

**General Contractor and Construction Management  
For Continuing Services  
Project Fact Sheet**

**PROJECT DESCRIPTION**

The University of Central Florida has a need for several firms to provide **Construction Management, and General Contractor** continuing services on an ongoing basis for campus renovation and construction projects with construction budgets of less than \$2,000,000. Firms submitting for this project must have the ability to provide all services.

Typical projects may include new construction, renovations, remodeling, equipment installation, fire code corrections, building code corrections, aesthetic enhancements, technology enhancements, communications modifications, air quality, and sustainability modifications. Areas requiring renovation or modifications may include, but are not limited to, animal research or holding areas, research laboratories, classrooms, libraries, media centers, offices, clinics, reception and waiting areas, lobbies, corridors, atriums, courtyards, plazas, student housing, site work, parking areas, and hardscapes. 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 University of Central Florida or UCF-affiliated properties.

**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. Separate contracts will be written for each of the services (GC, CM). 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 \$2,000,000.

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 Owner. Owner 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 Purchasing Division, which, in turn, will issue a Purchase Order to the Contractor for the work.

Contractors desiring to apply shall submit only electronic submissions, to be uploaded at:

<https://ucf.bonfirehub.com/opportunities/25066> comprising:

1. a letter of interest;
2. a copy of the firm's current Contractor License from the appropriate governing board;
3. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
4. a completed CMQS-GC form; and
5. narratives to address items listed in the Selection Criteria, as listed below.

Please note that only ONE (1) file can be uploaded for each Requested Document above.

Detailed submissions instructions can be downloaded from the link shown above.

Applications that do not comply with all instructions may be disqualified.

No oral communications shall be binding as a change to this Project Fact Sheet (PFS). Interpretation of the wording of this PFS 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 Notices 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**

Companies will be evaluated on the following:

1. The most recent version of the Contractor's Form. Do not alter the form.
2. **Past Performance.** Past performance will be demonstrated by providing information on four (4) GC projects, and four (4) CM projects that are similar in size, complexity, and scope to what may be performed under this contract with UCF. Clearly articulate within each of the 8 projects information regarding:

- a) similarity in size and complexity;
  - b) similarity in function;
  - c) initially scheduled completion dates and actual completion dates;
  - d) original budget and final budget, and reasons for any differences;
  - e) owner's contact information;
  - f) names of proposed team members who worked on each project and roles that the proposed team members played.
3. **Ability to Take on Additional Work.**
- a) Reflect your current workload, staffing, and bonding capacity not already obligated.
  - b) Describe how UCF's workload will be fulfilled.
4. **Experience and Ability.** Describe your firm's experience and ability with the following:
- a) performing work similar to that to be performed for UCF;
  - b) working with public, higher education clients and their Standards and processes;
  - c) applying building codes;
  - d) with cost estimating;
  - e) with cost control, including methods employed;
  - f) managing and performing numerous projects at the same time; and
  - g) completing projects on time and within budget.
5. **Bonding Capacity.** Provide a letter from your bonding company, reflecting your current bonding capacity and rating.
6. **Personnel.** Provide bios for the
- a) project executive/principal
  - b) project manager
  - c) superintendent
  - d) and any other personnel that you believe are critical to the success of the work to be performed
  - e) discuss the qualifications required of your workforce.
7. **References.** Provide contact information for three professional references. References may not be from UCF.
8. **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.
9. **Safety and Security.** Describe your policies, planning, and practices related to safety and security. **Note:** Criminal background checks, E-verification, drug free workplace, and drug and alcohol testing verification must be provided for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the job.
10. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control.

11. **SDVOSB and MWBE.** Describe how your firm employs and uses Service Disabled Veteran-Owned Small Business (SDVOSB), Minority and Women-Owned Business Enterprise (MWBE), and whether your firm is certified and by what agency.
12. **Conflict Avoidance and Resolution.** Describe your firm's practices to avoid and resolve conflict. Describe three (3) occasions when conflict occurred, and discuss how it was resolved, discuss if you took financial responsibility, and discuss what changes were made in internal processes to avoid similar future conflicts.
13. **Job-specific Qualifications.**
  - a) Describe your experience working within occupied classroom, labs and office facilities. Describe what measures you have used to keep from disrupting business.
  - b) Describe your ability to work as a team with the design professionals (architects and engineers) during the design and construction process.
  - c) Describe the methods you use to ensure that cost estimates are always accurate and complete. Provide a minimum of three examples of a cost estimate prepared during planning/design that proved to be accurate at the close of the project. Provide a minimum of one example of a cost estimate that was not accurate due to your company (not something that was a design error), the reason for the inaccuracy, and what you have done to ensure that inaccuracy is not repeated on future cost estimates.
  - d) Describe strategies that you will use to ensure that costs are as low as possible for the university. This can include securing multiple bids for trades, your approach to minimizing general conditions costs, recommending deviations to UCF Standards that won't compromise the quality of projects, etc.

## **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 in accordance with Section 287.055, Florida Statutes.