



## MEETING MINUTES

<b>Project:</b>	Performing Arts Complex, Phase 2	<b>Job Number:</b>	N/A
<b>Notes By:</b>	Bill Martin, UCF Director FP&C	<b>Meeting Location:</b>	ZOOM meeting
<b>Bldg / Rm#:</b>	N/A	<b>Meeting Date &amp; Time:</b>	Friday, 3/26/21, 2:00pm

### UCF Attendees:

Bill Martin, UCF FP&C  
Paul Lartonoix, UCF College of Arts & Humanities  
Suzy Hutson, UCF FP&C  
Matt Green, UCF FP&C  
Gina Seabrook, UCF FP&C

### Neighbor/Vendor Attendees:

See attendance list at the end of this document

### OBJECTIVE:

The purpose of the meeting was inform interested Architects, Engineers, Consultants, Contractors, etc. of the goals and objectives of the Performing Arts Complex, Phase 2 project. The intent was to provide consistent information to all applicants, in order to create a fair environment for design team selection.

### FORMAT:

FP&C held this meeting as an online ZOOM meeting.

### MEETING MINUTES:

- 1) Bill Martin opened the meeting, and went through some housekeeping items:
  - a. everyone to keep cameras off for bandwidth, and stay muted unless talking
  - b. wait to ask questions until presentation is done, and then type questions in chat box
  - c. presentation will not be recorded, but meeting minutes will be drafted and posted to the advertisement website
  - d. asked people to put their company name and individual names in the chat box, so we can put attendees in the minutes (see attendee list at the end of these meeting minutes, based on the chat box inputs)
- 2) Bill introduced UCF participants
  - a. Bill Martin
  - b. Paul Lartonoix
  - c. Suzy Hutson
  - d. Gina Seabrook
  - e. Matt Green
  - f. Tommy James
- 3) Bill noted that concept design and cost estimating was provided by Baker Barrios and CPPI
- 4) Bill reviewed documents related to project, posted under advertisement section of FP&C website:
  - a. Notice to Architects, Project Fact Sheet
    - i. Applicants should follow the format or points can be deducted. Recommend using the same numbering system, and re-stating the full question as part of each section.
    - ii. Provide relevant performing arts projects, non-relevant projects will not get credit. Relevant projects could be performing arts, exhibit hall, gallery – in particular with an educational focus.
      1. Want team members who have experience on applicable project types.

2. On budgeted/actual cost, want the original owner provided budget versus actual final budget – minus owner adds and ODP. Intent is to understand if project was delivered on budget. Estimated and actual never match, projects are either under or over budget, so provide accurate numbers.
3. On scheduled/actual design, want the original schedule in the contract versus the actual design schedule.
- iii. Note that proposals due April 16, 5pm. Must be fully uploaded by then, if you submit late and the document is in process of uploading at 5pm, the software will cut off your submission, so don't wait to the last minute
- b. Building program
  - i. Description of project
  - ii. Site location
  - iii. Utility info
  - iv. Estimate of Probable Construction Cost
  - v. Summary of Required Spaces
- 5) Paul Lartonoix reviewed:
  - a. Storyboard, Video
    - i. Paul discussed high level intent of building, larger program spaces, flexible spaces
- 6) Bill noted that the design in the video/renderings is not set in stone, it was generated for preliminary fundraising efforts and UCF would like to see alternate designs. However, the big plan concepts are relatively set (large flexible hall with operable walls, gallery, storage)
- 7) Selection committee not finalized, but will likely consist of 3 facilities personnel, 2 college personnel, and 1 trustee
- 8) Selection committee will not meet with vendors – that was the purpose of this meeting
- 9) Bill Martin opened the floor to questions, that were to be typed in the chat box:

#### QUESTIONS AND ANSWERS:

- Q1 – “Who’s your favorite architect?” – not answered, assume this was a joke question
- Q2 – “Was the cost estimate based on the current scheme?” – yes, though the area of support space shown in the video/renderings may not match the space listed in the summary of required spaces (last page of the building program) – the building program governs.
- Q3 – “Are the architectural fees indicated in the document fixed?” – UCF follows Board of Governor’s (BOG) regulations regarding the calculation of design fees, along with our internal policy “Basic and Additional Services for Major and Minor Projects” (<https://fs.ucf.edu/sites/default/files/policies/Basic%20and%20Additional%20Services%20Policy-%20final%20clean%207-12.pdf>). The BOG refers to the Department of Management Services (DMS) fee curve, which considers project cost and complexity to calculate design fees. The amount for design fees listed in the building program was derived from the DMS fee curve, using the estimated construction budget. Final design fees will be determined upon award but are not anticipated to exceed the estimated amount in the building program.
- Q4 – “What is the target date for completing design development?” – We do not have a hard deadline for DD completion. We anticipate the project going on hold for a considerable period (several years) after DDs, while UCF fundraises for 25% of the project cost. However, we do anticipate proceeding with design at a reasonable pace.
- Q5 – “Is there a fundraising component? Is the project donor driven?” – Yes we are targeting to raise 25% of the total project cost in fundraising. This will greatly help our scoring with the state’s ranking system for funding new construction projects.
- Q6 – “Is there a height limitation?” – No
- Q7 – “Is the project intended to be phased as the funding is raised?” – No, we plan to fundraise for the entire project, and build it in one phase.
- Q8 – “Must subconsultants be registered to do business in Florida or only the prime?” – All subconsultants must be registered to do business in Florida.
- Q9 – “Is there a policy on a partnership between an international design firm (not necessarily licensed in FL) and a local Architect of record for the proposal?” – It is difficult to understand the intent of the question as written, but the answer was given that local and non-local architects can partner, and choose to do a joint venture, or not.

