PROJECT DESCRIPTION

UCF’s downtown expansion will create a world-class, best-in-the-nation campus for digital media, communication, public service, and health-related programs in an innovative, urban environment. In partnership with Valencia College, the new campus will serve approximately 7,700 students in the heart of downtown Orlando.

The project consists of the construction of a new, 165,000 GSF Academic Building and the 20,000 GSF renovation of the existing Center for Emerging Media (CEM).

The new building will consist of general education classrooms, library/study spaces, offices, and support spaces for UCF and Valencia College. The project will include the infrastructure design and construction for the entire site, as well as landscape/hardscape design for the areas surrounding the buildings. The total project cost for the Academic Building will be approximately $60,000,000 for planning, construction, infrastructure, landscape/hardscape and furnishings/equipment.

The renovation to the Center for Emerging Media will add additional general education classrooms, collaborative student learning environments, and additional offices to support the downtown campus. The total project cost for the renovation of the existing CEM will be approximately $5,000,000.

The project is subject to the availability of funding and approval by the Florida Legislature.

In March 2015, UCF contracted with CannonDesign to assist with the preliminary campus plan. Conceptual site plans and renderings were created by CannonDesign, in consultation with the University community and campus partners. Additional information related to the campus planning process can be found online at www.ucf.edu/downtown.

Major building systems, including mechanical and building envelope, will be commissioned by an independent consultant with whom the Architect/Engineer and Construction Manager shall plan and coordinate their efforts. The building shall achieve LEED Gold Certification. The campus aspires to achieve LEED Neighborhood Development certification in partnership with surrounding Creative Village development. Proposing teams shall include at least one LEED-certified design professional, who will work with the University’s LEED administration.

INSTRUCTIONS:

Carefully review the Architect/Engineer Contract and Construction Management Contract which can be found, along with the advertisement, at 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.

It is the University’s intention to have firms in the disciplines of Architecture and Construction Management submit proposals as teams. The University will accept only one proposal from each exclusive team (Architect and Construction Manager). Architects and CMs must not be on more than one team. Any Architecture or Construction Management firm appearing on more than one team will not be considered. Consulting engineers and other professions may be on multiple teams. Upon award UCF will enter into separate contracts with the Architect/Engineer and Construction Manager.

The selected Architect/Engineer and Construction Manager will provide program verification, design, construction documents, and construction administration services for the project. A two (2) year warranty will be provided on the project. 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. Program verification, Civil Engineering, and Interior Design services will be provided as a part of Basic Services.

UCF aspires to build the 21st Century Urban Campus, and Interior Design services are an important component of that vision. The project will consist of significant shared, collaborative space for conference rooms, work spaces, and other public areas of the building. The classrooms will include active learning environments. The proposal must identify the Interior Designer, who may be a member of the Architectural firm or an independent consultant. The Interior Designer will be an integral part of the team from the inception of the project and is expected to attend all design meetings.

The contract for Construction Management services will consist of two phases. Phase one is pre-construction services, including value engineering, constructability analyses, development of a cost model, estimating, and the development of a Guaranteed Maximum Price (GMP) at 100% Construction Documents. Pre-construction fees will be based on the sliding scale posted on the FP&C website, www.fp.ucf.edu. 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.

Architects/Engineers and Construction Managers desiring to apply shall submit:

1. a letter of interest

2. a copy of the Architect/Engineer firm’s current Professional Registration Certificates from the appropriate governing board. At the time of submitting the applicant must be properly registered 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 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.

4. A list of completed jobs for the last three (3) years, with contract value, contact name, and telephone number of the client.

5. A letter from the firm’s bonding company, showing bonding capacity and bond rating.

6. Narratives to address items listed in the Selection Criteria, as shown below.

Jointly written proposals are encouraged in order to emphasize the collaboration between the Architect/Engineer and the Construction Manager. The proposal must be divided into one Architect section and one CM Section. Pages must be numbered consecutively. Proposals must not exceed 60 pages single-sided or 30 pages double-sided; any additional pages will not be considered.

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 this 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 Notices 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**

Selection Criteria is to be sectioned into the numerical divisions shown below and should be tabbed appropriately. Firms will be evaluated on the following:

1. Information provided in the Professional Qualifications Supplement and the Construction Management Supplement.

2. (a) **Architect/Engineer:**
(i) **Past Performance.** Provide information on five (5) projects that are similar in size, complexity, and scope to what may be performed under the contract with UCF. It is encouraged that projects that the Architect/Engineer and Construction Manager have performed jointly be listed, if they are similar in size, complexity, and scope to what may be performed under the contract with UCF. Joint projects can be used in both the Architect/Engineer and Construction Manager sections. 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, final budget, and reasons for any differences;
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.

