

PROJECT FACT SHEET
UCF-613 DISCOVERY AND INNOVATION HUB - Daytona Campus
PROFESSIONAL ARCHITECTURAL SERVICES

PROJECT DESCRIPTION

The project will consist of the planning, design, and construction administration to include approximately 52,000 net assignable square feet (NASF) of space, and approximately 78,000 gross square feet (GSF). This project will be located on the Daytona State Campus and be the hub of an extended UCF presence in Volusia County. The project is expected to include offices, meeting rooms, conference rooms, kitchen, collaboration lab, computer lab, and additional support spaces.

The building program is subject to change, but is currently planned to include:

- UCF Academic Programs (Business, Nursing, others TBD),
- UCF Incubator space,
- Conference and Continuing Education space,
- Community Education and Partner space,

The total project cost for the will be approximately \$60,000,000 for planning, design, permitting, construction, landscape/hardscape/irrigation, and furnishings/equipment. The construction cost will be approximately \$53,150,000. These costs are budget estimates and may be adjusted as the project progresses. This project is subject to the availability of funding.

Refer to the attached summary document for additional information.

All firms applying must be licensed Architects/Engineers 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 Category “D” as a maximum, and the Basic Service fee 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 desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/158396> 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 35 (excludes cover page and tabs). Points may be deducted for proposals exceeding the 35-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.

Clearly articulate within each of the 5 projects information regarding:

- a) similarity in project size, scope, and type;
 - b) design completion date and design duration
 - c) design fee, including all consultants and additional services
 - d) original construction cost at time of GMP (the exact amount per the contractor's contract) and final construction cost at time of project completion (the exact amount per the final payment application; including additive change orders and including owner direct purchases); provide an explanation for any discrepancies including any error/omissions;
 - e) owner's contact information (name, title, phone, email);
 - f) names and roles of proposed architecture/interior design team members who actively worked on each past performance project (regularly attended design meetings, were responsible for creating deliverables, those who supported construction administration, etc.);
 - g) include multiple representative pictures of the completed project
2. **Experience and Ability.**
 - a) describe your approach to the project process to ensure that client needs are understood and addressed, design is expedited, and thorough quality control of contract documents is performed.
 - b) describe your experience working with public, higher education clients and their standards and processes;
 - c) describe your experience designing to a budget:
 - i. provide an example of a cost estimate (1-page maximum) showing the schematic design estimate in one column and the construction cost at GMP in an adjacent column to demonstrate the level of detail provided and the amount of change from design to construction;
 - ii. describe the key design strategies used to keep the project on budget.
3. **Personnel.** Provide bios for the following design team members, clearly indicating their relevant experience in projects of this type, size, and scope; and licenses/certifications/credentials. Note, all of the below will be part of the Basic Services fee.
 - a) Project Executive/Principal
 - b) Architect of Record
 - c) Project Manager
 - d) Interior Designer
 - e) Cost Estimator
 - f) Civil Engineer of Record
 - g) Structural Engineer of Record

- h) Mechanical Engineer of Record
 - i) Electrical Engineer of Record
 - j) Landscape Architect of Record
4. **References.** Provide up to three (3) professional reference letters from the five (5) completed projects listed in section 2. Reference letters should describe your performance on the projects. References may not be from UCF personnel.
5. **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. Indicate which office(s) the personnel leading this project will be operating from.
6. **SDVOSB and MWBE.** Describe how your firm employs a diverse workforce and uses Service Disabled Veteran-Owned Small Business (SDVOSB) and Minority and Women-Owned Business Enterprise (MWBE). Indicate if your firm is certified and by what agency.
7. **Job specific Question**
- a) Describe your experience providing architectural design services for state-of -the-art innovative technology buildings, including important design considerations in the planning and design of this building type.
 - 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 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.
3. At least one week prior to final interviews, shortlisted firms must provide their design fee (including all basic services, additional services, and sub-consultant fees) to UCF. This fee may be considered in the final selection of the design team.
4. UCF Team Members may not discuss the project with interested firms during the entire selection process.