- Q10 – “Are the projects that demonstrate expertise limited to the experience of the architect of record, or may the design architect, acoustics consultant, or theater consultant list a project that did not involve the architect of record” – Projects may be listed that have been completed by the architect of record and/or the design architect. Sub-consultant projects cannot be listed unless also worked on by the architect of record and/or design architect.
- Q11 – “What is the minimum MBE participation requirement?” – UCF does not require MWBE participation on the project. However, there is a section of the RFP that asks about MWBE or SDVOSB participation which does provide points.
- Q12 – “What is the selection process and timeline?” – UCF selection procedures are online at the links below. A timeline is not established, though we are moving as quickly as practical.  
(<https://fs.ucf.edu/sites/default/files/policies/FP&C%20Selection%20Procedures%20-final%203.4.pdf>)
- Q13 – “Will the spaces be used by the digital arts and entertainment programs in addition to music, theater, and fine arts?” – Yes. We have strong positive movement with our Masters of Fine Arts (and soon to have a MS) in Themed Experience and it is anticipated that that group will be using this space as well as Music and Theatre.
- Q14 – “Will you publish an attendee or who registered for this preproposal meeting list?” – Yes, see the last pages of this document.
- Q15 – “Could you please elaborate on your scoring procedures – is there weighted selection criteria?” – Referred back to the Project Fact Sheet which lists the questions that we want answered. UCF has a scoring matrix that aligns with these questions.
- Q16 – “The contract agreement posted under the Resources tab on your web site indicates that it is for Continuing Services. Is a project-specific draft agreement available for review?” – Yes, see this link, the “Agreement Between Owner and Professional (for Use on Construction Management Projects):  
<https://fp.ucf.edu/resources/contract-documents/>
- Q17 – “Is Baker Barrios precluded from pursuing the design of this project?” – No.
- Q18 – “Is Selection Criteria #9 of the RFP a carryover from a previous contractor RFP?” – No, this section is about safety and security. Please answer with any construction administration policies that you employ related to this topic.
- Q19 – “Will there be a Q&A” – Yes, this meeting is the Q&A.
- Q20 – “Are the scores cumulative or do all short listed firms start back even?” – Scores are not cumulative.
- Q21 – “There are jobsite safety questions, should we include a CM?” Refer to Q18 above for the answer. No, do not include a construction manager (CM) in your team.
- Q22 – “Does the escalation included in the budget carry the construction start to a particular point in time? If construction is delayed, is there any mechanism for a budget increase?” – Escalation is included in the current cost estimate to a point. Each year we will evaluate if this escalation is adequate, and adjust the budget accordingly. We must present this project on our annual Capital Improvement Plan (CIP) list to the state to request funding, and the amount can increase over time.
- Q23 – “Do we need to name all our subconsultants, or can we list some second-tier or specialty or optional consultants as TBD?” We require all prime consultants to be listed (structural, mechanical, electrical, plumbing, fire protection, civil, landscape/hardscape/irrigation). We recommend that you include other subconsultants that may add value to your team (interiors, acoustic, theater, etc.). Refer to the answer of Q3 above for what UCF considers basic and additional services.
- Q24 – “Does UCF hold geotechnical, or do you want us to include geotechnical on our team?” – UCF holds geotechnical, building envelope consultant, threshold inspection (if needed), and commissioning agent.
- Q25 – “Is wayfinding or branding a part of the scope?” – UCF has standards for normal room signage. We do not anticipate a heavy wayfinding scope, if any. We expect the limited wayfinding could be designed by the architect as part of the signage package.

With no further questions, Bill Martin thanked everyone for their participation, and the meeting was adjourned.

**End of Meeting Minutes**

## UCF Performing Arts Complex, Phase II

Meeting registration/attendance list

Zoom meeting date 3/26/21

This list shows all registered attendees for the meeting. Names in yellow are those who indicated their attendance by typing their names into the Zoom chat feature.

