

PROJECT FACT SHEET
UCF-609 STUDENT UNION RENOVATION / REMODEL
PROFESSIONAL SERVICES

PROJECT DESCRIPTION

The UCF Student Union was designed and constructed over 30 years ago, and has undergone many renovations and additions over its lifetime. The building needs a comprehensive interior renovation/remodel to align the aesthetics of the building with the UCF brand and to create a positive facility experience for all students, faculty, staff, and visitors. This project scope includes the planning, design, and construction administration of the renovation/remodel of the UCF Student Union to accomplish these goals, including but not limited to architecture, interior design, branding, wayfinding/vendor signage, space use analysis, audio/visual, limited MEP/FP scope (as needed), cost estimating and exterior design improvements.

The total project budget ranges from \$6M to \$10M; within this, the construction cost is estimated between \$5M and \$8M. The project size, scope, and budget may be changed at UCF's discretion, and this project is subject to the availability of funding. All design packages/presentations must be accompanied by a construction cost estimate, so that the university understands the costs of the presented designs.

All firms applying must be licensed Architects/Engineers/Interior Designers 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. Blanket professional liability insurance will be required for this project in the amount of \$2,000,000 and will be provided as a part of Basic Services. Basic Services fee calculations will use the DMS fee curve as a maximum, and will include all services listed on the UCF "Basic and Additional Services for Major and Minor Projects" policy, found at this link: <https://public.powerdms.com/UCFFSD/documents/1593864>.

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.**

Architects/Engineers/Interior Designers desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/146369> comprising:

- A. a letter of interest;
- B. a copy of the firm's 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);

- C. a completed Professional Qualifications Supplement (PQS);
- 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 30 (excludes cover page and tabs). Points may be deducted for proposals exceeding the 30-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 Planning, Design and Construction website (<https://www.fp.ucf.edu/vendors/current-advertisements/>) 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

Companies will be evaluated on the following criteria. Proposals must be submitted using this numbering format (points may be deducted for not following this numbering format):

- 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. If the architect and the interior designer are not the same company, include both firm's logos on the project sheet. If the architect and interior designer are not the same company, the

interior designer on the similar project must be a part of the proposed project team, or the similar project will receive no points. Clearly articulate within each of the 5 projects information regarding:

- a) Description of project illustrating similarity in project type, size, and scope;
- b) Initial total project budget and final total project cost (including design fees, permitting, furniture, fixtures, equipment, owner direct purchases, etc.);
- c) Owner's contact information;
- d) Names of architect, interior design, branding, signage, and cost estimating team members; and
- e) Include representative pictures of the project.

2. Experience and Ability. Describe your firm's experience and ability:

- a) Describe your understanding of this project based on the descriptions in this project fact sheet and in the supplemental scope of work document.
- b) Describe your current workload, and how this project will be staffed to ensure that client needs are understood and addressed, design is expedited, and thorough quality control of contract documents is performed.
- c) Providing accurate cost estimates during design of proposed design solutions.

3. Personnel. Provide bios for the following design team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials:

- a) Project Executive/Principal overseeing the work
- b) Interior Designer (can submit multiple people if the project will have multiple interior designers)
- c) Branding Designer
- d) Signage/Wayfinding Designer
- e) Architect of Record
- f) Cost Estimator (if a consultant, note that fee will be part of Basic Services)
- g) Other specialists (Mechanical, Electrical, Plumbing, Fire Protection, etc.)

4. References. Provide up to three (3) professional reference letters from the five (5) completed projects listed in section 1. Reference letters should describe your performance on the projects. Reference letters should include the phone number and email of the reference contact. Reference letters may not be from UCF personnel.

5. Location. Provide the address of your main office and any regional/local offices you have. If working from multiple office locations, describe how your team ensures collaboration and coordination with all project stakeholders.

6. 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.

7. Job specific Questions

- a) Describe your approach performing interior design services to create vibrant facilities that reflect the brand of an institution. Include examples of Student Union or similar projects (may use examples provided in Section 1).
- b) 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?
- c) Describe your ability to design to established construction budgets and schedules in a volatile construction market.
- 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 will make a recommendation to the University President. All finalists will be notified in writing of the President's action.