

PROJECT FACT SHEET

LOW VOLTAGE CONTRACTORS (Renovation and Construction Continuing Services) University of Central Florida (All Campuses)

PROJECT DESCRIPTION

The University of Central Florida announces the solicitation of qualified commercial and industrial speciality trade low voltage (physical layer) contractors to perform installation in accordance with various Information Technology systems that are included in “Attachment A” for scopes of work that include alternations, repairs, and construction. Note that these limits may be updated over time to match the most current version of the Board of Governor’s Regulations.

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 firms’ minimum bonding capacity shall be \$4,000,000 with a maximum of \$7,500,000.

Scope includes, but is not limited to, furnishing necessary material(s) and labor, including contractor internal project management, to install Information Technology (IT) Physical Layer infrastructure and engineering services such as:

- Underground duct bank and maintenance hole (MH) installation.
- Outside Plant (OSP) copper telephone cabling, and fiber optic cabling, including the splicing and termination of outside plant copper and fiber optic cables, and the testing of each copper cable pair and fiber optic strands.
- Structured Cabling, copper/fiber optic/coax riser cabling and facilities, voice/data/TV outlets, plus Telecom Room and Server Room build outs and associated sub systems.
- Electronic Safety and Security (ESS) Access Control cabling, device installation and commissioning.
- ESS IP Surveillance cabling, device installation and camera focusing.
- Sound Masking cabling, device installation and commissioning.
- Digital Signage and Wayfinding cabling and device installation.
- Power Over Ethernet (POE) Lighting cabling.
- Wireless Access Point (WAP) cabling, installation, and testing.
- Integrated Audio Visual (A/V) cabling and terminations.

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 Procurement 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/211781>, 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 (3) years, with contract value, contact name, and telephone number; and
- 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 pages (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 Section 287.133, Florida Statutes, a consultant 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 36 months. The selected consultant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in connection with this project for a period of 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 project type, size, and scope to what 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 5 projects information regarding:
 - a) similarity in function, size and complexity; names of proposed team members who worked on each project and roles that the proposed team members played; owner's contact information; (name, title, phone, email); and representative images of the project
 - 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
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) working with public, higher education clients and their Standards and processes;
 - b) with cost estimating and change order avoidance; and
 - c) with cost control, including methods employed
 - d) managing and performing numerous projects at the same time;
 - e) work in a High-Energy System Environment (PPE, training, onsite supervision), which includes, Voltages, Lubricants, Air and Water. Provide a narrative to address this ability.

4. **Bonding Capacity.** Provide a letter from your bonding company reflecting your current bonding capacity and rating.
5. **Personnel.** Provide bios for the following design team members, clearly indicating their experience with this project type, education, and licenses/certifications/credentials:
 - Supervisor
 - Project Manager
 - Line Employee / Crew Member
 - Field Engineer
 - Specialty Technician
6. **References.** Provide three (3) letters of reference and recommendation prepared by your firm's client(s) for each specialty trade you are applying for hereunder. 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, and provide details of what services and technical personnel you have at those locations. Indicate which office(s) the personnel leading this project will be operating from.
8. **Quality Assurance/Quality Control.** Work shall be completed in accordance with the latest ANSI/BICSI/EIATIA standards, original equipment manufacturer (OEM), and applicable codes, in addition to adherence to the University's standards and guidelines (installation practices, materials, and topologies). Describe your firm's approach to QA/QC and commissioning.
9. **Job-specific Qualifications.**
 - a) Change Order Avoidance. All change orders will be received in writing and must be approved by UCF prior to execution. Describe your experiences with eliminating scope creep and approach to cost estimating.
 - b) Approach to Effective Supply Chain Management for capital replacement. Describe your company's approach to ensuring consistent supply chain management.
 - c) Ability to respond to Disaster Relief Work during campus and state emergencies.
 - Include labor and equipment rates for disaster relief work requests.
 - Normal working hours
 - After hours (define times)
 - Weekends and holidays
 - Quantity of shifts vendor can support in one calendar day. (i.e. 1, 2 or 3)

- Margin for material and equipment labor
- Guaranteed response time

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.

Attachment “A”

CERTIFICATIONS AND FACTORY AUTHORIZATIONS

The Certifications below are required by Contractors who work on low voltage (physical layer) systems.

- Belden Partner Alliance Installer and Integrator Program Member.
- The Siemon Company Certified Installer member.
- Registered Communications Distribution Designer (RCDD). Each company must have at least one RCDD on staff to bid on any or all structure cabling lots. Include name of staff member and RCDD number.
- Powder Actuated Tools Qualified Operator Certification.
- Firestop training Certification.
- Burglar Alarms Systems Agent (BASA).
- Acre Installation Partner.
- National Institute for Certification in Engineering Technologies (NICET).
- Axis Integrator.
- DNA Fusion software integration.
- Milestone VMS systems.
- Biamp: Fundamentals of Speech Privacy and Sound Masking.
- Biamp: QTX Configure and Deploy.
- Certified Technology Specialist (CTS).
- Crestron Commercial Dealer.
- Motorola Mobile Access.
- JMA Connector Certification.
- TEKNO DAS Commissioning Certification.
- Cisco, Extreme, TIA, and Ekahau.

All visits will be documented and report(s) sent to the appropriate UCF Planning, Design & Construction employee for record retention.