

PROJECT FACT SHEET
PROFESSIONAL SERVICES – NATURAL GAS PIPELINE ENGINEERING

The University of Central Florida has a need for several firms to provide natural gas pipeline engineering professional services for utility operations, maintenance, improvement, renovation, and construction project interconnection of \$4,000,000 or less construction cost, or services for which the fee for professional services is less than \$500,000.

The University of Central Florida will enter into a contract with the selected firms 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 University has the right to amend the terms of the contract at each annual renewal. Blanket professional liability insurance will be required for this project in the amount of \$2,000,000 and will be provided as a part of Basic Services.

All firms applying must be licensed as Engineers 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.

Typical services may include:

- Annual Cathodic Protection Surveys
- Bi-Monthly Cathodic Protection Surveys
- Close Interval Surveys
- Alternating Current or Direct Current Voltage Gradient Surveys
- Soil Resistivity Surveys
- Depth of Cover Surveys
- Current Requirements Test
- Stray Current Surveys
- System Troubleshooting
- Rectifier Design and Construction Administration
- Casing Testing
- Bell Hole Examinations
- Cathodic Protection Training to UCF Pertinent Staff
- Remote Monitoring Systems and Safety Interlocks

- Risk Management Consulting

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 students, faculty, and staff. Projects may be located on University of Central Florida or UCF-affiliated properties.

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. 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.**

Engineers desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/xxxx> 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 year, with contract value, contact name, and telephone number of the client;
- D. A completed "University of Central Florida Professional Qualifications Supplement". The PQS forms can be downloaded from the project web site at <https://www.fp.ucf.edu/resources/vendor-forms/>. Applications on any other form will not be considered; 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.

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 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 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 design completion dates and actual design completion dates;
 - c) original budget and final budget;
 - d) owner's contact information;
 - e) names of proposed team members who worked on each project and roles that the proposed team members played.
2. **Ability to Take on Additional Work.**
 - a) Reflect your current workload and staffing.
 - b) Describe how UCF's workload will be fulfilled.
3. **Experience and Ability.** Describe your firm's experience and ability:
 - a) working with natural gas distribution designs and installations;
 - b) developing operation and maintenance plans in the state of Florida;
 - c) working with public, higher education clients.
4. **Personnel.** Provide bios for the following design team members (Firm's engineers should be licensed in the state of Florida), clearly indicating their relevant experience, education, and licenses/certifications/credentials:

- a) project executive/principal;
- b) field engineers;
- c) field technicians;
- d) mechanics;
- e) any consultants, and any other personnel that you believe are critical to the success of the work to be performed.

5. Service Ability.

- a) Describe your firm's approach to service, for both operations and rapid campus expansion.
- b) Describe your understanding of the department of Utilities and Energy Services' intent, goals, and objectives related to this project.

6. 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 personnel. Provide contact information for professional references.

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.

8. 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.

9. QA/QC. Describe your firm's approach to Quality Assurance and Quality Control.

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 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.

12. Job-Specific Questions

- a) Describe your familiarity with all state and federal regulations and standards outlined in the Pipeline Hazardous Material Safety Administration, Code of Federal Regulations, Florida Public Service Commission, and the Department of Transportation.

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.

Exhibit A

Professional Services – Natural Gas Pipeline Engineering

Corrosion control consulting and cathodic protection services:

- Design, installation, and maintenance of all infrastructure in a natural gas distribution system according to 49 CFR Part 192
- Pipeline condition assessments
- Pipeline integrity management consulting
- MPF pipe corrosion scanning, leak detection
- Piping inspection and ultrasonic thickness testing
- Corrosion engineering design and consulting for UCF's 24,000 linear feet of houseline distribution, containing low, medium, and high pressure services
- Engineering services for developing standards, metering, assisting in construction design for building interconnection, system residual pressure modeling, utility installation inspections, mapping and utility masterplanning, and emergency management planning

ALL services rendered will need to ensure the safety of students, faculty, staff, and others. Projects may be located on the University of Central Florida main campus or branch campuses.

Employees working on UCF campuses must wear a uniform shirt from your company and have a picture ID affixed on the front of the shirt.

When an individual Project arises, the professional will be provided a detailed description of the Project scope 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. 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 for the work. Professionals cannot start work on Projects until a Purchase Order is issued.