

**PROJECT FACT SHEET  
CHEMISTRY BUILDING RENOVATION – UCF-599  
PROFESSIONAL ENGINEERING SERVICES**

**PROJECT DESCRIPTION**

The project consists of a renovation of the existing Chemistry Building, which is fifty-one years old. The building comprises three stories and 49,073 gross square feet. The renovation will include modifications to major building systems to meet current occupancy and life safety codes.

Major systems included in this scope consist of, but are not limited to, HVAC, building automation, laboratory ventilation, and life safety systems. The project may have limited associated interior scope, such as ceiling, lighting, and finish replacements. As the primary scope of the project is MEP/FP, an Engineering firm will be the prime applicant and contract holder.

The total project cost will be approximately \$5,000,000. This project will be phased and is subject to the availability of funding.

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. Architectural and interior design services (finish selection and specification, life safety plans) will also be 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.

**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.**

Engineers desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/32154> 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 completed Professional Qualifications Supplement (PQS);
- 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.

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.

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 and scope to what may be performed under this contract with UCF. Include representative pictures of the renovation if possible. Clearly articulate within each of the 5 projects information regarding:
  - a) similarity in size and scope (only submit HVAC renovations with Engineer as prime);
  - b) initially scheduled design completion dates and actual design completion dates;
  - c) original design fee and final design fee;

- d) original construction cost and final construction cost (including change orders); indicate if change orders were owner added scope
  - 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.** Describe your current workload and staffing. Describe how this project will be staffed to ensure its expedited design, thorough quality control of contract documents, compliance with UCF Standards, and successful construction administration.
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, in particular related to HVAC renovations;
  - d) completing projects on time and within budget, using specific project examples;
  - e) providing accurate cost estimates during design of construction expenses.
5. **Personnel.** Provide bios for the following design team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials:
- a) Project Executive/Principal;
  - b) Project Manager (may be one of the below, if so please clearly indicate);
  - c) Mechanical Engineer;
  - d) Electrical Engineer;
  - e) Plumbing Engineer;
  - f) Fire Protection Engineer;
  - g) Architect or Interior Designer (may be in-house, or a sub-consultant)
6. **Design Ability.** Describe your firm's approach to a renovation of the chemistry building HVAC systems, including:
- a. Your process of engaging with UCF to ensure our Owner's Project Requirements and UCF Standards are fully integrated into your contract documents
  - b. Your experience working directly with systems manufacturers during design to ensure the most cost-effective systems and approach are being taken
  - c. Your quality control system to ensure all UCF design comments are integrated into your contract documents, and that all submittals are thoroughly reviewed for compliance with the contract documents
  - d. Your experience working with a third-party Commissioning Agent
  - e. 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 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 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 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.

## **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.