

PROJECT FACT SHEET

MECHANICAL/ELECTRICAL/PLUMBING/FIRE PROTECTION ENGINEERS University of Central Florida (All Campuses)

PROJECT DESCRIPTION:

The University of Central Florida announces the solicitation of continuing engineering services in the disciplines of Mechanical/Electrical/Plumbing/Fire Protection (MEP/FP) on projects that have a construction budget of less than \$7,500,000, or studies for which the fee for professional services is less than \$500,000. Note that these limits may be updated over time to match the most current version of the Board of Governor's Regulations.

Projects assigned under this contract may include new construction, renovation, remodeling, re-roofing and other building maintenance, equipment installation, pre-engineered metal buildings, greenhouses, pole barns, asbestos abatement, and fire code corrections. Areas requiring renovation or remodeling may include research laboratories, classrooms, library and media centers, historic buildings, offices and related functions, outpatient clinics, reception and waiting areas, lobbies and corridors, atriums, courtyards and plazas, modular and pre-engineered buildings, apartments, dormitories, athletic facilities, and associated roadways, sitework, and sidewalks. Projects could be located on the University of Central Florida main campus or an off-site campus.

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 Engineers will provide design, construction documents, and construction administration for the referenced services for the project. Blanket professional liability insurance 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.

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.**

MEP/FP engineers desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/212212> 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 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 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 website regarding any addendums and Notice of Change.

The plans and specifications for the Florida Board of Education projects are subject to reuse.

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

Proposals are to be organized using numerical divisions shown below. Firms 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. 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 size and complexity; include names of proposed team members who worked on each project and roles that the proposed team members played; owner's contact information; and 2 representative images of the project
 - b) initially scheduled design completion dates and actual design completion dates; provide month/day/year for each date; and
 - c) original construction budget, final construction budget, and reasons for any differences; do not include direct owner purchase information

2. **Experience and Ability.** Describe your firm's experience and ability with the following:
 - a) describe your current workload, and how this project will be staffed to ensure that client needs are understood and addressed, design is expedited, and thorough quality control of contract documents is performed.
 - b) Describe your process for incorporating the UCF Standards (especially the Critical Needs) into your Quality Control process.
 - c) providing accurate cost estimates during design.

3. **Personnel.** Provide bios for the following design team members, clearly indicating their education; relevant experience in projects of this type, size, and scope; and licenses /certifications/credentials:
 - a. Principal in charge; *
 - b. project manager/engineer; *
 - c. quality control reviewer;
 - d. cost estimator (if a consultant, note that fee will be part of Basic Services) *

**clearly indicate who will be the point person for UCF projects, who will be creating the drawings/specifications, who will be quality control reviewing the drawings, and who will be signing/sealing drawings/specifications. One person can do multiple duties, but the quality control reviewer cannot be the point person or drafter.*

4. **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. Reference letters may not be from UCF personnel.

5. **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. State which office will house the personnel assigned to this contract.

6. Job-specific Qualifications.

- a) Describe your experience with small project design of the many types of facilities found on a university campus. Provide specific project examples, or reference projects from section 2 above.
 - i. Classrooms and Offices
 - ii. Foodservice Venues
 - iii. Athletics
 - iv. Research / Laboratories
 - v. Libraries / Study Spaces
- b) Demonstrate your ability to provide timely engineering services. Provide specific project examples, or reference projects from section 1 above. Describe what staff will be available to work on UCF projects, and what backup resources are available.
- 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.
3. UCF Team Members may not discuss the project with interested firms during the entire selection process.