

PROJECT FACT SHEET
PROFESSIONAL SERVICES – STRUCTURAL ENGINEERING SERVICES
University of Central Florida (All Campuses)

PROJECT DESCRIPTION

The University of Central Florida has a need for several firms to provide structural engineering services on an ongoing basis for building renovations, alterations, remediation, and new construction. Structural engineers will work with Architects and Engineers on design and construction projects up to \$4,000,000 construction cost. Services required may include design, construction documents, and administration.

The university will enter into a Continuing Services Contract to provide **structural services** for projects of all sizes, from small renovations to major capital projects. These project types may include any type of project found on a university campus, including but not limited to: research laboratories, classrooms, library and media centers, historic buildings, offices and related functions, housing, outpatient clinics, athletic facilities, parking garages, infrastructure, traffic analysis, roadways, sitework, and sidewalks. These services may be requested for any type of project provided that the total consulting fee for any individual project is \$500,000 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.

Blanket professional liability insurance for the firm will be required for this project in the amount of \$2,000,000 and will be provided as a part of Basic Services.

All firms applying must be licensed as Engineers 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.

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.**

Firms desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/150513> comprising:

- A. A letter of interest;

- B. A copy of the applicant's current Professional Registration Certificate from the appropriate Governing board. An applicant 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 properly chartered by the Florida Department of State to operate in Florida;
- C. A list of completed jobs over the last year (planning projects only), with contract value, contact name, and telephone number of the client;
- D. A completed "University of Central Florida Professional Qualifications Supplement". The PQS forms is posted with the advertisement. Applications on any other form will not be considered;
- E. narratives to address items listed in the Selection Criteria section

Please note that only ONE (1) file can be uploaded for the entire project submission. Pages must be numbered consecutively. Proposals must not exceed 20 pages (excludes cover page and tabs). Points may be deducted for proposals exceeding the 20-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 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

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 project type, size, and scope;
 - b) initially scheduled construction documents completion date (as listed in the initial contract) and actual construction documents completion date (as actually submitted to the owner); provide an explanation for any discrepancies;
 - c) original fee (as listed in the initial contract) and final fee (as listed on the final invoice); provide an explanation for any discrepancies;
 - d) owner's contact information;
 - e) names of proposed team members and sub-consultants who worked on each project and roles that the proposed team members played; and
 - f) include representative pictures of the project.
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) understanding building codes;
 - d) managing and performing numerous projects at the same time;
 - e) completing projects on time and within budget;
 - f) providing accurate cost estimates during design of construction expenses.
4. **Personnel.** Provide bios for the
 - a) principal engineer;
 - b) remediation specialty engineer;
 - c) senior engineer;
 - d) any consultants, and any other personnel that you believe are critical to the success of the work to be performed.
5. **References.** Provide up to three (3) professional reference letters from the five (5) completed projects listed in section 1. Reference letters should describe your performance on the projects. References may not be from UCF personnel.
6. **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.
7. **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.

8. Job-Specific Questions

- a) Describe three situations where your company discovered incorrectly installed structural elements, and what was done to correct these situations.
- b) Describe your experience with remediation of concrete structures, such as parking garages.
- c) Describe your experience with remediation of steel structures, such as stadiums.
- d) Describe what differentiates your team from your competition.

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.