

UCF DOWNTOWN FACILITIES OUTREACH MEETING #2
UCF Center for Emerging Media
500 West Livingston Street, Orlando, FL 32801
June 27, 2017 | 6:00pm

On June 27, 2017, the University of Central Florida and Skanska USA Building team conducted the second UCF Downtown Facilities Outreach Meeting. The purpose of the meeting was to conduct a pre-bid conference for foundations, site work and utilities packages.

Convene and Welcome: Allen Bottorff, P.E., Ph.D., Director, Downtown Campus Facilities, opened the meeting and welcomed the attendees. He acknowledged the team from SchenkelShultz Architecture and Anderson and Associates. He also thanked Commissioner Regina Hill for her help toward these outreach sessions.

Bidder Prequalification: Linda Porter, Florida Diversity Manager, Skanska Construction, discussed the prequalification process and the upcoming Construction Manager Building Block program. She explained Skanska's Diversity program has over 30 full time diversity professionals, including the civil division which is currently constructing the Ultimate I-4 Project. They all work diligently to ensure that small and minority-owned businesses get opportunities.

Ms. Porter implored the attendee to get pre-qualified, or to check to make sure they are pre-qualified to do work with Skanska. If a company wants to construct \$250,000 per project limit or less, Skanska needs the name, address, phone number, email address, city, state and zip code. If a company wants to construct greater than \$250,000, the company would have to provide financials; the higher the limits, the more information a company would have to give.

Construction Management Building Blocks Program: Linda Porter announced that Skanska provides training and acknowledged that some of the participants from the program last year were present. Skanska is planning another Construction Management Building Blocks Program at the end of September 2017, and the attendees were invited to sign up for the training. Ms. Porter pointed out that there was a pre-qualification station in the back of the room for on-site prequalification. The Construction Management Building Blocks Program offer courses where subject matter experts come in and give free construction topics training, within an eight to ten weeks timeframe. The training includes "back of house" subjects, such as accounting and safety. Skanska colleagues invite contractors into the office for help. The Construction Management Building Blocks Program is one aspect of training offered to small businesses. Skanska also has a mentor/protégé program.

On this UCF project, Bert Fonseca would be the one to authorize a mentor/protégé relationship with Skanska. If approved, a small business owner would shadow a project

manager or project executive and ask questions. The mentor/protégé program is a year-long process.

Skanska also has training for ICHA and OSHA. While, the Skanska staff has to pay for their OSHA training, the Skanska safety director has opened it up for free to small, minority owned businesses.

Male #1 Attendee Question: Is this a minority project or a friendly gesture on behalf of the company to help minority contractors achieve a goal?

Skanska Response: There is no written goal for this project. However, Skanska is going to approach this project with the owners to ensure participation. Wherever there is an opportunity, Skanska is on board. Mechanical, electrical and plumbing, scopes are the biggest scopes on the job, making up approximately 40 percent of the project; General contractors need to pick a scope of work, develop the relationship with Skanska, and one day the general contractor will be picked as a partner. An M/WBE stressed that a company owner must be persistent, diligent, and do great quality work.

Pre-bid (Project Overview, Instruction to Bidders and Project Specific Forms: Bert Fonseca, the Project Executive from Skanska, introduced Michelle Chandler, SchenkelShultz Architecture. He also introduced the core Skanska staff members that were present to include Linda Porter; Theresa Morales, is the contact point for the DocuPro System, where the drawings will be held. David Kabasin is the site work estimator. Mark Poorman is based in Orlando. Mark Poorman will be stationed at the foundations table. Marisol Figueroa is an assistant project manager. Courtney Neville is the project scheduler. Lawrence Harrell is a superintendent on the job site. Evelyn Rey, Verde Construction, is a subconsultant to Skanska, helping to make connections with the M/WBE marketplace.

John Davis, President of the African American Chamber of Commerce was introduced at the event, as well as Janeiro Coulter, Blueprint Special Projects Manager for the City of Orlando.

The project team partnered with the African American Chamber of Commerce and the Hispanic Chamber of Commerce to give the community information about opportunities and access to the project.

One of the reasons Skanska will be releasing these small packages early is to provide an opportunity for smaller businesses. The foundations package and underground mechanical/plumbing package are about \$100,000 to \$200,000. The utilities package will be approximately \$500,000. The scope of these packages will give small businesses opportunities to engage and have the pre-qualifications to meet the size of the project.

