

**PROJECT FACT SHEET**  
**ELECTRICAL CONTRACTORS**  
**(Renovation and Construction Continuing Services)**  
**University of Central Florida (All Campuses)**

The University of Central Florida has a need for several firms to provide Electrical contractor continuing services for renovation and construction projects with construction budgets of \$4,000,000 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. **If any current UCF continuing service Electrical Contractor is selected, its existing contract will be voided at the time of execution of the new contract.** 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:

- Medium-Voltage Work – NFPA 70E
- Cables and Conductors
- Grounding and Bonding for Electrical Systems
- Hangers and Supports for Electrical Systems
- Raceways and Boxes for Electrical Systems
- Conduit and Boxes for Electrical Systems
- Surface Raceways for Electrical Systems
- Cable Trays for Electrical Systems
- Underfloor Raceways for Electrical Systems
- Underground Ducts and Raceways for Electrical Systems
- Utility Poles for Electrical Systems
- Vibration and Seismic Controls for Electrical Systems
- Identification for Electrical Systems
- Overcurrent Protective Device Coordination Services
- Wiring Connections
- Instrumentation and Controls for Electrical Systems
- Low-Voltage Electrical Power Conductors and Cables
- Low-Voltage Work – AC (24V/120V), DC (24V, 125), 0-20mA
- Low-Voltage Electrical Transmission: Low-Voltage Electrical Service Entrances, Low-Voltage Transformers and Switchgear, Low-Voltage Distribution Equipment, Low-Voltage Circuit Protective Devices, Low-Voltage Controllers
- Switchboards and Panel Boards
- Enclosed Bus Assemblies

- Power Distribution Units
- Facility Electrical Power Generating and Storing Equipment
- Photovoltaic Collectors
- Packaged Generator Assemblies
- Battery Equipment
- Power Filters and Conditioners
- Transfer Switches
- Electrical Protection
- Facility Lightning Protection
- Surge Protective Devices
- Exterior Lighting
- Interior Lighting
- Emergency Lighting
- Exit Signs
- Classified Location Lighting
- Special Purpose Lighting
- Exterior Lighting
- VFDs – Parameter Settings
- CHP – 5.5 Mega Watt Generator Megger and Shaft Dye Penetration Testing
- 13kV – Switchgear and Conductor Testing
- Service Meter Installations for 480VAC, 4160VAC
- Other, as requested

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. Projects may include minor amounts of adjacent finish work, which can be subcontracted to separate general contractors. 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.

For Potential Scope of Work, see Exhibit A.

**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 [www.fp.ucf.edu](http://www.fp.ucf.edu). 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/50095>, 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 General 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 upload for the entire project submission.

Pages must be numbered consecutively. Proposals must not exceed 40 pages (excludes front/back covers and tabs). Points will be deducted for proposals exceeding the 40-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.

As required by University of Central Florida Regulations 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**

Proposals are to be organized using numerical divisions shown below. Firms will be evaluated on the following:

1. The most recent version of the Contractor's Form. Do not alter the form.

2. **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 project type, size, and scope;
  - b) initially scheduled construction completion dates and actual construction completion dates;
  - c) original budget and final budget;
  - d) owner's contact information;
  - e) date completed; and
  - f) names of proposed team members who worked on each project and roles that the proposed team members played; and
  - g) include representative pictures of the project.
3. **Ability to Take on Additional Work.** Describe your current workload and staffing. Describe how this project will be staffed to ensure its thorough review of contract documents, accurate estimating, compliance with UCF Standards, successful construction, proactive commissioning, and expedited close-out.
4. **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) completing projects on time and within budget; and
  - e) providing accurate cost estimates
5. **Bonding Capacity.** Provide a letter from your bonding company, reflecting your current bonding capacity and rating.
6. **Personnel.** Provide bios for the following team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials:
  - a) executive/principal;
  - b) superintendent;
  - c) project manager;
  - d) electrician; and
  - e) cost estimator.
7. **References.** Provide up to three (3) professional reference letters from the five (5) completed projects listed in section Reference letters should describe your performance on the projects. References may not be from UCF personnel.

8. **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.
9. **Safety and Security.** Describe your policies, planning, and practices related to safety and security. **Note:** Criminal background checks, and E-verification must be provided for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the jobsite.
10. **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.
11. **Conflict Avoidance and Resolution.**
  - a) Describe your firm's practices to avoid and resolve conflict.
  - b) Describe three (3) occasions when conflict occurred on a project related to your performance, how the issue was resolved, if you took financial accountability for the issue, and what policies/procedures you put in place to avoid future similar errors/omissions.

#### **GENERAL INFORMATION**

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of interview dates and times, and will be provided with additional information, if applicable.
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 in accordance with Section 287.055, Florida Statutes.