

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 \$7,500,000, and for which the fee for professional services is less than \$500,000. Note that these limits may be updated over time to match the most current version of the Board of Governor's Regulations. 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.

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.

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 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/Engineers desiring to apply shall submit only electronic submissions, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/184892> 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.

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. 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 size, complexity, 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. original budget, final budget, and reasons for any differences;
 - d. owner's contact information;
 - e. names of design team members who worked on the project, who are also proposed team members for this project; and
 - f. include representative pictures of the project
2. **Experience and Ability.** Describe your firm's experience and ability with the following:
 - a. describe your 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. Describe your process for incorporating the UCF Standards (especially the Critical Needs) into your Quality Control process.
 - c. providing accurate cost estimates during design.
3. **Personnel.** Provide bios for the following design team members, clearly indicating their education; relevant experience in projects of this type, size, and scope; and licenses/certifications/credentials:
 - a. Principal in charge; *
 - b. project manager/architect; *
 - c. quality control reviewer;
 - d. cost estimator (if a consultant, note that fee will be part of Basic Services) *
 - e. LEED AP.

**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.*
4. **References.** 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, 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.
6. **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.
- 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. 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.
- 3. UCF Team Members may not discuss the project with interested firms during the entire selection process.