

**PROJECT FACT SHEET**  
**LANDSCAPE ARCHITECTURE CONTINUING SERVICES CONTRACT**  
**University of Central Florida (All Campuses)**

**PROJECT DESCRIPTION**

The University of Central Florida has a need for several firms to provide **Landscape Architectural** continuing services on an ongoing basis for the main campus and associated campuses that have a construction budget of less than \$4,000,000, or studies for which the fee for professional services is less than \$500,000.

Typical projects may include projects for site and landscape design; Campus Service contracts for these projects provide that the consultant will be available on an as-needed basis. 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. The University has the right to amend the terms of the contract at each annual renewal.

The selected Landscape Architect 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](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.

Landscape Architects desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/51106> comprising:

- A. a letter of interest;
- B. a copy of the Architect/Engineer current Professional Registration Certificates 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 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. Information provided on the Professional Qualifications Supplement (PQS).
2. **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. Clearly articulate within each of the 5 projects information regarding:
  - a) similarity in size and complexity;
  - b) similarity in function;
  - c) initially scheduled design completion dates and actual design completion dates;

- d) original budget, final budget, and reasons for any differences;
- e) owner's contact information;
- f) dates completed;
- g) names of proposed team members who worked on each project and roles that the proposed team members played; and
- h) 2 representative images of the project

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

- a) describe your current workload and staffing

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

- a) designing similar projects;
- b) working with public, higher education clients and their standards and processes;
- c) knowledge and application of UCF standards, local codes and compliance requirements;
- d) cost estimating and control; and
- e) designing landscape projects on time and within budget.

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

- a) project executive/principal
- b) landscape architect(s)
- c) design staff
- d) project Manager
- e) any other personnel that you believe are critical to the success of the work to be performed

6. **Design Ability.** Describe your firm's approach to the design and understanding of the project's intent, goals, and objectives, to ensure that the Owner's Project Requirements are met.

7. **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.

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 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.

10. **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.

11. **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.
12. **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.
13. **Job-specific Qualifications.**
  - a) Describe your experience working within occupied campuses. What measures have you used to keep from disrupting business?
  - b) Demonstrate your ability to work as a team with the Architect/Engineer and Construction Manager during the design and construction process.

## **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.