Name	E-mail	Organization
Russell Crader	<a href="mailto:russell@adjaye.com">russell@adjaye.com</a>	Adjaye Associates – NY
Suzanne Klein	<a href="mailto:suzanne.klein@aecom.com">suzanne.klein@aecom.com</a>	AECOM
ISABELLE MOUTAUD	<a href="mailto:isabelle@agency-im.com">isabelle@agency-im.com</a>	AGENCY IM
Thea von Geldern	<a href="mailto:theav@alliedworks.com">theav@alliedworks.com</a>	Allied Works Architecture
J. Kenny Wieber, Jr.	<a href="mailto:jkw2@altierisw.com">jkw2@altierisw.com</a>	ALTIERI SEBOR WIEBER LLC
Susan Fisher Plotner	<a href="mailto:sfplotner@altierisw.com">sfplotner@altierisw.com</a>	ALTIERI SEBOR WIEBER LLC
Cady Zawatson	<a href="mailto:czawatson@arquitectonica.com">czawatson@arquitectonica.com</a>	Arquitectonica
Tom Decker	<a href="mailto:tdecker@arquitectonica.com">tdecker@arquitectonica.com</a>	Arquitectonica
Joe Solway	<a href="mailto:joe.solway@arup.com">joe.solway@arup.com</a>	Arup
John Curran	<a href="mailto:icurran@asdnet.com">icurran@asdnet.com</a>	ASD   SKY
Corine Hall	<a href="mailto:chall@bakerbarrios.com">chall@bakerbarrios.com</a>	Baker Barrios Architects
Tyler Kirby	<a href="mailto:tkirby@bakerbarrios.com">tkirby@bakerbarrios.com</a>	Baker Barrios Architects
Karen Petersen	<a href="mailto:kpetersen@bbmstructural.com">kpetersen@bbmstructural.com</a>	BBM Structural Engineers
Natalie Bramlett	<a href="mailto:nbramlett@beckdesign.com">nbramlett@beckdesign.com</a>	Beck
Jordan Doane	<a href="mailto:jordan@big.dk">jordan@big.dk</a>	Bjarke Ingels Group
Hans Nettelblad	<a href="mailto:hnettelblad@bnim.com">hnettelblad@bnim.com</a>	BNIM
Maria Maffry	<a href="mailto:mmaffry@bnim.com">mmaffry@bnim.com</a>	BNIM
Thy Daniels	<a href="mailto:daniels@bora.co">daniels@bora.co</a>	Bora Architecture & Interior
Jorge Borrelli	<a href="mailto:Jaborrelli@borrelliarchitects.com">Jaborrelli@borrelliarchitects.com</a>	Borrelli + Partners
Laura Zawadzki	<a href="mailto:lzawadzki@borrelliarchitects.com">lzawadzki@borrelliarchitects.com</a>	Borrelli + Partners
Eleftheria Stavridi	<a href="mailto:eleftheria@brooksscarpa.com">eleftheria@brooksscarpa.com</a>	BROOKS + SCARPA
Lawrence Scarpa	<a href="mailto:scarpa@brooksscarpa.com">scarpa@brooksscarpa.com</a>	BROOKS + SCARPA
Başak Akman	<a href="mailto:akman@bureauv.com">akman@bureauv.com</a>	Bureau V Architecture
Jerad Schomer	<a href="mailto:Jerad.schomer@charcoalblue.com">Jerad.schomer@charcoalblue.com</a>	Charcoalblue
Danielle Goodwin	<a href="mailto:daniellegoodwin@clancytheys.com">daniellegoodwin@clancytheys.com</a>	Clancy & Theys
