

PROJECT FACT SHEET
BUILDING AUTOMATION CONTROLS CONTRACTOR
(Repair, Renovation and Construction Continuing Services)
University of Central Florida (All Campuses)

The University of Central Florida has a need for a continuing services contractor in the field of Building Automation Controls for repair, renovation, and construction projects that have a construction budget of less than \$4,000,000.

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 \$4,000,000.

Typical projects may include:

- Integration into new construction or renovation project scope and schedule
- Programming and Graphics for Building Automation Systems
- Instrumentation and Controls for Building Automation Systems
- Software and Hardware Maintenance
- Conduit and Boxes for Building Automations Systems
- Low-voltage Electrical Power Conductors and Cables
- Low-voltage Work – AC (24V/120V), DC (24V, 125V), 0-20mA
- Low voltage Wiring Connections
- VFDs – Control Integration / Parameter Settings
- Other, as required

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. Work may be required outside of regular business hours to accommodate building occupants. 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 work must follow UCF Design, Construction, and Renovation Standards, and Building Automation Systems Specifications, as applicable to each project following the version in effect at the time of each project notice to proceed or purchase order.

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/196771>, comprising:

- A. a letter of interest;
- B. a copy of the firm's current Contractor License from the appropriate governing board and, if applicable, a copy of the corporation's registration;
- C. a completed Contractor Form;
- D. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client; and
- E. narratives to address items listed in the Selection Criteria, as listed 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.** Provide information on five (5) 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.
 - 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) Describe your current workload and staffing including approximate values and anticipated completions.
 - b) Describe how UCF's workload will be fulfilled.
 - c) Describe how adequate staffing will be provided for dynamic schedules and volumes of work, ensuring timely project delivery, given demanding market conditions.

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 following:
 - a) project executive/principal;
 - b) superintendent;
 - c) project manager; and
 - d) cost estimator
 - e) List the total number of employees; include job titles and experience of individuals who will be assigned to the UCF project; include resume(s).
 - f) Clearly identify the skill sets and expertise your staff is capable of providing, and clearly indicate if subcontractors or sub-consultants will be used to execute turn-key controls installation, for what trades, and subs used.
 - g) Provide staffing and support metrics, and describe their impact on servicing this solicitation, including:
 - i. Response time.
 - ii. Incident resolution time.
 - iii. Local stock volume
 - iv. Turn-around on orders.
6. **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.
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. Job-specific Qualifications.

- a) Overall Responsiveness of Proposal to Satisfy Scope. Demonstrate an understanding of the services the university requires under this contract. Explain the methodology the proposer will employ to fulfill the contract requirements.
- b) Provide narrative describing integration into construction or major renovation projects.
- c) Describe how work will be coordinated with construction management and trade subcontractors.
- d) Describe development and execution of controls retrofit projects of existing buildings, including working around continuously occupied facilities.

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.