

PROJECT FACT SHEET
ARCHITECTURAL CONTINUING SERVICES CONTRACT
University of Central Florida (All Campuses)

PROJECT DESCRIPTION

The University of Central Florida has a need for several Architecture firms to provide architectural services for architectural renderings, planning studies, as-built creation, facility condition assessments, alternations, renovations, and new construction projects of a construction value less than \$2,000,000, and for which the fee for professional services is less than \$200,000. These projects may include subcontracting of civil engineers, mechanical engineers, electrical engineers, plumbing engineers, fire protection engineers, interior designers, landscape architects, or other specialty subconsultants to complete these projects.

Projects assigned under this contract may include new construction, renovation, remodeling, reroofing and other building maintenance, equipment installation, pre-engineered metal buildings, greenhouses, pole barns, asbestos abatement, and fire code corrections. Areas requiring renovation or remodeling may include research laboratories, classrooms, library and media centers, historic buildings, offices and related functions, outpatient clinics, reception and waiting areas, lobbies and corridors, atriums, courtyards and plazas, modular and pre-engineered buildings, apartments, dormitories, athletic facilities, and associated roadways, sitework, and sidewalks. Projects could be located on the University of Central Florida main campus or off site campus.

INSTRUCTIONS:

The University of Central Florida wishes to enter into an open-ended contract with multiple companies for a period of one year, with an option to renew for four additional one-year periods. The University has the right to amend the terms of the contract at each annual renewal.

The selected architect/engineer will provide program verification, design, construction documents, and construction administration for the referenced services for the project. Blanket professional liability insurance for the Architect/Engineer will be required for this project in the amount of \$2,000,000 and will be provided as a part of Basic Services.

Carefully review the Professional Services Contract posted on our website with this advertisement, and the Facilities and Safety policies and procedures which can be found at the Facilities Planning and Construction Website (under Resources / Policies and Procedures). Submitting a proposal for this project constitutes complete agreement with, and acceptance of, the terms and conditions contained within these documents. These documents can be found with the advertisement on our website at www.fp.ucf.edu.

Architects/Engineers desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/24066> comprising:

1. a letter of interest;

2. a copy of the firm's current Professional Registration Certificates from the appropriate governing board; Applicants 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 design contract value, contact name, and telephone number of the client; and
4. narratives to address items listed in the Selection Criteria, as shown below

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-page limit.

Please note that only ONE (1) file can be uploaded for each Requested Document above.

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 this Project Fact Sheet (PFS). Interpretation of the wording of this PFS 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 Regulations 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 Consultants.
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.

- 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. names of proposed team members who worked on each project and roles that the proposed team members played; and
- g. representative images of the project.

3. Ability to Take on Additional Work.

- a. reflect your current workload and staffing; and
- b. describe how UCF's workload for this contract 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 UCF standards, applicable codes, and compliance requirements;
- d. cost estimating and control; and
- e. designing on time and within budget.

5. Personnel. Provide bios for the following:

- a. Principal in charge; *
- b. project manager/architect; *
- c. quality control reviewer; *
- d. LEED AP; and
- e. any other personnel that you believe are critical to the success of the work to be performed.

**clearly indicate who will be the point person for UCF projects, who will be creating the drawings/specifications, who will be quality control reviewing the drawings, and who will be signing/sealing drawings/specifications. One person can do multiple duties, but the quality control reviewer cannot be the point person or drafter.*

6. References. Provide contact information for three (3) professional references. References may not be from UCF.

7. Location. Provide the address of your main office, any regional/local offices you have, and provide details of what services and personnel you have at those locations. State which office will house the personnel assigned to this contract.

8. Safety and Security. Describe your policies, planning, and practices related to safety and security. **Note:** Criminal background checks, E-verification, drug free workplace, and drug and alcohol testing verification must be provided for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the job.

9. QA/QC. Describe your firm's approach to Quality Assurance/Quality Control:

- a. Describe all procedures that you have in place to ensure that design drawings and specifications fully document and comply with all code requirements on all review submittals.
 - b. Describe your process for incorporating the UCF Standards (especially the Critical Needs List) into your Quality Control process.
 - c. Describe your process for ensuring that all UCF drawing review comments for the Architect and the Architect's subconsultants are incorporated into the drawings and thoroughly communicated to UCF for backcheck.
- 10. **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.
- 11. **Conflict Avoidance and Resolution.**
 - a. Describe your firm's practices to avoid and resolve conflicts.
 - b. Describe three (3) occasions when a conflict was caused by your firm, discuss how it was resolved, discuss if you took financial responsibility for any errors/omissions, and discuss what changes were made in internal processes to avoid similar future conflicts.
- 12. **Job-specific Qualifications.**
 - a. Describe your experience with small project design of the many types of facilities found on a university campus:
 - i. Classrooms and Offices
 - ii. Foodservice Venues
 - iii. Athletics
 - iv. Research / Laboratories
 - v. Libraries / Study Spaces
 - vi. Recreational Facilities
 - b. Describe your expertise in documenting as-built conditions to be incorporated into accurate construction documents.
 - c. Describe your experience in cost estimating. Provide up to three specific examples of completed projects that were accurately estimated during the early design phases.

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.