(ii) **Ability to Take on Additional Work.** Reflect your current workload and staffing. Describe how UCF’s workload will be fulfilled.

(iii) **Experience and Ability.** Describe your firm’s experience and ability with the following:

a. designing projects similar to that to be performed for UCF;
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.

(iv) **Personnel.** Provide bios for the project executive/principal; design architect; project architect; interior designer; engineers (mechanical, electrical, plumbing, structural, civil); LEED AP; consultants; and any other personnel that you believe are critical to the success of the work to be performed. It is important that you list the appropriate titles to the corresponding personnel in your proposal. If you have multiple LEED-certified members of your team, be sure to indicate who will be the LEED representative for the project.


(b) **Construction Manager:**

(i) **Past Performance.** Provide information on five (5) projects that are similar in size, complexity, and scope to what may be performed under the contract with UCF. It is encouraged that projects that the Architect and Construction Manager have performed jointly be listed, if they are similar in size and scope to what may be performed under the contract with UCF. Joint projects can be used in both the Architect and Construction Management sections. Clearly articulate within each of the 5 projects information regarding:
a. similarity in size and complexity;
b. similarity in function;
c. initially scheduled substantial completion dates and actual substantial completion dates;
d. original budget, final budget, and reasons for any differences;
e. bonding capacity;
f. owner’s contact information;
g. date completed; and
h. names of proposed team members who worked on each project and roles that the proposed team members.

(ii) **Ability to Take on Additional Work.** Reflect your current workload and staffing. Describe how UCF’s workload will be fulfilled.

(iii) **Experience and Ability.** Describe your firm’s experience and ability with the following:

   a. constructing similar projects to that to be performed for UCF;
   b. working with public, higher education clients and their Standards and processes;
   c. knowledge and application of codes and compliance requirements;
   d. your experiences with cost estimating and control;
   e. completing projects on time and within budget.

(iv) **Personnel.** Provide bios for the project executive/principal, superintendent, project manager, cost estimator, LEED AP, consultants, and any other personnel that you believe are critical to the success of the work to be performed. Also discuss the qualifications required of your workforce. It is important that you list the appropriate titles to the corresponding personnel in your proposal. If you have multiple LEED-certified members of your team, be sure to indicate who will be the LEED representative for the project.

3. **Design/Construction Ability.** Describe your team’s approach to understanding the Project’s intent, goals, and objectives, and how you will ensure that the Owner’s Project Requirements are met.

4. **References.** Provide contact information for three (3) professional references.

5. **Location.** Provide the address of your main office, and any regional/local offices, and provide details of what services and personnel you have at each location.

6. **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 subcontractors. Picture ID cards will be worn at all times while on the job.

7. **QA/QC.** Describe your firm’s approach to Quality Assurance/Quality Control.

8. **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. Describe your firm’s familiarity with the City of Orlando Blue Print Program.

9. **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.

10. **Job-specific Qualifications.**
   
   a. Describe your experience creating academic facilities within an urban environment. What additional considerations need to be considered when designing academic spaces downtown?
   
   b. Describe your experience in creating active learning and collaborative workspace environments. Include relevant examples and images of interior and exterior spaces.
   
   c. Describe your experience coordinating with multiple stakeholders, both within and outside of a university setting.
   
   d. This is an aggressive project, with a targeted opening date of Fall (August) 2018. Describe ways that your team can accelerate the project schedule in order to meet this aggressive opening date.
   
   e. Describe your experience in the design and construction of building renovation projects, including working within occupied buildings. What measures have you used to keep from disrupting business?

11. **Team Experience.** Architect and Construction Management teams must demonstrate their ability to work together during the design and construction process. Indicate past Architect and Construction Manager team experience, particularly associated with these types of facilities. Describe your team approach to ensuring that the design and construction of the project meet the Owner’s Project Requirements and the Owner’s budget.

**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. UCF Team Members have elected not to meet with firms. A pre-proposal meeting and question and answer will be held on April 5, 2016 at 8:30 a.m. at the Center for Emerging Media, Bridge Classroom, 500 W. Livingston Street, Orlando, FL 32801 for questions and answers. Once this meeting has concluded, all additional questions must be sent in writing to Mrs. Gina Seabrook at gina.seabrook@ucf.edu. All firms attending the pre-proposal meeting will be notified of the responses, which will be posted on the website, www.fp.ucf.edu/.