

**PROJECT FACT SHEET  
UCF-615 HOWARD PHILLIPS HALL  
REMODEL/RENOVATION  
PROFESSIONAL SERVICES**

**PROJECT DESCRIPTION**

The project will consist of the planning, design, and construction administration of remodel/renovation of Howard Phillips Hall (HPH) to include a comprehensive reconfiguration of its interior spaces to optimize space utilization. The existing building comprises four stories and 64,619 gross square feet. The project intent is to transform the existing building into a one-stop shop for student services. Anticipated program elements include (but are not limited to) study abroad, student accessibility services, advising, advocacy / student care services, first year experience, student financial services (bursar), and testing center. The project may also include an added 2-story lobby space facing the reflecting pond, providing a new main entry to the building.

The total project cost is expected to be approximately \$34,000,000, with a construction cost of approximately \$27,000,000. The project size, scope, and budget may be changed at UCF's discretion, and this project is subject to the availability of funding.

All firms applying must be licensed Architects 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 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://www.fp.ucf.edu/resources/contract-documents/>.

**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 desiring to apply shall submit **only electronic submissions**, to be uploaded at:

<https://ucf.bonfirehub.com/opportunities/196956> 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. Clearly articulate within each of the 5 projects information regarding:

- a) similarity in project type, size, and scope;

- b) design start and design completion dates (month and year);
- c) construction start and construction completion dates (month and year);
- d) original construction cost budget at start of design; final construction cost at project completion (include owner added scope and owner direct purchases); explain any discrepancies; note: numbers should not be round numbers, but exact amounts of original construction budget and final construction costs.
- e) owner's contact information;
- f) names of architecture design team members who worked on the project, who are also proposed team members for this project; and
- g) include representative pictures of the completed project (if any pictures are AI generated or enhanced, please indicate so on the image; AI images are not a negative, we just want this to be disclosed).

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

- a) describe your proposed architecture design team's 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.
- b) working with public, higher education clients and their Standards and processes;
- c) describe your experience working with a Construction Manager during all phases of design to ensure that only on-budget solutions are presented to the Owner; provide examples of completed projects that have provided on-budget cost estimates from design start to construction completion.

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

- a) Project Executive/Principal
- b) Architect of Record
- c) Project Manager
- d) Project Designer/Support
- e) Interior Designer
- f) Structural Engineer of Record
- g) Mechanical Engineer of Record
- h) Electrical Engineer of Record
- i) Plumbing/Fire Protection Engineer of Record
- j) Cost Estimator (if a consultant, note that fee will be part of Basic Services)

**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. Reference letters 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) this project will be served from.

**6. Job specific Questions**

- a) Describe your experience in architectural design services for the remodel/renovation of existing offices, classroom, student life, and/or related spaces within an occupied facility. Describe your phasing recommendations for how to best accomplish this project.
- b) Describe lessons learned from similar projects. What are the three biggest challenges that you anticipate on this project, and how do we minimize risk from these challenges?
- c) Describe your experience with student service projects as described in the Project Description. What programmatic elements are most important to consider in the design of a successful one-stop shop for student services?
- 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. At the time of the interview, shortlisted firms must provide their design fee (including all basic services, additional services, and sub-consultant fees – not to exceed the DMS fee curve) in a sealed envelope – this fee may be considered in the final selection of the design team.
- 3. The Selection Committee will make a recommendation to the University President. All finalists will be notified in writing of the President's action.