

## **Contractor Continuing Services Project Fact Sheet**

### **PROJECT DESCRIPTION**

The University of Central Florida (UCF) has a need for several firms to provide **Contractor** continuing services on an ongoing basis for campus repair and maintenance, renovation and construction projects with construction budgets of less than \$100,000.

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 \$100,000.

Typical projects may include new construction, repair and maintenance, renovations, remodeling, equipment installation, fire code corrections, building code corrections, aesthetic enhancements, technology enhancements, communications modifications, air quality, and sustainability modifications. Areas requiring renovation or modifications may include, but are not limited to, animal research or holding areas, research laboratories, classrooms, libraries, media centers, offices, clinics, reception and waiting areas, lobbies, corridors, atriums, courtyards, plazas, student housing, site work, parking areas, and hardscapes.

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.

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 [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.**

Contractors desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/90534>, comprising:

- A. a letter of interest;
- B. a copy of the firm's current Contractor License from the appropriate governing board;
- C. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
- D. a completed Contractors form
- E. narratives to address items listed in the Selection Criteria, as listed below; and

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.

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

Companies will be evaluated on the following:

1. **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 completion dates and actual completion dates;
  - d) original budget and final budget;
  - e) owner's contact information;
  - f) date completed; and
  - g) names of proposed team members who worked on each project and roles that the proposed team members played.
2. **Ability to Take on Additional Work.**
  - a) Reflect your current workload and staffing.
  - b) Describe how UCF's workload will be fulfilled.
3. **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) with cost estimating and change order avoidance;
  - d) with cost control, including methods employed;
  - e) managing and performing numerous projects at the same time;
  - f) completing projects on time and within budget.
4. **Bonding Capacity.** Provide a letter from your bonding company, reflecting your current bonding capacity and rating.
5. **Personnel.** Provide bios for the project
  - a. Superintendent;
  - b. project manager;
  - c. and any other personnel that you believe are critical to the success of the work to be performed.
6. **References.** Provide contact information for professional references: three direct clients, three general contractors, and three suppliers.
7. **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.
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 by the continuing service Contractor for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the job.

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.
12. **Job-specific Qualifications.**
  - a. Describe your experience working within occupied classrooms, labs, and office facilities. What measures have you used to keep from disrupting business?
  - b. Describe your ability to work as a team with the design professionals (architects and engineers (AE)) during the design and construction process.

## **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.