Steve Whitman	<a href="mailto:steven.whitman@coffman.com">steven.whitman@coffman.com</a>	Coffman Engineers
Holly Duke	<a href="mailto:holly.duke@cpqi.com">holly.duke@cpqi.com</a>	CPPI
John Weaver	<a href="mailto:john.weaver@cpqi.com">john.weaver@cpqi.com</a>	CPPI
Julie Hewitt	<a href="mailto:jhewitt@davisbrody.com">jhewitt@davisbrody.com</a>	Davis Brody Bond
Theresa Doolittle	<a href="mailto:tdoolittle@designlabarch.com">tdoolittle@designlabarch.com</a>	designLAB architects
Jennifer Mallard	<a href="mailto:jmallard@dsai.ca">jmallard@dsai.ca</a>	Diamond Schmitt Architects
Robb Graham	<a href="mailto:rgraham@dsai.ca">rgraham@dsai.ca</a>	Diamond Schmitt Architects
David Koren	<a href="mailto:dkoren@dsrny.com">dkoren@dsrny.com</a>	DILLER SCOFIDIO + RENFRO
Carol Duke	<a href="mailto:cduke@dlrgroup.com">cduke@dlrgroup.com</a>	DLR Group
Maggie Chaffin	<a href="mailto:mchaffin@dlrgroup.com">mchaffin@dlrgroup.com</a>	DLR Group
Nicole D. Nichols	<a href="mailto:nnichols@dlrgroup.com">nnichols@dlrgroup.com</a>	DLR Group
Treasure Lathan	<a href="mailto:tlathan@dudapaine.com">tlathan@dudapaine.com</a>	Duda   Paine Architects
Jeff Paine	<a href="mailto:jpaine@dudapaine.com">jpaine@dudapaine.com</a>	Duda   Paine Architects
Russ Holcomb	<a href="mailto:rholcomb@dudapaine.com">rholcomb@dudapaine.com</a>	Duda   Paine Architects
Sanjeev Patel	<a href="mailto:spatel@dudapaine.com">spatel@dudapaine.com</a>	Duda   Paine Architects
Sarah Hernandez	<a href="mailto:shernandez@dudapaine.com">shernandez@dudapaine.com</a>	Duda   Paine Architects
Turan Duda	<a href="mailto:tduda@dudapaine.com">tduda@dudapaine.com</a>	Duda   Paine Architects
Edward Dugger	<a href="mailto:edward@edplusa.com">edward@edplusa.com</a>	Edward Dugger + Associates
Amy Stroud	<a href="mailto:astroud@ennead.com">astroud@ennead.com</a>	ENNEAD ARCHITECTS
David Appel	<a href="mailto:dappel@ennead.com">dappel@ennead.com</a>	ENNEAD ARCHITECTS
Alexa B. Antopol	<a href="mailto:aantopol@fda-online.com">aantopol@fda-online.com</a>	Fisher Dachs Associates
Marcel Maslowski	<a href="mailto:marcel@fgafla.com">marcel@fgafla.com</a>	Fleischman Garcia Architecture
Anouphap J Phommachakr	<a href="mailto:joe@fgafla.com">joe@fgafla.com</a>	Fleischman-Garcia
Rick Fourie	<a href="mailto:rfourie@fcicost.com">rfourie@fcicost.com</a>	Fourie Cost Consultants
Frank Bellomo	<a href="mailto:F.bellomo@gaiconsultants.com">F.bellomo@gaiconsultants.com</a>	GAI Consultants, Inc.   Community Solutions Group
Lisa Rambo	<a href="mailto:lrambo@gaiconsultants.com">lrambo@gaiconsultants.com</a>	GAI Consultants, Inc.   Community Solutions Group

