

PROFESSIONAL ELECTRIC CONTINUING SERVICES - UTILITIES PROJECT FACT SHEET

The University of Central Florida has a need for several firms to provide **professional electrical services with extensive experience in power system analysis, advanced protective relaying and control systems in distribution, substations, and generation facilities** on an ongoing basis for campus renovation and construction projects with construction budgets of \$4,000,000, or studies for which the fee for professional services is less than \$500,000.

Typical projects may include new construction, expanding UCF's renewable energy portfolio, distributed generation, utility master planning, interconnection, utility contract negotiation, renovations, SCADA, controls, plant modernization and capital improvements, new equipment installation, protective relay devices, infrastructure replacement and improvements, technology enhancements, communications modifications, air quality, and sustainability modifications. 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. ALL projects will need to ensure the safety of faculty, staff, and students. Projects may be located on the University of Central Florida main campus or branch campuses.

Exhibit A - Potential Scope of Work for Professional Electrical Services – Utilities

INSTRUCTIONS:

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

Carefully review the Contract posted with this advertisement at 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.

Electrical engineers desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/50047> comprising:

- A. a letter of interest;
- B. a completed PQS form;

- C. a copy of the Engineer's current Professional Registration Certificates from the appropriate governing board. Applicants 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;
- D. a list of completed jobs over the last three (3) years, 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 40 (excludes cover page 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.

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

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 within higher education that are similar in-service requests and scope to what may be performed under the contract with UCF. Clearly articulate within each of the 5 projects information regarding: For each of the projects, describe what was done, list members of the team who will also be on the UCF job, and reflect the initial and final cost, the initial and final schedule, the owner's contact information, and the dates completed.

- a. similarity in size and complexity;
- 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
- d. owner's contact information;
- e. names of proposed team members who worked on each project and roles that the proposed team members played; and
- f. 2 representative images of the project

2. **Ability to Take on Additional Work.**

- a. Describe your current workload and staffing.

3. **Experience and Ability.** Describe your firm's experience and ability with the following:

- a) working with utility providers; distributed generation; industrial generation facilities for water, waste water, chilled water, and electrical generation;
- b) working with public, higher education clients and their Standards and processes;
- c) your knowledge of Federal Energy Regulatory Commission (FERC), Florida Public Service Commission (FPSEC), utility regulated tariffs, de-regulated riders, negotiating purchases of distribution and generation systems, and UCF's Carbon Neutrality Goals;
- d) cost estimating and control; and
- e) completing projects on time and within budget.

4. **Personnel.** Provide bios for the following:

- a) project executive/principal
- b) project manager
- c) electrical engineer

5. **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. References may not be from UCF.
 6. **Location.** Provide the address of your main office, any regional/local offices, and details of what services and personnel you have at each location.
 7. **Safety and Security.** Describe your policies, planning, and practices related to jobsite safety and security. Note: Criminal background checks, and E-verification must be provided by the professional for all employees and consultants. Picture ID cards will be worn at all times workers are on the jobsite.
 8. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control. Describe all procedures that you have in place to ensure that design drawings and specifications fully document all code and UCF requirements on the first review submittal. Describe your approach for resolving project issues caused by lack of adequate scope detail, design errors, or design omissions.
 9. **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.
- 10. 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 project scope or services that was caused by your design errors/omissions, 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.
- 11. Job-specific Qualifications.**
- a. Describe your experience working on multiple projects at one time

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 finalists 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.

Exhibit A:

Professional Electrical Utility Services Some of these services will be used more frequently than others, these are all potential projects or studies that we are seeking to undertake on at the main campus, Lake Nona, and / or UCF downtown.

- Distributed Generation < 20 megawatts
- Tariff management analysis with both regulated and de-regulated utility rate and tariff structures in the State of Florida
- Grounding and lightning surveys for factory / industrial environments with associated distribution and transmission infrastructure
- Life cycle cost and economic analysis for go / no-go decision making
- Power quality, harmonics, and power factor improvement
- NFPA 70E consulting / training compliance with industrial generation facilities
- Electrical Arc Flash (Study, mitigate, label, and train for industrial environments.)
- System coordination studies
- Interconnection and operating agreements with third-party utility partners
- SCADA / controls
- Negotiating long term contracts and purchase agreements with utility providers for services, equipment, or plants
- Field engineering services and commissioning
- Load flow and voltage studies
- Utility procurement and negotiation with regulated / de-regulated providers in Florida
- Transmission 69kVAC and distribution engineering 15kV VAC
- Renewable Energy > 100kW
- Fault detection and reliability
- Voltage regulating equipment for distributed generation
- Utility grade metering