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| --- | --- |
| Minor Project Number: |  |
| UCF PDC Project Manager: |  |
| Project Location: |  |
| Building Number: |  |
| Room / Area: |  |
| Project Description: |  |

**SCOPE OF WORK:**

Project Objective:

The following MP Number (XXXXXXXX) request…

Project Specifics:

1. The following scope of work is to be provided by xxx.
	1. The Services required for this scope of work will be the following as coordinated with the UCF PDC PM:
		* 1. Architectural to include but not limited to:
				1. Review UCF Basic Design Services (Policy # FSP 2017 FS0013)
				2. Review UCF Additional Design Services (Policy # FSP 2017 FS0013)
				3. Coordination of all design
				4. Basic Programming (Working with Owner to Develop Spreadsheets of Required Spaces, Room Data Sheets, Relationship Diagrams, and Other Information to Begin Schematic Design)
				5. Building Envelope Consulting
				6. Building Information Modeling (BIM), including the Coordination of Owner/Architect/Contractor (OAC) Workshops during Design and Attendance at OAC Workshops during Construction
				7. Construction Administration, including but not limited to:

Weekly OAC Meeting Attendance by Architect Representative

Weekly OAC Meeting Attendance by Engineers when there scope is under construction

Weekly (More or less as needed) Architect/Engineer’s field reports, including pictures illustrating construction progress and pictures illustrating any project deficiencies

Taking and distributing of Meeting Minutes

Identifying, tracking and managing due outs or action items

* + - * 1. Coordination with Art in State
				2. Coordination with all commissioning agents during design and construction
				3. Cost estimating or checking of accost estimates by others
				4. Graphic and Signage design
			1. Civil Engineering (Design, Grading, Paving, and Utilities)
			2. Interior Design
				1. Identify area of responsibility and scope
				2. Describe Design deliverables

Sets

Renderings

Interior layouts

Elevations etc.

Furniture design/selection

Decorative signage

* + - 1. Audio Visual (AV) Design and Coordination
			2. Information Technology (IT) design and/oe coordination with UCF IT
			3. Interior and Exterior Renderings to illustrate the design (Identify and set # of sets required)
			4. Mechanical, Electrical, Plumbing, Fire Protection
			5. Structural Engineering
			6. Civil Engineering
			7. Landscape Architecture to include
				1. Landscape
				2. Hardscape and Paving
				3. Irrigation
				4. Site Furnishings
			8. Lighting Design to include:
				1. Lighting selections, including specialty fixtures
				2. Site Lighting
			9. Cost Estimator
			10. As-Builts for all Design Disciplines
			11. LEED to include:
				1. Development and submission of all credits by the respective consultants to USGBC in order to achieve a LEED Gold rating life cycle cost analysis
				2. Development and coordination between all disciplines of design in order to achieve LEED Gold
			12. Post Occupancy inspection and evaluations
			13. Include all printing and postal expenses associated with each service
			14. Record documents
			15. Developing and submitting all documents required for substantial completion
			16. Telecommunication Engineering
			17. Include all travel expenses associated with these services
	1. xxx
1. Project Design Schedule:
	1. Work to be completed based on the following timeline after Notice to Proceed has been provided to the Vendor:

*(UCF PDC to delete Section this section prior to Finalizing and sending to Vendor)*

*Document Creator Instructions:*

*Choose and Determine which option to pursue in provide the Professional Service Vendor direction with the Project Schedule. The (2) options below have varying levels of duration:*

*RED Text provides an overall target duration. This could apply to Minor Projects not requiring a full review schedule and the project may not be too complex*.

*GREEN Text provides an overall target duration broken down by Submittal Phase. This is preferred since it will assist in developing a more detailed Project Milestone.*

*(UCF PDC to delete Section this section prior to Finalizing and sending to Vendor)*