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Zoom meeting date 3/26/21

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<u>Name</u>	<u>E-mail</u>	<u>Organization</u>
Charley Williams	<a href="mailto:cjwilliams@g-e-c.com">cjwilliams@g-e-c.com</a>	Geotechnical and Environmental Consultants (GEC)
Corey Zimmerman	<a href="mailto:czimmerman@gilbaneco.com">czimmerman@gilbaneco.com</a>	Gilbane Building Company
Danielle Hogue	<a href="mailto:danielle.hogue@architects-gca.com">danielle.hogue@architects-gca.com</a>	Gilchrist Ross Crowe Architects
Meaghan Murphy	<a href="mailto:mmurphy@gwwoinc.com">mmurphy@gwwoinc.com</a>	GWWO Architects
Ariel Fausto	<a href="mailto:afausto@h3hc.com">afausto@h3hc.com</a>	H3
Daria Pizzetta	<a href="mailto:dpizzetta@h3hc.com">dpizzetta@h3hc.com</a>	H3
Bill Bradford	<a href="mailto:bbradford@hanson-inc.com">bbradford@hanson-inc.com</a>	Hanson Professional Services Inc.
Eric Houston	<a href="mailto:ehouston@hhcp.com">ehouston@hhcp.com</a>	Helman Hurley Charvat Peacock/ Architects, Inc.
Michael Chatham	<a href="mailto:mchatham@hhcp.com">mchatham@hhcp.com</a>	Helman Hurley Charvat Peacock/ Architects, Inc.
Rosana Elkhatab	<a href="mailto:ROE@henninglarsen.com">ROE@henninglarsen.com</a>	Henning Larsen
Amy Braford Whittey	<a href="mailto:abrafordwhittey@hga.com">abrafordwhittey@hga.com</a>	HGA Architects and Engineers
Nancy Blankfard	<a href="mailto:nblankfard@hga.com">nblankfard@hga.com</a>	HGA Architects and Engineers
Matthew Clear	<a href="mailto:mclear@hksinc.com">mclear@hksinc.com</a>	HKS
Megan Finn	<a href="mailto:mfinn@hksinc.com">mfinn@hksinc.com</a>	HKS
Melanie Cornell	<a href="mailto:mcornell@hksinc.com">mcornell@hksinc.com</a>	HKS
Nathan Butler	<a href="mailto:nbutler@hksinc.com">nbutler@hksinc.com</a>	HKS
Phil Jordan	<a href="mailto:pjordan@hksinc.com">pjordan@hksinc.com</a>	HKS Architects
Jamie Seessel	<a href="mailto:jseessel@hksinc.com">jseessel@hksinc.com</a>	HKS Architects, Inc.
Mike Vela	<a href="mailto:mvela@hksinc.com">mvela@hksinc.com</a>	HKS Architects, Inc
Brittany Williams	<a href="mailto:bwilliams@huntonbrady.com">bwilliams@huntonbrady.com</a>	HuntonBrady
Jon Nobles	<a href="mailto:jnobles@huntonbrady.com">jnobles@huntonbrady.com</a>	HuntonBrady
Maurizio Maso	<a href="mailto:mmaso@huntonbrady.com">mmaso@huntonbrady.com</a>	HuntonBrady
Tom Wannan	<a href="mailto:twannan@huntonbrady.com">twannan@huntonbrady.com</a>	HuntonBrady
Hugh Darley	<a href="mailto:hdarley@ideaorlando.com">hdarley@ideaorlando.com</a>	I D E A, inc.
Dan Kirby	<a href="mailto:daniel.kirby@jacobs.com">daniel.kirby@jacobs.com</a>	Jacobs
