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## 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, 7/16/21, 2:00pm

### UCF Attendees:

Bill Martin, UCF FP&C  
Paul Lartonoix, UCF College of Arts & Humanities

### Vendor Attendees:

See attendance list at the end of this document

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### 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 Construction Manager (CM) 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
- 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 Construction Managers, 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 (occupancy date) versus the actual construction schedule (occupancy date).
- iii. Note that proposals due August 2, 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 – “Is there any specific requirements to site access and logistics?” – the existing music and theater buildings need to stay operational throughout construction. North and south walls (that run E/W) in existing buildings were designed as metal panel for easy removal for this phase. Parking on north, west, and south can be considered for lay-down. We have not thought through a detailed lay-down and site access plan, we are open to suggestions. The goal is to minimize campus impact.
- Q2 – “What do you anticipate is the shortlist and interview process” – Bill summarized the highlights of the selection procedure, but refer to this link for the official UCF selection procedures, which follow Florida Statutes and Board of Governor’s Regulations: <https://fs.ucf.edu/wp-content/uploads/policies/FP&C%20Selection%20Procedures%20-final%203.4.pdf>
- Q3 – “Have the campus-wide, wise-water conservation and efficiencies to reduce campus potable water demands been achieved?” – at one time, UCF was approaching our “Consumptive Use Permit” (CUP) annual maximum of water use. However, we have recently converted our District Energy Plant IV cooling towers from potable to reclaimed water, which has significantly lowered our potable water use. This conversation project allows us to build the Performing Arts project without concern for exceeding our CUP.
- Q4 – “Item 9 on Selection Criteria states SDVOSB & MWBE, is there a goal for minority participation?” – Item 9 does give points for companies who fit these criteria, for this shortlist portion of the selection process. There is no SDVOSB & MWBE criteria in the final interview. Once the project is award, there is no goal or requirement for minority participation.

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 7/16/21

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.

<u>Name</u>	<u>E-mail</u>	<u>Organization</u>
Eric Jimenez	<a href="mailto:ejimenez@ardmoreroderick.com">ejimenez@ardmoreroderick.com</a>	Ardmore Roderick
Scott Shelton	<a href="mailto:SShelton@Austin-ind.com">SShelton@Austin-ind.com</a>	Austin Commercial
Rob Allen	<a href="mailto:rallen@austin-ind.com">rallen@austin-ind.com</a>	Austin Commercial
Lydia McDowell	<a href="mailto:lmcdowell@barrandbarr.com">lmcdowell@barrandbarr.com</a>	Barr and Barr
John Weaver	<a href="mailto:john.weaver@cpqi.com">john.weaver@cpqi.com</a>	CPPI
Dave Newell	<a href="mailto:dave.newell@cpqi.com">dave.newell@cpqi.com</a>	CPPI
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Bert Fonseca	<a href="mailto:bfonseca@whartonsmith.com">bfonseca@whartonsmith.com</a>	Wharton-Smith Inc.
Bob McClelland	unknown, did not register	
Jodi Harrelson	unknown, did not register	
Patrick Welch	unknown, did not register	