Mr. Fonseca spoke about how to be a responsible bidder and cautioned against late submission on bid day. He walked through the **“Instructions to Bidders” sections of the bid manual**, which was passed out to the attendees as a handout.

Mr. Fonseca emphasized key sections of the bid form on Page 3. He pointed out that Allen Bottorff represents University of Central Florida and the Board of Trustees. SchenkelShultz is the architect on this project, and Skanska USA Building is the construction builder.

There is a comment form available to attendees to fill out, if they have any questions. Also, there is an RFI form on Page 10 where questions can be directed to Mark Poorman. The email address is on the form with instructions.

Part 1 is the Definitions Section. After getting pre-qualified, the business owner will get a login to DocuPro, and the contract and bidding documents will be available. Attendees were told to pre-qualify, that way the attendee will get the password and user link to get into DocuPro. The attendees were urged to consider all the documents when tendering a bid. Look at the other disciplines, because coordination in its entirety is important.

Secondly, as a bidder, when tendering a bid, the business owner must represent that they read and understand the bidding documents; that the bid is tendered in compliance with the bidding documents and that nothing was left out. Any exclusion in the bid will be considered to evaluate if the response is a fit.

Hosting the meeting at the UCF Center for Emerging Media (CEM) is important in helping the potential bidders understand the project and its location directly across the street from the CEM. Issues to consider include the location in the center of downtown Orlando, I-4 construction, parking challenges. The project team will collaborate with the City of Orlando to find designated parking for project employees.

The bid is based on the materials, equipment, and systems that are specified in the contract documents. If the bidder is going to propose a substitution, that needs to be identified prior to submitting the bid, so that SchenkelShultz Architecture and the owner can consider that substitution prior to a bid being tendered.

Timeframes:

- The deadline for submitting RFIs is July 7th at 2 pm. On Page 5, is an example of what the bid form should look like. The bid will be collected by the University of Central Florida.
- The bid date is July 14th. Bids are due no later than noon at the UCF Center for Emerging Media. Each bidder is responsible for getting the bid submitted on time. If you are going to FedEx it, that is your responsibility. If you are local, we suggest you hand deliver it.
- On July 14th at 2pm, the bids will be opened publicly and tallied in the presence of UCF and Skanska. At that time, UCF will instruct Skanska to conduct a vetting

process to make sure that the bids are compliant with the contract documents. We have requirements in the schedule to make sure that we can make a recommendation to award and submit our GMP.

- By July 28th, Skanska tenders a recommendation to UCF.
- The UCF Board of Trustees gives the approval and notice to proceed to start the project. This should take place the first to second week of September.
- The project team will convene back in January to have the pre-bid for the next release of packages.

If a bidder is delivering the bids by hand or FEDEX, the bid package must be delivered to the person at the security station at the entrance of the UCF Center for Emerging Media. The doors will be closed at noon. Faxes, voicemail and oral proposals will not be accepted. This is done to provide the same opportunity to all submitters and ensures that everyone is playing by the same rules.

Page 11 is a simplified actual bid form. The objective is to get to the bottom line lump-sum price, based on a complete set of documents. That number will be evaluated, and there may be call backs to the low 2 or 3 bidders, depending on how tight the numbers are; to do an interview with those bidders to ensure that they got the contract documents, the bidding documents, and that the scope of work is vetted. Based on those interviews, recommendations will be made to the University of Central Florida for these packages.

Skanska USA Building is offering UCF an opportunity to provide a contractor's controlled insurance program (CCIP). After the total bid, bidders will see two adds, one add for insurance that is not covered by the CCIP and one add for you to provide a payment of insurance if we elect not to use CCIP on the property. Those two values will allow UCF and Skanska to evaluate if we enact the program, giving the university the best value, or if we go traditional GLI and subcontractor bonds. Sign the documents. Sign the acknowledgments in the back just emphasizing that you certify that you read the bid manual, that you understand the bid documents, that you have completed the prequalification process, that you can comply with insurance, that you have reviewed the schedule manual and you agree to provide materials that are specified; that you certify that your company will not withdraw the bid for a period of 90 calendar days; that you have looked at our subcontractor agreement and that you certify that whoever signs the bid form is an authorized officer to commit the company.

