members who worked on each project and roles that the proposed team members played; and
- f) 2 representative images of the project

3. **Ability to Take on Additional Work.**

- a) Describe your current workload and staffing.

4. **Experience and Ability.** Describe your firm's experience and ability with the following:

- a) designing similar projects;
- b) working with public, higher education clients and their standards and processes;
- c) knowledge of the St Johns River Water Management District (SJRWMD) permitting processes and procedures;
- d) cost estimating and control; and
- e) designing projects on time on time and within budget.

5. **Personnel.** Provide bios for the following:

- a) project executive/principal
- b) civil engineer
- c) up to two other staff members that you feel are appropriate to this contract

6. **Design Ability.** Describe your firm's approach to the design and understanding of the project's intent, goals, and objectives, to ensure that the Owner's Project Requirements are met.

7. **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.

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, 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.

10. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control. Describe all procedures that you have in place to ensure that design drawings and specifications fully document all code and UCF requirements on the first review submittal. Describe your approach for resolving project issues caused by lack of adequate scope detail, design errors, or design omissions.

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.**

- 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 or services that was caused by your design errors/omissions, 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 errors/omissions.

**13. Job-specific Qualifications.**

- a) Describe your experience with projects on an occupied campus. What measures have you used in your design of projects to keep from disrupting campus activities (phasing plans, temporary re-routes of pedestrian and vehicular circulation, etc.)?
- b) Describe your expertise in documenting as-built conditions to be incorporated into accurate and concise construction documents. When complete as-built conditions are not available, describe your process for ensuring that existing condition information is fully captured during the design phase.
- c) Demonstrate your ability to take on a prime role in the development of design projects, including working with a supporting Architect when necessary.
- d) Demonstrate your ability to provide accurate Rough Order of Magnitude (ROM) cost estimates on complicated engineering projects.

## **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.