Firas Bargouthi	<a href="mailto:Firas.Bargouthi@jacobs.com">Firas.Bargouthi@jacobs.com</a>	Jacobs Engineering
Hamid R. Bahadori	<a href="mailto:hbahadori@jensenhughes.com">hbahadori@jensenhughes.com</a>	Jensen Hughes
Stephanie DeGraaf/Eva Strickland	<a href="mailto:sdegraaf@jezerinacgroup.com">sdegraaf@jezerinacgroup.com</a>	Jezerinac Group, PLLC
Brenda Jean Walker	<a href="mailto:bwalker@kirkegaard.com">bwalker@kirkegaard.com</a>	Kirkegaard
Brian Corry	<a href="mailto:bcorry@kirkegaard.com">bcorry@kirkegaard.com</a>	Kirkegaard
Anthony Shou	<a href="mailto:ashou@kirkegaard.com">ashou@kirkegaard.com</a>	Kirkegaard
Joseph Myers	<a href="mailto:jmyers@kirkegaard.com">jmyers@kirkegaard.com</a>	Kirkegaard
Eric Kleinsteuber	<a href="mailto:Eric@kmfarchitects.com">Eric@kmfarchitects.com</a>	KMF Architects
Erika Lord	<a href="mailto:Erika@kmfarchitects.com">Erika@kmfarchitects.com</a>	KMF Architects
Joseph Morgan	<a href="mailto:Joe@kmfarchitects.com">Joe@kmfarchitects.com</a>	KMF Architects
Michelle Heatherly	<a href="mailto:mheatherly@landdesign.com">mheatherly@landdesign.com</a>	Land Design
Cheri Pavlik	<a href="mailto:cnpavlik@leoadaly.com">cnpavlik@leoadaly.com</a>	Leo A Daly
Gabe Jaroslavsky	<a href="mailto:gmjaroslavsky@leoadaly.com">gmjaroslavsky@leoadaly.com</a>	Leo A Daly
Jacey Taylor	<a href="mailto:jtaylor@leoadaly.com">jtaylor@leoadaly.com</a>	Leo A Daly
Carrie Villani	<a href="mailto:carrie.villani@lera.com">carrie.villani@lera.com</a>	LER A Consulting Structural Engineers
Sean Tracy	<a href="mailto:sean.tracy@littleonline.com">sean.tracy@littleonline.com</a>	Little
Thomas Carlson-Reddig	<a href="mailto:treddig@littleonline.com">treddig@littleonline.com</a>	Little
Julie Adams	<a href="mailto:jadams@lmnarchitects.com">jadams@lmnarchitects.com</a>	LMN Architects
Teena Videriksen	<a href="mailto:tvideriksen@lmnarchitects.com">tvideriksen@lmnarchitects.com</a>	LMN Architects
Tina Suh	<a href="mailto:tsuh@lmnarchitects.com">tsuh@lmnarchitects.com</a>	LMN Architects
Jamie Dondero	<a href="mailto:jamied@machado-silvetti.com">jamied@machado-silvetti.com</a>	Machado Silvetti
Jason Toomgam	<a href="mailto:jason@i-mad.com">jason@i-mad.com</a>	MAD Architects
Jay Taylor	<a href="mailto:jtaylor@mka.com">jtaylor@mka.com</a>	Magnusson Klemencic Associates
BD Team	<a href="mailto:bdteam@marveldesigns.com">bdteam@marveldesigns.com</a>	Marvel Designs
Pablo Ceja	<a href="mailto:pceja@marveldesigns.com">pceja@marveldesigns.com</a>	Marvel Designs
Tim Fryatt	<a href="mailto:tfryatt@marveldesigns.com">tfryatt@marveldesigns.com</a>	Marvel Designs

