

**PROJECT FACT SHEET
CAMPUS-WIDE SPACE UTILIZATION STUDY
PLANNER/CONSULTANT SERVICES**

The University of Central Florida Board of Trustees announces that planning and real estate consulting services will be required for the project listed below:

PROJECT DESCRIPTION

UCF is seeking a professional planner/consultant to conduct a study of the University's existing space use, including an in-depth analysis of current space, recommendations for space needed to support future growth, recommendations related to remote work, and identification of opportunities for re-allocating and re-purposing existing space to meet the current and future needs of the University.

The goal of this study is to develop a plan that will assist the University in identifying space needs and opportunities to optimize the use of existing space. The Space Utilization Study will provide a framework to guide the reconfiguration, renovation and reallocation of space and optimize the organization of space to support the needs of the academic and administrative units.

The study will describe and analyze existing campus conditions, anticipated growth, and opportunities and options for providing optimal space to meet current and future programmatic needs. The study will include approximately 2.86 million assignable square feet (asf) of instructional, research, and administrative space located in approximately 176 buildings.

PROJECT SCOPE OF SERVICES

1. UCF seeks to accomplish an impartial campus-wide evaluation of space allocation and utilization, to identify space that is inefficiently configured or designed, poorly utilized, or which presents opportunities for increased utilization. Data captured or provided should be analyzed and compared to metrics based on campus use, peer institutions, national benchmarks and best practices. This study should also provide recommendations for addressing the University's space deficit (as shown in our Educational Plant Survey) through increased utilization of existing spaces, supplemented by new thinking around "work from anywhere" philosophies and/or the addition of new space. Recommendations will be made with the goal of improving productivity, reducing the quantity of leased space, and optimizing space use and the projection of future space needs.
2. It is anticipated the consultant services will include:
 - a. Data analysis to assess the current state of space utilization, space condition, and implication of space standards.
 - i. Assessment and recommendation of appropriate space type terminology to ensure consistency in policy provisions, wayfinding signage, programming and alignment with governance requirements.
 - b. Determination of the optimal number, types, capacities, and functionality of rooms.

- i. Including an analysis of the cost, benefits and required support processes (including recommendations on potential scheduling software) for implementation of more available hot desk or hoteling solutions to support the “work from anywhere” and hybrid work models.
 - c. Establishment of the University’s immediate needs and future needs through a series of meetings with departments and divisions across campus.
 - d. Review of leading practices and performance targets to develop innovative and flexible solutions.
 - e. Assessment of current interior configurations, recommendations for repurposing specific areas, and possible integration and/or consolidation of function and activities to increase utilization.
 - f. Recommendation for additional and/or new space to accommodate current and future needs.
3. It is anticipated that the study will be organized as follows:
- a. Part A – Instructional Spaces encompassing 296 classrooms (336,752 asf) and classroom service spaces (6,860 asf), 172 class laboratories (176,715 asf) and class lab support areas (44,811 asf), and 149 open laboratory spaces (110,711 asf) and support spaces (17,945 asf) and 15 assembly areas (29,699 asf) and support spaces (13,581 asf). Anticipated tasks to include:
 - i. Gather and analyze existing classroom utilization data.
 - ii. Assess the University’s current practices for assignment and scheduling of instructional space and projected growth of the University.
 - iii. Assess current classroom space configurations with respect to their suitability to support leading edge pedagogical methods and provide recommendations for amending existing or future classrooms to support those methods.
 - iv. Assess the current process for scheduling of instructional space and recommend one or more approaches to improve efficiency, effectiveness, compliance, and scheduler satisfaction.
 - v. Using industry practices and peer data, establish benchmarks and best practices for scheduling, assignment and utilization of instructional spaces.
 - vi. Recommend means for optimizing space utilization by reassignment of spaces, modified class schedules, identifying bottlenecks in course distribution, evaluation of effectiveness of department controlled versus scheduler controlled classrooms, and collaboration opportunities, etc. to address current and future growth.
 - vii. Provide recommendations regarding future classroom needs (locations, quantities and sizes).
 - b. Part B – Academic and Administrative Office Spaces including 6,408 office spaces (1,182,160 asf) and 1,030 office support spaces (138,069 asf), 479 conference rooms (155,448 asf) and associated support spaces (5,311 asf) and 30

telecommunication spaces (12,502 asf) and associated service space (1,188 asf). Anticipated tasks to include:

- i. Gather data on frequency of utilization and analyze the primary functions occurring in offices and office support spaces.
 - ii. Identify office space that is inefficient and which could be renovated to increase efficiency.
 - iii. Highlight opportunities for collaboration and shared spaces.
 - iv. Highlight opportunities and recommend guidelines for introducing shared, hoteling and open office spaces.
 - v. Based on industry and peer data, provide guidelines for the sizes and type of offices/workstations and other office support spaces.
 - vi. Provide recommendations regarding future office needs.
- c. Part C – Research Laboratories including 832 research laboratories (485,992 asf) and 460 laboratory support spaces (99,695 asf) and 4 greenhouse (3,049 asf) with support spaces (648 asf) and 47 animal facilities (13,070 asf) and support spaces (24,036 af). Anticipated tasks to include:
- i. Analyze wet and dry laboratory data – gather and analyze data associated with productivity and space which could include factors such as external funding, student participation, and research visibility.
 - ii. Assess utilization data by discipline and current practices for assignment of research space.
 - iii. Share leading practices surrounding the assignment and utilization of research space; develop appropriate metrics for research space evaluation and assignment.
 - iv. Provide recommendations for interdisciplinary sharing and reallocation of dry and wet labs, as well as core equipment that could be shared.
 - v. Recommend adjacencies of labs to specific areas of campus for the purposes of increasing efficiencies or productivity.
 - vi. Recommend means to ensure research space is best used to support strategic goals and growth.
 - vii. Assess the condition and effectiveness of research space and recommend changes to design, allocation, configuration, and practices.
 - viii. Assess the suitability of research spaces based on research practices and provide recommendations for reassignment/relocation.
 - ix. Provide recommendations regarding future research space needs.

