

**Wayne Densch Building Expansion – UCF-583**  
**Architect/Engineer Project Fact Sheet**

**PROJECT DESCRIPTION**

The University of Central Florida Board of Trustees, announces that services in the discipline of Architecture (with Engineering consultants) is required for the project listed below:

The project consists of the renovation and expansion of the Wayne Densch Building 77 expansion, which is approximately 40,000 GSF of interior renovation. The exterior shell design and construction is currently being executed as a minor project. The 60% Design Documents of the project is posted on the advertisement section of the Facilities Planning and Construction website. This 60% Design Documents illustrate the general intent of the project, and may be altered as the project develops. The project is expected to be designed and constructed in multiple phases.

The total project cost will be approximately \$7,000,000 for planning, design, permitting, construction, commissioning, and furnishings/equipment. The total construction cost will be approximately \$5,000,000. This project is subject to the availability of funding.

Included in the Architect's basic scope of services is validation of the Concept/Schematic Design; coordination with the Owner's commissioning agent; basis of design document production in response to the Owner's Project Requirements, refinement of concepts during Design Development; production of Construction Documents for permit, bidding, and construction; responses to bid questions, responses to permit comments: and Construction Administration services. Also included in basic services are documentation of the existing facility (including systems) in Revit, architectural design, structural design, mechanical/electrical/plumbing design, complete fire protection design (showing main and secondary branch line locations), telecom design, interior design, food service design, civil design, landscape design, and LEED documentation/coordination. Major building systems, including mechanical and building envelope, will be commissioned by the Owner's independent consultant(s), with whom the Architect and Construction Manager shall plan and coordinate their efforts.

The renovation/expansion shall achieve LEED Gold Certification. Proposing firms shall include at least one LEED-certified design professional, who will coordinate with the University's commissioning agent.

Blanket professional liability insurance for the Architect will be required for this project in the amount of \$2,000,000 and will be provided as a part of Basic Services.

**INSTRUCTIONS:**

Carefully review the Professional Services Contract posted on our website with this advertisement. Submitting a proposal for this project constitutes complete agreement with, and acceptance of, the terms and conditions contained within these documents. **There will be NO changes to these documents.** These documents can be found with the advertisement on our website at [www.fp.ucf.edu](http://www.fp.ucf.edu).

Architects/Engineers desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/2920>, comprising:

1. a letter of interest;
2. a copy of the Architect/Engineer 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;
3. a list of completed jobs over the last three (3) years, with contract value, contact name, and telephone number of the client;
4. narratives to address items listed in the Selection Criteria, as listed 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 single sided, or 20 pages double sided. Points will be deducted for proposals exceeding the 40 pages 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 Notice. Interpretation of the wording of this Notice 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**

Proposals are to be organized using numerical divisions shown below. Firms will be evaluated on the following:

1. Information provided on the Professional Qualifications Supplement (PQS), and responses to the Notice to Architects/Engineers.

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 budget and final budget;
  - 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 with the following:
  - a) designing similar projects;
  - b) working with public, higher education clients and their standards and processes;
  - c) knowledge and application of codes and compliance requirements;
  - d) cost estimating and control; and
  - e) designing projects on time and within budget.
  
5. **Personnel.** Provide bios for the following:
  - a) project executive/principal
  - b) design architect
  - c) interior designer
  - d) structural engineer
  - e) mechanical engineer
  - f) plumbing engineer
  - g) foodservice designer
  - h) civil engineer
  - i) LEED AP
  - j) any other personnel that you believe are critical to the success of the work to be performed
  
6. **Design Ability.** Describe your firm's approach to the design and understanding of the project's intent, goals, and objectives, to ensure that the Owner's Project Requirements are met.
  
7. **References.** Provide contact information for three (3) professional references.
  
8. **Location.** Provide the address of your main office, and any regional/local offices you have, and provide details of what services and personnel you have at those locations.
  
9. **Safety and Security.** Describe your policies, plans, and practices related to safety and security. **Note:** Criminal background checks, E-verification, drug free workplace, and drug and alcohol testing verification will be provided for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the job.

10. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control.
11. **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.
12. **Conflict Avoidance and Resolution.** Describe your firm's practices to avoid and resolve conflict. Describe three (3) occasions when conflict occurred and how it was resolved.
13. **Job-specific Qualifications.**
  - a) Describe your experience with similar phased build-out projects.
  - b) Describe your experience with complicated renovation and expansion projects.

#### **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.