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Name	E-mail	Organization
Caitlin Carbone	<a href="mailto:ccarbone@mgmclaren.com">ccarbone@mgmclaren.com</a>	McLaren Engineering Group
Amy Stein	<a href="mailto:astein@mgapartners.com">astein@mgapartners.com</a>	MGA PARTNERS
Doug Schaller	<a href="mailto:dschaller@mgapartners.com">dschaller@mgapartners.com</a>	MGA PARTNERS
Katie Broh	<a href="mailto:cbroh@mgapartners.com">cbroh@mgapartners.com</a>	MGA PARTNERS
Jen Lathrop	<a href="mailto:jlathrop@mmaltzan.com">jlathrop@mmaltzan.com</a>	Michael Maltzan Architect
Michael Nelson	<a href="mailto:michaelnelsonarchitect@gmail.com">michaelnelsonarchitect@gmail.com</a>	MNArchitects, LLC
Ung-Joo Scott Lee/Allison Bell	<a href="mailto:s.lee@morphosis.net">s.lee@morphosis.net</a>	Morphosis Architects
Harry Lowd	<a href="mailto:hlowd@nadaaa.com">hlowd@nadaaa.com</a>	NADAAA
Nicole Sakr	<a href="mailto:nsakr@nadaaa.com">nsakr@nadaaa.com</a>	NADAAA
Jim Manly	<a href="mailto:Jim.Manly@nv5.com">Jim.Manly@nv5.com</a>	NV5 Engineering & Technology
Jessica Hidalgo	<a href="mailto:jhidalgo@ociassociates.com">jhidalgo@ociassociates.com</a>	OCI
Tracy Dawson	<a href="mailto:tdawson@ociassociates.com">tdawson@ociassociates.com</a>	OCI
John Hallock	<a href="mailto:johnh@olsonkundig.com">johnh@olsonkundig.com</a>	Olson Kundig
Christy Cheng	<a href="mailto:ccheng@oma.com">ccheng@oma.com</a>	OMA
Federico Cadeddu	<a href="mailto:fcadeddu@oma.com">fcadeddu@oma.com</a>	OMA
Colleen Uphouse	<a href="mailto:uphouse@otj.com">uphouse@otj.com</a>	OTJ Architects
Rosanna Gutierrez Lubetsky	<a href="mailto:gutierrez@ppa-ny.com">gutierrez@ppa-ny.com</a>	PEI Architects IIp
Michael Nock	<a href="mailto:mnock@pcparch.com">mnock@pcparch.com</a>	Pelli Clarke Pelli Architects
Jesse Lockwood	<a href="mailto:Jesse.lockwood@perkinswill.com">Jesse.lockwood@perkinswill.com</a>	Perkins&Will
Frederik Sisa	<a href="mailto:fsisa@pfeifferpartners.com">fsisa@pfeifferpartners.com</a>	Pfeiffer
Sharon Murphy	<a href="mailto:smurphy@pfeifferpartners.com">smurphy@pfeifferpartners.com</a>	Pfeiffer Partners Architects
Pam Raymond	<a href="mailto:pam@prcommunications.org">pam@prcommunications.org</a>	PR COMMUNICATIONS
Andrea Lamberti	<a href="mailto:alamberti@vinoly.com">alamberti@vinoly.com</a>	Rafael Viñoly Architects
JOSHUA RAMUS	<a href="mailto:jramus@rex-ny.com">jramus@rex-ny.com</a>	REX
Kevin Thomas	<a href="mailto:kthomas@rex-ny.com">kthomas@rex-ny.com</a>	REX
Britt Johnson	<a href="mailto:bjohnson@rex-ny.com">bjohnson@rex-ny.com</a>	REX Architecture
Michael Thompson	<a href="mailto:michael.thompson@rgdengineers.com">michael.thompson@rgdengineers.com</a>	RGD Consulting Engineers
Max Brito/Michelle Tatom	<a href="mailto:Max.brito@rbarchitects.com">Max.brito@rbarchitects.com</a>	Rhodes+Brito Architects
Kelsey Herniman	<a href="mailto:k.herniman@ramsa.com">k.herniman@ramsa.com</a>	Robert A.M. Stern Architects
Melanie Barnett	<a href="mailto:m.barnett@ramsa.com">m.barnett@ramsa.com</a>	Robert A.M. Stern Architects
Catherine Fischer	<a href="mailto:cfischer@rockwellgroup.com">cfischer@rockwellgroup.com</a>	Rockwell Architecture, Planning & Design, P.C.
David Yanks	<a href="mailto:dyanks@rockwellgroup.com">dyanks@rockwellgroup.com</a>	Rockwell Architecture, Planning & Design, P.C.
Melissa Klein	<a href="mailto:mklein@rockwellgroup.com">mklein@rockwellgroup.com</a>	Rockwell Architecture, Planning & Design, P.C.
Margaux Solmon	<a href="mailto:msolmon@rpbw.com">msolmon@rpbw.com</a>	RPBW
Carrie Perrone	<a href="mailto:carrie.perrone@rsparch.com">carrie.perrone@rsparch.com</a>	RSP Architects
Larry Beame	<a href="mailto:larry.beame@rsparch.com">larry.beame@rsparch.com</a>	RSP Architects
Manny Perez	<a href="mailto:manny.perez@rsparch.com">manny.perez@rsparch.com</a>	RSP Architects
Leah K. Lilly	<a href="mailto:llilly@schenkelshultz.com">llilly@schenkelshultz.com</a>	SchenkelShultz
Kimberly Corbett Oates	<a href="mailto:koates@schulershook.com">koates@schulershook.com</a>	Schuler Shook
John Quattrone	<a href="mailto:jquattrone@songandassociates.com">jquattrone@songandassociates.com</a>	Song + Associates, Inc.
Kremer Shell	<a href="mailto:kshell@songandassociates.com">kshell@songandassociates.com</a>	Song + Associates, Inc.
Alec Stoll	<a href="mailto:alec@stagesconsultants.com">alec@stagesconsultants.com</a>	Stages Consultants
Amy King	<a href="mailto:amy@stagesconsultants.com">amy@stagesconsultants.com</a>	Stages Consultants
Damian Doria	<a href="mailto:damian@stagesconsultants.com">damian@stagesconsultants.com</a>	Stages Consultants
Delia Nevola	<a href="mailto:dnevola@steinberghart.com">dnevola@steinberghart.com</a>	Steinberg Hart
Malcolm Holzman	<a href="mailto:mholzman@steinberghart.com">mholzman@steinberghart.com</a>	Steinberg Hart   Holzman Moss Bottino Architecture
Everald Colas	<a href="mailto:everald@storynstudio.com">everald@storynstudio.com</a>	Storyn Studio for Architecture
Kassia Alamm	<a href="mailto:kassia@straughntrout.com">kassia@straughntrout.com</a>	Straughn Trout
Danielle James	<a href="mailto:Danielle@407studio.com">Danielle@407studio.com</a>	Studio 407, LLC
Jeff Gaither	<a href="mailto:Jeff@407studio.com">Jeff@407studio.com</a>	Studio 407, LLC
Josh Ellman	<a href="mailto:jellman@studiogang.com">jellman@studiogang.com</a>	Studio Gang Architects