DELIVERABLES

1. The Consultant shall provide a space utilization and optimization analysis report including each of the tasks listed above. The report should include sections summarizing the data collection process, study methods, analysis, results, recommendations and conclusions. At a minimum the final report shall include:
 - a. A concise executive summary

- b. Clearly stated and communicated goals and objectives
- c. Summaries by departments, schools and colleges, and divisions as applicable to the space type – space type/usage and space conditions
- d. Clear and accurate graphics and presentations that communicate the methods and outcomes
- e. Analysis, peer analysis, benchmarking and recommendations
- f. Appendices that include relevant detailed information that supports the conclusions of the report
- g. A final summary presentation/report that can be used for internal information and dissemination.
- h. The Consultant shall provide a review period for each draft submission of the report and final summary presentation. The Consultant shall integrate review comments and respond to questions in the preparation of the final report and summary presentation.
- i. The final report shall be provided in both electronic and printed forms and will become the sole property of the University. Study data will be provided to the University in electronic form in an agreed upon format. The University of Central Florida shall own all deliverables resulting from this project and must be able to use the deliverables as the University deems in its best interest.

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

All firms applying must be licensed 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.

Planners/consultants desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/71700> comprising:

- A. a letter of interest that outlines your understanding of the scope of work and your approach to the project;
- 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 listed below

Pages must be numbered consecutively. Proposals must not exceed 30 pages. Points may be deducted for proposals exceeding the 30-page limit.

Please upload the proposal as one (1) single file.

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 website regarding any addendums and Notice of Change.

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:

1. Information provided on the Professional Qualifications Supplement (PQS).
2. **Past Performance.** Provide information on three (3) 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. Clearly articulate within each of the three projects information regarding:
 - a) similarity in project type, size, and scope;
 - b) initially scheduled study completion dates and actual study completion dates;
 - c) original project fee and final project fee;
 - d) owner's contact information; and
 - e) names of proposed team members and sub-consultants who worked on each project and roles that the proposed team members played
3. **Ability to Take on Additional Work.** Describe your current workload and staffing. Describe how this project will be staffed to ensure its desired completion target date.
4. **Personnel.** Provide bios for the proposed team members, clearly indicating their relevant experience, education, and licenses/certifications/credentials.

5. **References.** Provide three (3) professional reference letters from the completed projects listed in section 3. Reference letters should describe your performance on the projects. References may not be from UCF projects or personnel.
6. **Location.** Provide the address of your main office and any regional/local offices you have. Provide details of what services and personnel you have at each location, and from which office this contract will be served.
7. **Job specific Questions**
 - a. Describe the latest space utilization innovations within higher education that are maximizing the attraction and retention of talent and are results focused?
 - b. A statement of your understanding of the project.
 - c. Information demonstrating an understanding of the issues relevant to academic and administrative space needs assessments and space programming and planning.
 - d. The tools to be utilized to perform the scope of work.
 - e. A preliminary schedule.
 - f. Describe the team's approach to the study process and the activities anticipated during each phase of the project, in accordance with the project scope and schedule.
 - g. 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?
 - h. 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. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.

ABOUT UCF

The following information is available within the 2022-2027 Strategic Plan for the University of Central Florida (UCF) – [Unleashing Potential, Becoming the University for the Future](#):

- UCF is one of the most innovative universities in the country, inspired by boundless optimism – unencumbered by legacy structures, systems, and beliefs that constrain the true potential of people and institutions. We are emboldened in our pursuit of excellence and steadfast in our commitment to access and opportunity. And we believe strongly that potential exists in every individual and organization.
- UCF was founded in 1963 by a visionary group of Central Floridians who advocated for UCF's establishment, expecting it would become a university recognized for delivering high-quality education and industry-leading research, while fueling population growth and economic prosperity. Orlando's hometown university soon emerged as a comprehensive, metropolitan research university with internationally recognized programs in engineering, science, healthcare, hospitality, education, public service, and the arts.
- UCF currently services more than 70,000 students seeking undergraduate, graduate, and professional degrees in 13 colleges, four campuses, 11 satellite locations, and accessible digital learning modalities that reach students around the world. In recent years, we have expanded student access, broadened learning pathways, and extended our physical and digital footprints in support of business migration and population growth in Florida. Our student body, faculty, and staff – reflective of the future of Florida and America, composed of diverse, entrepreneurial, creative, and community-minded innovators – have helped develop innovative academic and research programs that change the world.
- UCF is located in the 23rd largest and fourth fastest-growing metropolitan region in the United States. Central Florida is best known for tourism and entertainment, but the region is also a leader in aerospace, defense, advanced manufacturing, digital arts, optics, lasers, photonics, and related industries. UCF campuses are in proximity to the Kennedy Space Center, several Fortune 500 companies, dynamic, high-tech industry clusters, and a vibrant entrepreneurial ecosystem fueled by startup ventures, public-private partnerships, and transformative technologies. UCF is woven into the fabric of the Central Florida community and has embraced the region's youthful and welcoming spirit. Our mission is intertwined with the region's growth and prosperity, as Orlando's cultural and economic maturity parallels our own.