

**PROJECT FACT SHEET**  
**UCF-608 ROSEN COLLEGE OF HOSPITALITY MANAGEMENT**  
**RENOVATION / REMODEL**  
**Construction Management Services**

**PROJECT DESCRIPTION**

The project will consist of construction services for the renovation/remodel of the Rosen College of Hospitality Management. The building comprises two stories and 158,980 gross square feet. The renovation scope is approximately 78,000 gsf of Library, Classrooms, Offices, and Event Spaces. The total project cost for the Rosen College of Hospitality Management will be approximately \$12,800,000 for planning, design, permitting, construction, landscape/hardscape/irrigation, and furnishings and equipment with a construction cost of approximately \$10,000,000 (includes cost of work, information technology, fees, bonds, insurance, contingency, and builder's risk). The project size, scope, and budget may be changed at UCF's discretion, and this project is subject to the availability of funding.

The contract for Construction Management services will consist of the development of a Guaranteed Maximum Price (GMP) at 100% Construction Documents. If the GMP is accepted, the Construction Manager becomes the single point of responsibility for performance of the construction of the project and shall publicly bid trade contracts. Cost estimating services will be included. Construction is expected to start in June 2025.

**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.**

Construction Managers desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/172347> comprising:

- A. a letter of interest;
- B. a copy of the Construction Management firm's current license from the appropriate governing board. All applicants must be licensed and insured to practice as General Contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application.
- C. a completed Construction Management Qualifications Supplement (CMQS);
- 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 pages. 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 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. **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. construction duration and month/year of final completion
  - c. CM fee percentage
  - d. original construction cost at time of GMP, and final construction cost at final completion (include the value of all owner direct purchases). Explain any discrepancies due to owner added scope, unforeseen conditions, or errors/omissions;
  - e. owner's contact information (name, title, email, phone);
  - f. names of proposed team members who worked on each project who will also be assigned to this project; and
  - g. include representative pictures of the project.
  
2. **Experience and Ability.** Describe your firm's experience and ability:
  - a. working with public, higher education clients;

- b. working on extensive renovation projects in occupied buildings consisting of interior/finishes and MEP/FP systems;
  - c. your team's approach to ensure the thorough review of contract documents, compliance with UCF Standards, successful construction, proactive commissioning, and expedited close-out.
  - d. working with a third-party Commissioning Agent (CxA), and integrating the proper CxA activities and durations into your construction schedule. Provide a specific similar renovation project example where the project was delivered on schedule, with complete CxA scope.
3. **Personnel.** Provide bios for the following design team members, clearly indicating their experience with this project type, education, and licenses/certifications/credentials:
  - a) Project Executive;
  - b) Superintendent; and
  - c) Project Manager

Describe each proposed team member's availability to work on this project.

4. **References.** Provide three (3) professional references from the five (5) completed projects listed in section 2. References may not be from UCF projects or 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.
6. **Safety and Security.** Describe your policies, planning, and practices related to jobsite safety and security. **Note:** Criminal background checks, and E-verification must be provided for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the jobsite.
7. **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.
8. **Job specific Questions**
  - a) Describe your proposed staffing plan for this project. Explain how many people and what roles are necessary for a project of this size. Explain if these people are fully dedicated to the project, or are spread across multiple jobs. If spread across multiple jobs, describe what percentage of their time will be spent on our project.
  - b) Describe your approach to ensuring that you get wide subcontractor bid participation on this project.
  - 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. Interviews of shortlisted firms are anticipated for March 31<sup>st</sup> and will not require a PowerPoint presentation.
2. The Selection Committee has elected not to meet with potential applicants prior to submittals.
3. 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.
4. Note that shortlisted firms will be asked to submit a draft general condition (staffing plan), general requirements, and proposed CM fee percentage for the project, which will be considered as part of the final selection.