## UCF Performing Arts Complex, Phase II

Meeting registration/attendance list

Zoom meeting date 3/26/21

This list shows all registered attendees for the meeting. Names in yellow are those who indicated their attendance by typing their names into the Zoom chat feature.

Name	E-mail	Organization
Kelsey Kirkley	<a href="mailto:kkirkley@studiogang.com">kkirkley@studiogang.com</a>	Studio Gang Architects
Philip Szostak	<a href="mailto:pszostak@szostakdesign.com">pszostak@szostakdesign.com</a>	Szostak Design Inc.
Darcy Veneziale	<a href="mailto:dveneziale@thelightingpractice.com">dveneziale@thelightingpractice.com</a>	The Lighting Practice
Brian McLearn	<a href="mailto:bmclear@slamcoll.com">bmclear@slamcoll.com</a>	The SLAM Collaborative, Inc.
Robert Pulito	<a href="mailto:RPulito@slamcoll.com">RPulito@slamcoll.com</a>	The SLAM Collaborative, Inc.
Jillian Brown	<a href="mailto:jbrown@theatrecc.com">jbrown@theatrecc.com</a>	Theatre Consultants Collaborative
Robert Long,	<a href="mailto:rlong@theatrecc.com">rlong@theatrecc.com</a>	Theatre Consultants Collaborative
James Casciato	<a href="mailto:jcasciato@theatreprojects.com">jcasciato@theatreprojects.com</a>	Theatre Projects
Jules Lauve	<a href="mailto:jlauve@theatreprojects.com">jlauve@theatreprojects.com</a>	Theatre Projects
Justine Spingler	<a href="mailto:jspingler@theatreprojects.com">jspingler@theatreprojects.com</a>	Theatre Projects
Millie Dixon	<a href="mailto:mdixon@theatreprojects.com">mdixon@theatreprojects.com</a>	Theatre Projects
Scott Crossfield	<a href="mailto:scrossfield@theatreprojects.com">scrossfield@theatreprojects.com</a>	Theatre Projects
Meika McCunn	<a href="mailto:meika@thomaspaynearc.com">meika@thomaspaynearc.com</a>	THOMAS PAYNE ARCHITECT INC.
Thomas Payne	<a href="mailto:thom@thomaspaynearc.com">thom@thomaspaynearc.com</a>	Thomas Payne Architect Inc.
Devorah Miller	<a href="mailto:miller.devorah@gmail.com">miller.devorah@gmail.com</a>	Thomas Payne Architects
Gabriel Smith	<a href="mailto:gabriel@thomasphifer.com">gabriel@thomasphifer.com</a>	Thomas Phifer and Partners
Ken Robertson	<a href="mailto:ken@thomasphifer.com">ken@thomasphifer.com</a>	Thomas Phifer and Partners
Quinne Chessman	<a href="mailto:QChessman@ThorntonTomasetti.com">QChessman@ThorntonTomasetti.com</a>	Thornton Tomasetti
Matt Wiechart	<a href="mailto:matthew.wiechart@tlc-eng.com">matthew.wiechart@tlc-eng.com</a>	TLC Engineering Solutions
Tara Bleakley	<a href="mailto:tara.bleakley@tlc-eng.com">tara.bleakley@tlc-eng.com</a>	TLC Engineering Solutions
Wayne Allred	<a href="mailto:wayne.allred@tlc-eng.com">wayne.allred@tlc-eng.com</a>	TLC Engineering Solutions
Julia Gamolina	<a href="mailto:jgamolina@trahanarchitects.com">jgamolina@trahanarchitects.com</a>	Trahan Architects
Lesley Braxton	<a href="mailto:lbraxton@trahanarchitects.com">lbraxton@trahanarchitects.com</a>	Trahan Architects
Robbie Eleazer	<a href="mailto:releazer@trahanarchitects.com">releazer@trahanarchitects.com</a>	Trahan Architects
Chris Osborn	<a href="mailto:cosborn@tvdesign.com">cosborn@tvdesign.com</a>	TVS Design
Tom Ingram	<a href="mailto:tingram@tvdesign.com">tingram@tvdesign.com</a>	Tvsdesign
Tommy James	<a href="mailto:tommy.james@ucf.edu">tommy.james@ucf.edu</a>	UCF
Kara Robertson	<a href="mailto:kara.robertson@ucf.edu">kara.robertson@ucf.edu</a>	UCF Foundation
Edward Arenius	<a href="mailto:edward.arenius@arup.com">edward.arenius@arup.com</a>	Venue Consulting
Curtis Ostrodka	<a href="mailto:COstrodka@VHB.com">COstrodka@VHB.com</a>	VHB
Jaime Igua	<a href="mailto:JIgua@VHB.com">JIgua@VHB.com</a>	VHB
Jaime Igua	<a href="mailto:jigua@vhb.com">jigua@vhb.com</a>	VHB
Joe Kolb	<a href="mailto:jkolb@VHB.com">jkolb@VHB.com</a>	VHB
Joseph Barnes	<a href="mailto:jbarnes@vhb.com">jbarnes@vhb.com</a>	VHB
Joe Walker	<a href="mailto:jwalker@walker-arch.com">jwalker@walker-arch.com</a>	Walker Architects
Jaime Vasquez	<a href="mailto:jvasquez@walterpmoore.com">jvasquez@walterpmoore.com</a>	Walter P Moore
Joe Ales	<a href="mailto:jales@walterpmoore.com">jales@walterpmoore.com</a>	Walter P Moore
Richard Temple	<a href="mailto:rtemple@walterpmoore.com">rtemple@walterpmoore.com</a>	Walter P Moore & Associates
Amanda Wiegman	<a href="mailto:amanda@wjarc.com">amanda@wjarc.com</a>	Wannemacher Jensen Architects, Inc.
Sarah Lyons	<a href="mailto:sarah@wjarc.com">sarah@wjarc.com</a>	Wannemacher Jensen Architects, Inc.
Cliff Gayley	<a href="mailto:cgayley@rawnarch.com">cgayley@rawnarch.com</a>	William Rawn Associates, Architects
Doug Johnston	<a href="mailto:djohnston@rawnarch.com">djohnston@rawnarch.com</a>	William Rawn Associates, Architects
Kate Latimore	<a href="mailto:klatimore@rawnarch.com">klatimore@rawnarch.com</a>	William Rawn Associates, Architects
Kelly Luo	<a href="mailto:kluo@rawnarch.com">kluo@rawnarch.com</a>	William Rawn Associates, Architects
Kevin Bergeron	<a href="mailto:kbergeron@rawnarch.com">kbergeron@rawnarch.com</a>	William Rawn Associates, Architects
Paul Vaivoda		Wilson Butler Architects
Cecilia Mendoza	<a href="mailto:Cecilia.mendoza@zgf.com">Cecilia.mendoza@zgf.com</a>	ZGF Architects
Ed Napier	<a href="mailto:enapier@zyscovich.com">enapier@zyscovich.com</a>	Zyscovich, Inc.
Janeen Skelly	<a href="mailto:jskelly@zyscovich.com">jskelly@zyscovich.com</a>	Zyscovich, Inc.