UCF Campus Infrastructure & Utility Production Facility
Continuing Contract
Utility Metering
Project Fact Sheet

PROJECT DESCRIPTION
The University of Central Florida announces services are required of qualified contractors to perform utility revenue grade metering replacement, repair, testing and reporting services under $2,000,000 in construction costs. The selected firms' minimum bonding capacity shall be $2,000,000.

The initial term of the agreement will be one (1) year, with the option to extend the agreement for four (4) additional one-year terms, upon satisfactory performance, for at total of five (5) years. All firms applying must be licensed 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.

Specific information can be found in ***"Attachment A."*** Commodities that are metered on UCF's campuses include, residential, commercial, and industrial services such as electric, water, wastewater, chilled water, and natural gas.

SELECTION CRITERIA
Companies will be evaluated on the following:

1. Information provided on the Contractor Form and responses to the Notice to Contractors and Suppliers.

2. **Past Performance.** Provide information on five (5) projects, including those on college campuses, that are similar in size, complexity, and scope to what may be performed hereunder. Clearly articulate within each of the 5 projects information regarding:
    a) similarity in size and complexity;
    b) similarity in function;
    c) initially scheduled completion dates and actual completion dates;
    d) original budget and final budget;
    e) owner's contact information;
    f) date 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) working with public, higher education clients and their Standards and processes;
    b) applying building codes;
    c) with cost estimating;
    d) with cost control, including methods employed;
    e) managing and performing numerous projects at the same time;
    f) completing projects and repairs on time and within budget.
    g) work in a High-Energy System Environment (PPE, training, onsite supervision), which includes, Voltages, Lubricants, Air and Water. Provide a narrative to address this ability.

5. **Bonding Capacity.** Provide a letter from your bonding company reflecting your current bonding capacity and rating.

6. **Personnel.** Provide bios for each of your firm's management, supervisors, line employees, and any other personnel that you believe are critical to the success of the work to be performed hereunder.
    - Line Employee / Crew Member
    - Supervisor / Project Manager
    - Field Engineer / Specialty Technician

7. **References.** Provide three (3) letters of reference and recommendation prepared by your firm's client(s) for each specialty trade you are applying for hereunder.

8. **Location**. Provide the address of your main office, and any regional/local offices you have, and provide details of what services and technical personnel you have at those locations.

9. **Safety and Security.** Describe your policies, planning, and practices related to safety and security. **Note**: Criminal background checks and E-verification must be provided for all employees and sub-contractors. Proper PPE and Picture ID cards will be worn at all times workers are on the job.

10. **Quality Assurance/Quality Control.** Work shall be completed in accordance with the latest ANSI standards, original equipment manufacturer (OEM), and applicable codes, in addition to the University's standards. Describe your firm's approach to QA/QC and commissioning.

11. **SDVOSB and MWBE.** Describe how your firm employs and uses SDVOSB and MWBE and whether your firm is certified and by what agency.

12. **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.

13. **Change Order Avoidance.** All change orders will be received in writing and must be approved by UCF prior to execution. Describe your experiences with eliminating scope creep and approach to cost estimating.

14. **Approach to Effective Supply Chain Management for capital replacement.** Describe your company's approach to ensuring consistent supply chain management.

15. **Ability to respond to Disaster Relief Work during campus and state emergencies.**
    - Include labor and equipment rates for disaster relief work requests.
    - Normal working hours
    - After hours (define times)
    - Weekends and holidays
    - Quantity of shifts vendor can support in one calendar day. (i.e. 1, 2 or 3)
    - Margin for material and equipment labor
    - Guaranteed response time

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.
3. Selection Committee Team Members have elected to not meet with firms prior to interviews

Attachment "A"

Specialty Trade: Revenue Grade Meter Accuracy Testing & Reporting

Typical required services:

Electric:

- Testing and Reporting consisting of:
  - Current and Voltage Phase Angle Diagrams (Vectors)
  - Current and Voltage by Phase
  - Validation of Correct / Incorrect Polarity
  - Wire Install / Setup Verification (Form Type/Class/Wire/Service designations listed)
  - Harmonic Detail (THD Voltage/Current % by phase)
  - Power (by phase and system)
  - kVA/kVAR/PF values measured / reported
  - Ratio / Burden Summary (CT's from 0 to max rated burden)
  - % Accuracy (Favoring Customer vs Utility)
  - Meter Accuracy (Socket Meter/Panel Meter)

Natural Gas:

- Testing and Reporting consisting of:
  - Small and Small Commercial Diaphragm Meters (1000 and under)
    - "As Found" and "As Left" accuracy proof test results demonstrating Open/Check/Error % Results for each meter removed and before every meter installed.
    - Test reporting to include all index readings, notes, dates, test staff, Meter ID, Model, Serial Number, Manufacturer.
  - Commercial/Industrial Rotary & Ultrasonic Metering (typical 1M – 11M):
    - On-Site portable proof testing capability
    - On-Site Validation/Testing of Corrector and Flowmeter Body along with input sensors.
    - Coordinate/shutdown/bypass/test any meters in place providing all necessary tools, parts, and labor to complete the work.
    - Test reporting to include all index readings, notes, dates, test staff, Meter ID, Model, Serial Number, and Manufacturer.
  - Equipment Testing:
    - Troubleshooting/testing/programming of Telemetry Equipment, Radio's, Correctors, Sensors (P/T), Wiring and Input/output signals for solar, battery powered, or hard-wired power connections.

Chilled Water:

- Testing and Reporting consisting of:
  - BTU Meter programming and configuration to site conditions and verification of site conditions against calibration sheets for each system/component.
  - Confirmation of proper insertion depth and directional/angled alignment of insertion flowmeters to chilled water piping.
  - Flow Rate and Flow Consumption Testing against Chilled Water Insertion and In-Line flowmeters utilizing a secondary portable clamp on ultrasonic flowmeter (or portable insertion meter where applicable).
  - Perform calculated vs displayed flow rate confirmation utilizing frequency output (if available)
  - Verification/Thermowell Probe Testing against existing Supply/Return temperature sensors
  - Setup verification/validation of piping, pipe schedule, calibration sheet verification and BTU meter configuration of chilled water system.
  - Complete documentation of all components and reporting validating components are measuring and displayed properly as tested with accuracy results and recommendations.

NOTE: All test equipment must be maintained and provided by the contractor. All calibration paperwork for test equipment must be provided to UCF before utilized onsite.