Bert Fonseca said, "There is no set M/WBE goal, but there is an expectation." M/WBE contractors' forms are on Page 14. Skanska is inspecting that an M/WBE is certified, based upon bad experience on other project where Skanska has been fined or not allowed to accept credit for the participation. Potential bidders with questions were encouraged to speak to Linda Porter. Her email and phone number is on the front cover of the form packages.

Bonding: On Page 21, the standard policy is anything over \$50,000, depending on the scope, requires a bond. If the subguard program is enacted, a potential bidder would

have to present a bonding letter. A potential bidder would get this letter from their bonding agent and tender the letter as part of the bid package. The letter basically states that in the event the bidder need to get a bond, that the bonding company will underwrite the job for the project.

Legal forms: The Florida statutes on public entity crimes form is in the documents, which Skanska has signed. Skanska has passed this requirement on to the subcontractors. There is also a form on committing to a drug free workplace.

Skanska's safety manual will be released on Wednesday, June 28th. Potential bidders need to read the manual. Skanska has safety professionals willing and able to help every subcontractor develop their project-specific safety manual. Skanska will meet with a subcontractor to identify the hazards and identify the remedies. This information is plugged into a software and the outcome is a safety manual that can be carried to this project and the next job. Safety is one of Skanska's core values. Bert Fonseca said that his objective on this project is to have a job site that is clean, secure, productive and at the end of each day all of the workers go home.

Environment policy: We are an ISO 140001 certified. There are certain practices that are good practices as far as recycling and reducing waste to save the environment.

M/WBEs were encouraged to participate in the bidding process.

Male #1 Attendee Question: Why is Skanska doing this? Did you decide to debundle the packages yourself or was this an order come from the Mayor? Is it minority certified or not? Because when I did the Amway, it was minority certified and then when I bid on the other jobs, people see the same people; the same people keep getting hired.

Skanska Response: UCF and Skanska decided on their own to debundle the packages. The two projects you mentioned are City of Orlando. This is a state project with the University of Central Florida, which is the State of Florida that does not have prescribed goals. We're working for the State of Florida.

Male #1 Attendee Question: So as a company, you are doing this to build up your minority base. You guys don't want to impose the employees too, because when I worked on the Amway, the employees were imposed from the blue print office.

Skanska Response: The blueprint policy will not be implemented on this project. However, the City of Orlando's Blue Print policy has been a guide for the development of the UCF Downtown Outreach Plan. This project is owned by the University of Central Florida and the team is following UCF's guidelines for the development and bidding of the project. It is Skanska's culture to be inclusive. All the project teams

in the State of Florida will have participation. Skanska does not place a percentage on every project because dealing with northern Florida and Tallahassee and the panhandle, it is a lot more difficult to find smaller minority owned businesses who are certified and qualified than it is in central Florida or south Florida. So depending on the region, Skanska takes that into consideration. The Skanska project teams are tasked with giving Linda Porter a diversity plan at the beginning of a project. Skanska sends all of its diversity professionals to be trained at the American Contractors Compliance Association, where they learn to set goals on projects. Skanska never wants to set a goal for the sake of setting a number, because failure would be the result. Every project in Skanska has to do a monthly diversity report. Additionally, if a project receives public funding, the project will be audited to ensure that the project participant is providing a commercially useful function that the M/WBE participants are doing the work that they were hired to do. The culture of Skanska is to have participation on every single project. A company that wants to do business with Skanska needs to be ready with company statements, finances and a safety plan in place.

Male #1 Attendee Question: I think it's politics. Because I see the same people here that I see in each project, and the same companies that are getting hired in Orlando, and why can't a person like me ... I am Puerto Rican but I'm American. Why can't I just grow as one single entity? Why do I have to be labeled? If my finances tell me I can handle a ten million dollar project, why do I have to be labeled? I'm seeing the same people after ten years.

Skanska Response: No one has been awarded the job and Skanska and UCF are going to open the bids publicly.

Male #2 Attendee Question: I haven't heard anything mentioned about service disabled veterans. Does it apply?

Skanska Response: Yes. When Skanska assists and includes small, minority owned businesses, woman owned business and veteran owned business.

The presentation session was ended and the networking portion started. There were four stations for the 3 disciplines (site work, foundations and utilities) in the back of the room where the Skanska team would be available. Everyone was encouraged to meet with the Skanska staff at the 4 tables and the pre-qualification table.