

**PROJECT FACT SHEET**  
**UCF-604 JOHN C. HITT LIBRARY PHASE II-B**  
**PROFESSIONAL ARCHITECTURAL SERVICES**

**PROJECT DESCRIPTION**

The project will consist of the planning, design, and construction administration of the John C. Hitt Library to include the renovation of the existing library and the construction of additional Automatic Retrieval Center (ARC) aisles within the existing Library ARC building. The total project cost for the will be approximately \$75,000,000 for planning, design, permitting, construction, landscape/hardscape/irrigation, and furnishings/equipment. The project size, scope, and budget may be changed at UCF's discretion, and this project is subject to the availability of funding.

Refer to the John C. Hitt Library Building Program at the link below for additional information:

<https://fp.ucf.edu/wp-content/uploads/planning/buildingprograms/BldgProg%20-%20Hitt%20Library%20ExpnReno%208-21-2020%20Rev.%203%20for%20signatures%20nomarkup.pdf%5B98%5D.pdf>

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 will include all services listed on the UCF "Basic and Additional Services for Major and Minor Projects" policy, found at this link:

<https://powerdms.com/docs/1593864?q=Basic%20Service>.

**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/78554> 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 40 (excludes cover page and tabs). Points may be deducted for proposals exceeding the 40-page limit.

Please upload the proposal as one (1) single file.

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.

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. Information provided on the Professional Qualifications Supplement (PQS).
2. **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) initially scheduled construction documents completion date (as listed in the initial contract) and actual construction documents completion date (as actually submitted to the owner); provide an explanation for any discrepancies;
  - c) original design fee (as listed in the initial contract) and final design fee (as listed on the final invoice); provide an explanation for any discrepancies;
  - d) original construction cost at time of GMP (the exact amount per the contractor's contract) and final construction cost at time of project completion (the exact amount per the final payment application; including additive change orders and including the value of all owner direct purchases); provide an explanation for any discrepancies including any error/omissions
  - e) owner's contact information;
  - f) names of proposed team members and sub-consultants who worked on each project and roles that the proposed team members played; and
  - g) include representative pictures of the project.
3. **Ability to Take on Additional Work.** Describe your current workload and staffing. Describe how this project will be staffed to ensure its innovative design, thorough quality control of contract documents, compliance with UCF Standards, and successful construction administration.
4. **Experience and Ability.** Describe your firm's experience and ability:
- a) performing work similar to that to be performed for UCF;
  - b) working with public, higher education clients and their standards and processes;
  - c) understanding building codes;
  - d) completing projects on time and within budget, using specific project examples;
  - e) providing accurate internal cost estimates during design of construction expenses.
5. **Personnel.** Provide bios for the following design team members (please follow in the order provided a-k), clearly indicating their relevant experience, education, and licenses/certifications/credentials:
- a) Project Executive/Principal
  - b) Architect of Record
  - c) Project Manager
  - d) Interior Designer
  - e) Civil Engineer of Record
  - f) Structural Engineer of Record
  - g) Mechanical Engineer of Record
  - h) Electrical Engineer of Record
  - i) Landscape Architect of Record
  - j) Other specialists

6. **Design Ability.**

- a. Describe your process of engaging with UCF to ensure our project goals are being met, including but not limited to:
  - i. creating multiple design options for UCF consideration
  - ii. ensuring that the project stays within our design budget – including escalation costs
  - iii. meeting with the proper project stakeholders while working through UCF Design Planning and Construction
  - iv. other processes that you believe are critical to the project's success
- b. Describe your process of ensuring that our Owner's Project Requirements and UCF Standards are fully integrated into your contract documents.

7. **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.

8. **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.

9. **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 by the professional for all employees and consultants. Picture ID cards will be worn at all times workers are on the jobsite.

10. **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.

11. **Conflict Avoidance and Resolution.**

- a) Describe your firm's practices to avoid and resolve conflict.
- b) Describe three (3) occasions when conflict occurred on a project related to your project scope or services that was caused by your design errors/omissions, how the issue was resolved, if you took financial accountability for the issue, and what policies/procedures you put in place to avoid future similar errors/omissions.

12. **Job specific Question**

- a) Describe your experience in architectural design services for the renovation of existing Libraries and the design of Automatic Retrieval Centers.
- b) Describe lessons learned from similar projects. What are the challenges of these projects and how can we learn from other projects to the benefit of UCF?
- c) Describe your ability to work with a Construction Manager to keep the project on budget. Provide specific examples of recent on budget project successes.
- 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 in accordance with Section 287.055, Florida Statutes.