

**PROJECT FACT SHEET**  
**UCF-605 CHEMISTRY BUILDING RENOVATION**  
**CONSTRUCTION MANAGEMENT SERVICES**

**PROJECT DESCRIPTION**

The project will consist of the pre-construction and construction services for the renovation of our existing Chemistry Building. The Chemistry Building, a lab-sciences building constructed in 1969, is still serviced by many of its original building systems and is in need of a major renovation. The building comprises three stories and 49,073 gross square feet. The building currently serves as home to the Chemistry Department within the College of Sciences. In order for Chemistry to continue functioning as a lab-science building, it must be brought up to code and the labs modernized to ensure their compliance. The building will require extensive remediation of critical and non-critical building infrastructure issues.

The total project cost is expected to be between \$35,000,000 and \$50,000,000, depending on funding appropriations by the state and university. The project size, scope, and budget may be changed at UCF's discretion, and this project is subject to the availability of funding.

**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 <https://www.fp.ucf.edu/resources/contract-documents/>. 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.**

The contract for Construction Management services will consist of two phases. Phase one, preconstruction services, includes constructability analyses, design engagement with the architect to ensure design concepts are within budget, cost estimating, early procurement of equipment, value engineering (if necessary), and the development of a Guaranteed Maximum Price (GMP) at 100% Construction Documents. **Preconstruction services will be compensated at a flat fee of \$200,000.00.** If the GMP is accepted, phase two, the construction phase, will be implemented. In phase two of the contract, the Construction Manager becomes the single point of responsibility for performance of the construction of the project and shall publicly bid trade contracts. Failure to negotiate an acceptable GMP within the time provided in the agreement may result in the termination of the Construction Manager's contract.

Construction Managers desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/97649> comprising:

- A. a letter of interest;
- B. a copy of the Construction Management firm's current license from the appropriate governing board. All applicants must be licensed and insured 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.

- C. a completed Construction Management Qualifications Supplement (CMQS);
- 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 pages. Points may 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:

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 substantial completion dates and actual substantial completion dates (exact dates, not rough estimates);
  - c) original CM fee and final CM fee (exact amounts, not rough estimates);
  - d) original construction cost at time of GMP and final construction cost at time of project completion (including additive change orders and the value of all direct owner purchases); indicate if change orders were owner added scope, errors/omissions, CM scope gaps, or other categories.

- e) owner's contact information;
  - f) names of proposed team members who worked on each project and roles that the proposed team members played; and
  - g) include representative pictures of the project.
2. **Ability to Take on Additional Work.** Describe your current workload and staffing. Describe how this project will be staffed to ensure its thorough review of contract documents, accurate estimating, compliance with UCF Standards, successful construction, proactive commissioning, and expedited close-out.
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, especially related to laboratories;
  - d) completing projects on time and within budget, using specific project examples;
  - e) providing accurate cost estimates during design of construction expenses, especially during volatile construction markets.
4. **Personnel.** Provide bios for the following design team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials:
  - a) Project Executive;
  - b) Preconstruction/Estimating Manager
  - c) Superintendent;
  - d) Project Manager;
  - e) Scheduler;
  - f) BIM expert
5. **Construct Ability.** Describe your company's approach to the following:
  - a. Your process of engaging with UCF to ensure our Owner's Project Requirements, UCF Standards, and complete scope of the contract documents are fully integrated into your Guaranteed Maximum Price (GMP) proposal
  - b. Your experience working directly with engineers and systems manufacturers during design to ensure the most cost-effective systems and approach are being taken
  - c. Your approach to cost estimating to ensure complete and accurate estimates, even if design documents are incomplete. Provide specific project examples where your cost estimates came in on-budget.
  - d. Your experience working with a third-party Commissioning Agent (CxA), and integrating the proper CxA activities and durations into your construction schedule. Provide specific project examples where the project was delivered on schedule, with complete CxA scope.
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. Include email addresses. References may not be from UCF projects or personnel.

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 for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the jobsite.
9. **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.
10. **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 performance, 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.
11. **Job specific Questions**
  - a) Describe lessons learned from similar projects. What are the challenges of these projects and how can we learn from other projects to the benefit of UCF?
  - b) Describe your approach to work with an Engineer to keep the project on budget throughout the design process, and specific techniques used to ensure an on-budget GMP. Provide specific examples of recent on budget project successes.
  - c) Describe your ability with project budgets and schedule in a volatile construction market. Provide specific examples of recent on budget project successes.
  - d) Describe what differentiates your team from your competition.

## **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 has elected not to meet with potential applicants prior to submittals.
3. 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.