* + 1. Design to be completed XX days after Notice to Proceed has been provided to the selected Professional Service Vendor.
		2. Completion of Schematic Design
			1. XX Working Days from Notice to Proceed
		3. UCF Review of Schematic Design Documents
			1. XX Working Days from Receipt of Documents
		4. Completion of 50% Design Documents
			1. XX Working Days from Notice to Proceed
		5. UCF Review of 50% Design Documents
			1. XX Working Days from Receipt of Documents
		6. Completion of 100% Design Documents
			1. XX Working Days from Receipt of Documents
		7. UCF Review of 100% Design Documents
			1. XX Working Days from Receipt of Documents
		8. Completion of 50% Construction Documents
			1. XX Working Days from Completion of Previous Completed Phase
		9. UCF Review of 50% Construction Documents
			1. XX Working Days from Receipt of Documents
		10. Completion of 90% Construction Documents
			1. XX Working Days from Completion of Previous Completed Phase
		11. UCF Review of 90% Construction Documents
			1. XX Working Days from Receipt of Documents
		12. Completion of Permit / Bid Set Documents
			1. XX Working Days from Completion of Previous Completed Phase
	1. If changes to the Schedule are required during Design, the UCF PDC PM must be informed and agree to the schedule revision prior to the Professional Service Vendor proceeding with the change.
1. Building Code Office (BCO) Requirements:
	1. Include all design services required to obtain permits, certificate of occupancy, certificate of completion and approval of work from State Fire Marshall.
	2. Applications for BCO Permits, Inspections, Certificates of Completions and Certificates of Occupancy are through the BCO Permitting Software. <https://www.buildingdepartment.fs.ucf.edu/permitsoftware/>
		1. UCF BCO Permit fees will be paid by the project.
	3. Projects requiring State Fire Marshal services will require a SFM Application be uploaded to the documents of the associated BCO Permit. <https://www.buildingdepartment.fs.ucf.edu/wp-content/uploads/forms/State-Fire-Marshall-Plan-for-Review.pdf>
		1. Coordinate with the PDC PM to complete the form.
		2. SFM Permit fees will be paid by the project.
	4. Submissions to the Building Code office will be digital, be uploaded through the Permitting Software and must include at a minimum:
		* 1. Coversheet (Include MP Number, building name / number, and a code summary of all current applicable codes, regulations / standards.)
			2. Minor Project number, building name, and building number on all pages of submission
			3. Site Location map showing where on campus the project is located
			4. Building Location map showing where the project is located within a building
			5. Floor plan and reflected ceiling plan with furniture, sprinklers, HVAC, lighting, exit signs and fire alarm devices – for review of egress, fire alarm, sprinkler and ADA issues. Ensure that there is a clear distinction between existing conditions versus new work pertaining to the project.
			6. Elevation of objects that do not go to the ceiling, i.e. systems furniture (if applicable)
			7. For electrical modifications, show location of electrical room, indicate lengths of circuit runs, and include revised panel schedule(s) per the UCF standard.
			8. Complete all work in accordance with all applicable Florida Building Codes, Florida Fire Prevention Codes, and the most current UCF Design, Construction and Renovation Standards found on the UCF Planning, Design & Construction website: <https://fp.ucf.edu/>.
			9. All applicable and latest Codes, Standards and Regulations affecting the project must be listed and included in the cover page.
	5. Document revisions related to Add Services and/or RFI’s that require review (scope change that is code related and inspected) must be complete prior to final inspections.
	6. Refer to UCF Building Department website for more information, requirements. <https://www.buildingdepartment.fs.ucf.edu>
2. Deliverables:
	1. The Schedule below reflects the items required for submissions at each Project Phase. The submittal will require all project documentation needed for UCF PDC to properly review and convey the project solution. These required documents are, but not limited to, Drawings, Specifications, Basis of Design, Material Finish Boards, Energy Calculations, LEED Checklist, BIM Detection Report, Cost Estimate, Response to Comments, Record of all Meeting Minutes to date, etc. The UCF PDC PM will assist in coordinating all required submission items.

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Full Size | Half-Size | Electronic (PDF) |
| Schematic Design Documents | 0 | 0 | 1 |
| 50% Design Development Documents | 0 | 0 | 1 |
| 100% Design Development Documents | 0 | 0 | 1 |
| 50% Construction Documents | 0 | 0 | 1 |
| 90% Construction Documents | 0 | 0 | 1 |
| Sign and Sealed Permit / Bid Set Documents | 0 | 0 | 1 |
| Record Drawings | 0 | 0 | 1 |

* 1. Plan reviews will utilize the Drawing and Design Plan Review (DDPR) process in eBuilder.
	2. For document revisions related to Add Services and/or RFI’s that will require an additional review for permitting, the amount for deliverables should following the requirements from the Permit / Bid Set Document Phase.
	3. All Project Reports shall be submitted as electronic with proper cover and title page. Any hard copies required shall be 8.5” x 11” paper size and be bound in a three-ring binder or GBC binding as coordinated with the UCF PDC PM.
1. General Requirements:
	1. All work is to be installed per UCF Standards, current version as of the date of Purchase Order. Professional Service Vendor shall submit a Deviation Request if there are project items that will be against the UCF Standards. As required by the UCF Standards, all Deviation Requests are to be submitted and approved prior to the commencement of the Construction Document Phase.

