

PROJECT FACT SHEET
PROFESSIONAL SERVICES – THRESHOLD INSPECTION SERVICES
University of Central Florida (All Campuses)

PROJECT DESCRIPTION

The University of Central Florida has a need for several firms to provide threshold inspection services on an ongoing basis for campus renovations, alterations, new construction, and will work with Architects and Engineers on design and construction projects up to \$4,000,000 construction cost, or services for which the fee for professional services is less than \$500,000.

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 three 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 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. 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.

The consultant, as the SPECIAL INSPECTOR required by Florida Statute 553 for Threshold Buildings, shall provide and perform all of the services that are needed to execute the STRUCTURAL INSPECTION PLAN FOR THRESHOLD BUILDINGS for educational (University) facilities. In providing and performing the Threshold Inspection Services the Licensed Architect or Registered Engineer serving as the SPECIAL INSPECTOR shall, with such frequency as may be needed, personally visit the project site to ensure that all of his/her duly authorized representatives are coordinating, performing and recording all of the necessary Threshold Inspection Services in a complete, adequate, and timely, proper and professional manner throughout the construction phase of the project. Firm's engineers should be licensed in the state of Florida.

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.**

Threshold Consultants desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/90540> comprising:

- A. a letter of interest;
- B. a copy of the firm's 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 Professional Qualifications Supplement (PQS);

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 pages. 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

Companies 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 threshold inspection fee and final threshold inspection fee;
 - e) owner's contact information;
 - f) dates completed; and
 - g) 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 and staffing.
 - b) Describe how UCF's workload will be fulfilled.
4. **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, especially related to threshold inspection;
 - d) managing and performing numerous projects at the same time;
 - e) completing projects on time and within budget.
5. **Personnel.** Provide bios for the
 - a) principal engineer
 - b) licensed threshold inspector;
 - c) senior engineer; and
 - d) any consultants, and any other personnel that you believe are critical to the success of the work to be performed.
6. **References.** Provide contact information for professional references for 10 direct clients.
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 safety and security. **Note:** Criminal background checks, E-verification, drug- free workplace, and drug and alcohol testing verification must be provided by the continuing service

professional for all employees and consultants. Picture ID cards will be worn at all times workers are on the job.

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.** Describe your firm's practices to avoid and resolve conflict. Describe three (3) occasions when conflict occurred, and discuss how it was resolved.
12. **Job-Specific Questions**
 - a) Describe three situations where your company discovered incorrectly installed structural elements, and what was done to correct these situations.
 - b) Describe your approach to providing a comprehensive threshold scope of work and fee proposal. How do you estimate the frequency and quantity of inspections, re-inspections, and night-time inspection work?

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.