

**Project Fact Sheet**  
**Roofing Contractor - Continuing Services**

**PROJECT DESCRIPTION**

The University of Central Florida has a need for several firms to provide roofing contractor services on an ongoing basis for campus renovation and construction projects with construction budgets of less than \$4,000,000.

The Roofing Contractor will provide roofing repair and maintenance services, and complete or partial roof replacements for university facilities, and will work with University-contracted Roofing Consultants, Architects, and university Facilities & Safety employees to ensure quality roofing systems are installed on university buildings.

Roofing systems included in the scope of this agreement will be single ply membrane, modified bitumen, asphalt shingle, architectural metal, tile, rubber, fiberglass and built-up roofing systems that are listed in the university's Facilities Construction & Renovation Standards.

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. 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.

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.

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.

**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.

Roofing Contractors desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/49802>

- A. a letter of interest
- B. a completed University of Central Florida "Contractor Form"
- C. a copy of the firm's current license from the appropriate governing board. All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application
- D. a list of completed jobs over the last three (3) years, with contract value, type of roofing system, contact name, and telephone number
- E. a written Letter of Certification from the Roofing Material Manufacturer for application of the roofing membrane products listed in the UCF Standards
- F. narratives to address items listed in the Selection Criteria, as shown

Pages must be numbered consecutively. Proposals must not exceed 40. Points will be deducted for proposals exceeding the 40-page limit. The 40 page limit **does not** include the front/back covers and tabs.

Please upload the proposal as one (1) single file.

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**

Selection Criteria is to be sectioned into the numerical divisions shown below and should be tabbed appropriately. Firms will be evaluated on the following:

1. **Past Performance.** Provide information on five (5) projects that are similar in size and scope to what may be performed under this contract with UCF. Include representative pictures if possible. Clearly articulate within each of the 5 projects information regarding:
  - a. similarity in size and scope;
  - b. initially scheduled completion dates and actual completion dates;
  - c. original construction cost and final construction cost (including change orders); indicate if change orders were owner added scope
  - 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.** Describe your current workload and staffing. Describe how this project will be staffed, thorough quality control of contract documents, compliance with UCF Standards, and successful construction administration.
3. **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, in particular related to roofing;
  - d. providing accurate cost estimates, and change order avoidance;

- e. completing roofing applications on time and within budget, using specific project examples;
  - f. managing and performing numerous projects at the same time;
  - g. Provide a list of roofing systems your company is currently qualified and certified to apply.
4. **Bonding Capacity.** Provide a letter from your bonding company, reflecting your current bonding capacity and rating.
5. **Personnel.** Provide bios for the following construction team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials:
  - 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.
6. **Construction Ability.** Describe your team's approach to and understanding of the Project's intent, goals, and objectives, and how you will ensure that the Owner's Project Requirements are met including:
  - a. Lessons learned from other similar projects. What are the challenges of these projects and how can we learn from other projects to the benefit of UCF?
7. **References.** Provide contact information for professional references for 3 owner clients.
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 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. **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 that was caused by your firm, 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 issues.

## **12. Job-specific Qualifications.**

- a) Describe your experience working on an active construction project where noise, vibration, and odors are sensitive issues for building occupants. How do you mitigate these issues?
- b) Describe your ability to properly staff a project to ensure its on-time delivery. Roof projects at UCF are frequently over schedule due to inadequate manpower. How will you ensure our projects are delivered on-time?
- c) Describe your relationship with material suppliers and your ability to quickly secure large quantities of materials for re-roofs in a busy economy.

## **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.