(<https://fp.ucf.edu/wp-content/uploads/forms/Request%20Forms/SDR%20Form%2005232022.pdf>)

* 1. The Professional Service Vendor is required to meet all needs described by the Owner’s Project Requirements (OPR) if applicable.
	2. Coordinate with the UCF PDC PM if an HVAC Air Flow test is required of the existing is needed for documentation. The UCF PDC PM will provide as a third-party service.
	3. Ensure that the project meets all items required by all UCF Department Standards. All documents can be acquired from the Department List below. If any questions or concerns arise that will affect the project, the Professional Service Vendor will need to coordinate these issues with the UCF PDC PM. All departments affected by this project will need to provide input and review to ensure all necessary requirements are met. These issues or concerns will be discussed during the Design Workshops as scheduled on the Project Milestones.

Facilities & Business Operations (FBO):

<https://www.fs.ucf.edu>

Planning, Design & Construction (PDC):

<https://www.fp.ucf.edu>

Utilities & Engineering Services (UES):

<https://energy.ucf.edu>

Environmental Health & Safety (EH&S):

<https://ehs.ucf.edu>

Landscape & Natural Resources (LNR):

<https://www.green.ucf.edu>

Information Technology (IT):

<https://it.ucf.edu>

Office of Instructional Resources (OIR):

[https://oir.ucf.edu](https://oir.ucf.edu/)

Enterprise & Logistics:

<https://fo.ucf.edu/enterprise-logistics>

Facilities Operations (FO):

<https://fo.ucf.edu>

Business Services:

<https://businessservices.ucf.edu>

Space Administration:

<https://spaceadmin.provost.ucf.edu>

* 1. Professional Service Vendor shall provide a completed Critical Needs Checklist as required by the UCF Standards. The UCF PDC PM will review the checklist prior to approving the project for the next submission phase.
	2. Prior to acquiring any existing UCF documents related to this project, the Professional Service Vendor will need to submit a completed FP-100 form to UCF. ([https://fp.ucf.edu/wp-content/uploads/resources/e-Builder%20Resources/FPC%20Document%20Request%20Process%20Instructions%20(UCF%20Staff).pdf](https://fp.ucf.edu/wp-content/uploads/resources/e-Builder%20Resources/FPC%20Document%20Request%20Process%20Instructions%20%28UCF%20Staff%29.pdf))
	3. All project related communication must include the UCF PDC PM. If the UCF PDC PM is not informed or not aware of project related communication that will affect the direction of the project, this will not be acknowledged or accepted as the project progresses. Final decisions regarding project direction will be the responsibility of the UCF PDC PM.
	4. The Professional Service Vendor is responsible for providing and maintaining meeting minutes as related to the project. The meeting minutes will be provided to the UCF PDC PM within (3) business days.
	5. The Professional Service Vendor will be required to coordinate all construction documents with building system’s Commissioning (Cx) events as required by the project. Commissioning is required for all projects which will involve the review from a Third-Party Commissioning Agent and UCF Utilities and Energy Services.
	6. The Professional Service Vendor is required to meet all Project Milestones as included and accepted agreed to with the UCF PDC PM. The UCF PDC PM will need to be informed as required by Section 2, Project Schedule. If the Professional Service Vendor fails to inform the UCF PDC PM, the following actions will be taken:
		+ 1. Recorded and documented through the Architect / Engineer Evaluation eBuilder process by the UCF PDC PM.
			2. As determined and reviewed by UCF PDC, financial repercussion will be taken towards the Professional Service Vendor.
1. Accounting:
	1. The Design Fee Proposal will be submitted to the UCF PDC PM with the following information.
		* 1. Understanding of the Design Scope of Work provided by UCF. Provide necessary project exclusions.
			2. Project Milestone of accepted and/or agreed to Submittal Phases with projected dates
			3. Design Fee Proposal Matrix. Per the template provided, the Professional Service Vendor shall provide a breakdown of the Fee Proposal by Role, Per Hour Fee for each Role, Total Hours estimated for each Role, Fee Totals broken down by submittal phase, and Sum of all Totals.
	2. Submit all invoices and payment applications through eBuilder’s process 8: Contractor Pay-App & Consultant Invoice (PMT), for review and processing.
		* 1. Professional Services Invoice Template should be completed and attached to the eBuilder PMT process.
			2. Include and upload all consultant invoices outside of the Basic Services as supporting documentation.
			3. Invoices and Payment Applications that are not properly submitted are subject to rejection.
2. Substantial / Final Completion / Close Out Requirements:
	1. Owner’s Substantial Completion and Final Completion and Closeout phases are executed through eBuilder project management software via the Owner’s Substantial Completion (OSC) and Final Completion and Close-out (FCCO) processes. In line with the A/E’s construction administration scope, the A/E will be required to review and approve close-out documents (O&M, Warranties, As-builds, punch lists, etc.) provided by contractors and consultants via the FCCO and OSC processes to verify compliance with the project specifications. In addition, the A/E will be required to provide project Record Drawings and updated Specifications during the FCCO process.