

PROJECT FACT SHEET
General Contractor/Construction Management
For Continuing Services

PROJECT DESCRIPTION

The University of Central Florida has a need for several firms to provide **Construction Management, and General Contractor** continuing services on an ongoing basis for campus renovation and construction projects with construction budgets of less than \$7,500,000. Firms submitting for this project must have the ability to provide all services.

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 \$4,000,000 with a maximum of \$7,500,000.

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. ALL UCF Standards and Procedures are to be adhered to on all projects.

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 <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/159058>, comprising:

- A. a letter of interest;
- B. a copy of the Contractor firm's current license from the appropriate governing board. All applicants must be licensed and insured to practice as General Contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application.
- C. a completed Contractor Form;
- D. a list of completed jobs over the last three (2) years, with contract value, contact name, and telephone number
- E. 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 30 (excludes cover page and tabs). Points may be deducted for proposals exceeding the 30-page limit.

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 Planning, Design and Construction website (<https://www.fp.ucf.edu/vendors/current-advertisements/>) regarding any addendums and Notice of Change.

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 criteria. Proposals must be submitted using this numbering format (points may be deducted for not following this numbering format):

1. **Past Performance.** Past performance will be demonstrated by providing information on four (4) GC projects, and four (4) CM projects that are similar in size, complexity, and scope that may be performed under this contract with UCF. Projects that are submitted that are not relevant in project type, size, and scope will receive no points.

Clearly articulate within each of the 8 projects information regarding:

- a) similarity in size, complexity and function;
- b) initially scheduled completion dates and actual completion dates;
- c) original construction cost at time of GMP/Bid (the exact amount per the contractor's contract) and final construction cost at time of project completion (the exact amount per the final payment application; including additive change orders and including owner direct purchases); provide an explanation for any discrepancies including any error/omissions;
- d) names and roles of proposed team members who actively worked on each past performance project; and
- e) owner's contact information (name, title, phone, email);

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

- a) reflect your current workload and staffing; and
- b) describe how UCF's workload for this contract 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
 - a. Superintendent;
 - b. project manager;
 - c. preconstruction manager;
 - d. cost estimator
6. **References.** Provide up to three (3) professional reference letters from the eight (8) completed projects listed in section 2. Reference letters should describe your performance on the projects. References may not be from UCF personnel.
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. Indicate which office(s) the personnel leading this project will be operating from.
8. **SDVOSB and MWBE.** Describe how your firm employs a diverse workforce and uses Service Disabled Veteran-Owned Small Business (SDVOSB) and Minority and Women-Owned Business Enterprise (MWBE). Indicate if your firm is certified and by what agency.
9. **Job-specific Qualifications.**
 - a) Describe your experience working within occupied classroom, labs and office facilities. Describe what measures you have used to keep from disrupting business.
 - b) Describe your ability to work as a team with the design professionals (architects and engineers) during the design and construction process.
 - c) Describe the methods you use to ensure that cost estimates are always accurate and complete. Provide a minimum of three examples of a cost estimate prepared during planning/design that proved to be accurate at the close of the project. Provide a minimum of one example of a cost estimate that was not accurate due to your company (not something that was a design error), the reason for the inaccuracy, and what you have done to ensure that inaccuracy is not repeated on future cost estimates.
 - d) Describe strategies that you will use to ensure that costs are as low as possible for the university. This can include securing multiple bids for trades, your approach to minimizing general conditions costs, recommending deviations to UCF Standards that won't compromise the quality of projects, etc.

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.
3. UCF Team Members may not discuss the project with interested firms during the entire selection process.